James Sprunt Community College

Workplace Health & Safety Guide

Established Fall 2020
As the Centers for Disease Control (CDC) continues to respond to the COVID-19 pandemic, we are learning more about how the disease spreads and affects communities. James Sprunt Community College will continue to put the health and safety of our students, staff, and faculty first, all while continuing business continuity. In an effort to put safety at the forefront of our operations, we have put together a Workplace Health & Safety Guide to assist our employees and communities in preventing the spread of Coronavirus (Covid-19).

James Sprunt Community College will remain diligent in ensuring quality education for all students during this time. We will continue our mission to strengthen the communities we serve through innovative education and partnerships to create a more successful tomorrow while remaining healthy.

To ensure the safety, health, and well-being of all of our students, James Sprunt will be offering classes in several different formats for the Fall 2020 semester, allowing students to choose the path that best fits their needs.

The college will continue to offer traditional face-to-face instruction, but with a twist.

It will be up to the student as to whether they come to class on campus or not for Flex classes, and the student can choose if they want to change delivery methods, online remote instruction or face-to-face instruction, throughout the semester. Flex classes meet at the appointed, assigned time as reflected in the schedule. Attendance will be taken, and students will need to either be present in the classroom or online during that time the class meets. [https://jamessprunt.edu/now-offering-flex-classes-with-remote-learning-options/](https://jamessprunt.edu/now-offering-flex-classes-with-remote-learning-options/)
INDIVIDUAL RESPONSIBILITIES

The Centers for Disease Control and Prevention (CDC) reports that the spread of Coronavirus (COVID-19) happens from person-to-person by close contact with another individual (within about 6 feet). Respiratory droplets produced when an infected person coughs, sneezes, or talks can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. Some recent studies have suggested that COVID-19 may spread by people who are not showing symptoms or who are asymptomatic.

Therefore, every individual has the responsibility to prevent the spread of germs and other respiratory illnesses by following the below steps:

- Wash your hands often
  - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - Lather your hands by rubbing them together with the soap
    - remember the backs of your hands, between your fingers, and under your nails
  - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - Rinse your hands well under clean, running water
  - Dry your hands using a clean towel or air dry them
- Avoid close contact (Social Distancing REQUIRED while on campus)
  - Includes areas such as classroom seating, hallways, etc
  - No gatherings of more than ten people allowed unless proper distancing is possible
- Cover your mouth and nose with a cloth when around others (Masks are REQUIRED while on campus)
- Cover coughs and sneezes
- Clean and disinfect
- Monitor your health daily

As we know, none of these interventions are perfect. However, the use of these safety practices can lessen the risk of transmission of COVID-19.
SUPERVISORY RESPONSIBILITIES

Managers are responsible for rearranging workspaces to maintain appropriate physical distance. Communicate proactively and empathetically with employees to keep a positive atmosphere. Be observant of employees and take appropriate action should they begin to exhibit symptoms associated with COVID-19. Encourage meetings to be held virtually or have the ability to implement social distancing.

BUILDING ACCESS REQUIREMENTS

All students, employees, and visitors will be required to enter campus via mandatory screening points effective August 10th, 2020. Access onto campus grounds will only be permitted after the screening process, which will include temperature checks and questionnaires. Any person experiencing any of the below or refuse health screening will not be allowed to enter any campus buildings.

- Fever or chills
- New Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The college encourages everyone to self-screen before coming on campus and not to return if any of the below circumstances are present. Contact your instructor or supervisor immediately should your symptoms worsen, or you experience the following:

- Fever equal to or higher than 100.4°F*
- Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
- Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation
ISOLATION AREA PROTOCOL
(Located in Strickland Building, adjacent to Student Center)

- JSCC Administration will designate a room to be used to isolate anyone with a fever higher than 100.4°F or 38.7°C.
- Screeners will immediately contact Richard Whitman at extension 6175 concerning anyone with a fever higher than 100.4°F.
- Richard Whitman (or his designee) will escort individuals determined to have a fever higher than 100.4°F or 38.7°C to the Isolation Area should those individuals not have the ability to leave the campus immediately.
- Individuals who are escorted to the Isolation Area will be provided and required to wear a facemask.
- Those individuals placed in the Isolation Area must remain there until they can leave the campus; they will be encouraged to contact their primary health care physician as soon as possible and to stay at home until they have a fever under 100.4°F without the use of fever-reducing drugs.
Screener's Guide

Is the person's temperature greater than 100.4°F or 38.7°C?  

NO

Person may enter.
Apologize for any inconvenience.

YES

Person may NOT enter.
Apologize for any inconvenience.

Does the person have transportation?

NO

Contact Richard Whitman at extension 6175 and ask him to escort the person to the Isolation Area.
Give the person a facemask to put it on.

YES

Tell the person to leave the campus immediately and confer with their primary care physician.
CLEANING/DISINFECTION

NOTE: Viruses can survive on non-porous surfaces (steel, plastic) for up to 24-48 hours, and on cloth, paper, and tissues for up to 8-12 hours. Viruses can be transferred from non-porous surfaces to hands for up to 24 hours and from tissue to hand for up to 15 minutes.

All campus buildings are regularly cleaned. Contracted services will clean all public spaces, including building entries, lobbies, elevators, classrooms, labs, hallway doorknobs, and designated conference rooms according to OSHA guidelines. It is the responsibility of the employee to disinfect his/her personal space daily. The Comprehensive Facilities Director will provide cleaning supplies. Portable hand sanitizer units are available in each building.

Cleaning Procedure:

- Surfaces should be cleaned with EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus causing COVID-19 is available on the CDC website.
- If an EPA-registered disinfectant is not available, cleaning staff should use a diluted solution (1:100 volume/volume-600 parts per quart) or alcohol solutions with at least 70% alcohol, applying it to a clean surface with a cloth moistened with the bleach solution and allowing the surface to remain wet for 5 minutes.
- Cleaning staff should follow the manufacturer's directions for all cleaning and disinfection products.
- All contaminated materials must be disposed of adequately. Trash bags must be tied appropriately or secured.
 FACE MASKS/FACE COVERINGS

Face masks or other face coverings are recommended by the CDC to help prevent the spread of COVID-19. They currently must be worn by all employees and students while on campus, including outdoors, when in the presence of others, and adequate when social distancing is not available.

All students will be provided protective facemasks and are encouraged to bring their own face coverings.

- Students and employees in high-risk contact programs (for example, manicurist and cosmetology) will be issued gloves and facemasks, as appropriate.
- Individuals that work in areas where contact closer than 6 feet are regularly allowed will be provided sneeze shields (for example, reception areas).

If you are not able to wear a mask due to a health condition, please contact Human Resources to inquire about the accommodation request process.

TRAVEL

Employees are advised to avoid any non-essential travel if possible.

SIGNAGE AND POSTERS

Building occupants are expected to follow noted traffic patterns, use appropriate entrances and exits, and follow all social distancing guidelines. Signage explaining these requirements will be posted on each entrance to each building. Refusal to adhere to the above protocol will result in the individual's removal from campus.
ARE YOU AT INCREASED RISK FOR SEVERE ILLNESS FROM COVID-19?

Anyone who has concerns about returning to campus due to a medical condition that places them in a higher risk group, those who are pregnant or wish to seek accommodations related to returning to work should consult with Human Resources. We urge that you contact your medical provider for recommendations.

You may also visit https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html for additional information.

Of the issues pertaining to employees and COVID-19, contact Tonya Kenan, Human Resources Director. Of the issues pertaining to students and COVID-19, contact Brian Jones, VP for Student Services.

If you are not sure whom to call, reach out to Tonya Kenan in Human Resources.

Dr. Jay Carraway; President
jcarraway@jamessprunt.edu

Renee Sutton; Chief of Staff
rsutton@jamessprunt.edu

Dennis Sutton; Comprehensive Facilities Director
Director Director
dsutton@jamessprunt.edu
(910) 275 - 6137

Brian Jones; Associate VP of Student Services
bjones@jamessprunt.edu
910-275-6362

Tonya M. Kenan; Director of Human Resources & Title IX Coordinator
tkenan@jamessprunt.edu
910-275-6181

RESOURCES AVAILABLE TO MAINTAIN COMPOSE DURING COVID-19

James Sprunt Community College provides faculty and staff support through its Employee Assistance Program (EAP). This benefit is paid for by the college and is a confidential service provided by McLaughlin Young. For further information regarding your EAP services, please visit the website https://www.mygroup.com or 800-633-3353. Human Resources at 910-275-6450.
Returning to Campus during COVID-19

FAQs

(Supervisors ONLY)

Q What should I do if an employee or student comes to work or school with COVID-19 symptoms?

Employees who have symptoms when they arrive or become sick during the day should immediately be separated from others and sent home. Those who develop symptoms outside of work should notify their supervisor or instructor and stay home. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider.

A COVID-19 test result or healthcare provider's note is not required to validate their illness, qualify for sick leave, or return to work.

Q What should I do if an employee is suspected or confirmed to have COVID-19 and has been on campus?

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods by the sick person:

Wait 24 hours before cleaning and disinfecting to minimize the potential exposure of lingering respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. Follow the CDC cleaning and disinfection recommendations:

- If it has been less than 7 days since the sick employee used the facility, use the CDC cleaning and disinfection recommendations.
- If it has been 7 days or more since the sick employee used the facility, then additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Q Can I allow an employee to continue to work if they have been exposed but are not showing symptoms?

Employees may have been exposed if they are a "close contact" of someone infected, which is defined as being within about 6 feet of a person with COVID-19 for a prolonged period:

Potentially exposed persons who have symptoms of COVID-19 should self-isolate and follow the CDC recommended steps. Those who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
Q When can a person suspected or confirmed to have COVID-19 return to class or work?

Sick employees and/or students should follow steps to prevent the spread of COVID-19. Individuals should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider.

It is not required for a sick employee or student to provide a negative COVID-19 test result or healthcare provider's note to return to work. Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the sets of criteria found here.

Q What should I do if an employee requests an accommodation related to COVID-19? For example, if they are high-risk?

Direct the employee to contact Human Resources to discuss potential accommodations. Please do not offer guidance on possible accommodations.

Know your Ws!

- **WEAR** a cloth covering over your nose and mouth.
- **WAIT** 6 feet apart. Avoid close contact.
- **WASH** your hands or use hand sanitizer.
Returning to Campus during COVID-19

FAQs

(Employees ONLY)

Q What is James Sprunt Community College doing to reduce and/or prevent the spread of COVID-19?

- Increased hand sanitizer stations on campus
- Posted communication COVID-19 safety precaution signs
- Displayed directional signs on the forms to show traffic patterns
- Required face coverings while on campus
- Minimized contact among workers by replacing face-to-face meetings with virtual communications

Q Who should I contact if I am diagnosed with COVID-19?

Please contact Human Resources if you are diagnosed with COVID-19. Human Resources will share the appropriate information as needed. Maintenance will ensure the proper cleaning and/or closure of exposed areas are complete.

Q What should I do if I feel sick and/or begin to have symptoms of COVID-19 after reporting to work?

If you experience symptoms after reporting to work you will be directed to leave work and seek medical attention. However, if you do not wish to seek medical treatment you will be allowed to return to work once the below conditions are meet. Please contact Human Resources to discuss your leave options.

1. 3 days with no fever and
2. symptoms have improved (e.g. cough, shortness of breath) and
3. 10 days since symptoms first appeared

Q What leave options are available to me if I am not able to work due to COVID-19?

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Please contact Human Resources to see if your situation qualifies.

Q Will I be able to telework if I cannot report to campus due to COVID-19?

Staff employees are currently working on campus while ensuring social distancing protocols are followed. Several classes have been moved to a hybrid and/or online component to accommodate this action. However, if you are not able to report to work due to a COVID-19 reason, please contact Human Resources to discuss your options.
Q Are masks, gloves, etc available to me while performing my job?

Yes, appropriate Personal Protective Equipment is available for all employees and visitors upon entering campus. If you require PPE please contact Jeanette Rackley, Executive Administrative Assistant to the President, at ext 6111.

Q Are in-person meetings required at this time?

Meetings are ONLY scheduled when social distancing is, and PPEs are available. However, if you are uncomfortable attending in-person, please notify your supervisor for accommodations. It is the recommendation that all meetings be conducted in a virtual environment.

Q Whom should I contact if I need disinfectant and other cleaning supplies for my office area?

To request cleaning supplies for your area, please call Dennis Sutton at ext 6137.

Q How do I request printed communication materials related to COVID-19 for my area?

If you require additional signage, please contact Human Resources at ext 6450.

Q Whom do I contact if I think additional safety measures are needed in my area due to COVID-19?

Please contact Dr. Jay Carraway, Renee Sutton, Tonya Kenan or Dennis Sutton for suggestions concerning safety measures or recommended safety measures related to COVID-19.

Q What should I do if a student informs me that they tested positive for COVID-19?

Contact Brian Jones at ext 6362 for instruction. Mr. Jones will contact Comphesive Facilities Director and Human Resources to share pertinent information such buildings the student occupied so that cleaning may take place.

Q Am I able to travel on my personal time?

There is no policy restricting travel for employees and students on their personal time. However, the college does advise the CDC website be reviewed regarding in-state and out-of-state travel.

Q Do I need to report if I have been around someone who has been diagnosed with COVID-19?

If you have been identified as being in close contact with someone diagnosed with COVID-19, you will be contacted by local health officials.