

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES COVID-19 RESPONSE	Procedure 2.1.10.1\3.4.5.1
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I. PURPOSE

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus (2019) that has spread throughout the world. The outbreak was declared a global pandemic by the World Health Organization on March 11, 2020.

This Procedure outlines provisions intended to reduce or minimize the risk associated with COVID-19. This Procedure supports the Communicable Disease and Occupational Exposure to Bloodborne Pathogens Policy (2.1.10 and 3.4.2) and the Pandemic Plan Procedure (2.1.5.2).

The Procedure outlines specific measures which, when followed, will help to reduce risk within the workplace. The measures are in support of the 3 W's, which are:

1. Wear a cloth Face Covering
2. Wait 6-feet (or more) apart and avoid close contact
3. Wash your hands often or use hand sanitizer

At Haywood Community College we also add the expectation to remain home if you feel unwell and follow proper notification procedures outlined later in this document.

These actions can help protect our fellow employees, students, and community members, while the virus is still circulating.

II. POSSIBLE ACTIONS DURING COVID-19 EMERGENCY

During the COVID-19 emergency, any of the following may occur:

- Closure of campus or certain buildings on campus,
- Partial closure of campus or certain buildings on campus,
- Required compliance with state and local orders pertaining to COVID-19 response, community protection measures (such as required travel quarantine orders) and the college system,
- Decision by the Pandemic Coordinator and/or Human Resources Director that an employee(s) should isolate away from campus until symptoms are gone,
- Isolation of ill or symptomatic employee(s),

- Quarantine of an exposed or potentially exposed employee(s),
- Expectations of employees to support the cleaning efforts by sanitizing individual workspaces using cleaner provided by the College and maintaining good hand hygiene.

III. SOCIAL DISTANCING

In order to minimize transmission from person to person, Haywood Community College is requiring social distancing in all settings with limited instructional and academic related exceptions. Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. It can be accomplished by administrative and engineering controls.

Examples include:

- Maintaining sufficient distance between individuals to reduce the risk of transmission of a communicable disease as defined by the Centers for Disease Control or DHHS,
- Reducing face-to-face exposure by using conference calls and video conferencing,
- Avoiding unnecessary travel,
- Canceling in-person meetings, workshops, training sessions, and scheduled events, or utilizing video conferencing services as an alternative approach,
- Allowing employees to work from home or alternative worksites to reduce exposure in the workplace;
- Establishing flexible working hours where possible to reduce the volume of people entering and exiting at the same time,
- Installing protective barriers between workstations or increasing space between workers;
- Reinforcing hand washing and requiring the use of protective equipment such as hand sanitizers and masks (all of which are made available by the College),
- Limiting access to buildings on an as-needed only basis.

A department may choose to practice social distancing by use of alternate worksites or teleworking. Supervisors are authorized to establish immediate telework arrangements, bypassing the normal requirements, as outlined in the internal teleworking policy and procedures, during the declared emergency. Employees should track time worked, leave taken, and notify their supervisor of the work being performed as if they were physically working in the office. Employees required to telework shall receive regular pay.

IV. FACE COVERINGS

Haywood Community College requires all individuals on campus to wear a face covering at all times including classroom settings, regardless of the amount of time

the class is being held. Face coverings are not required if an employee is in a private office, alone, with the door closed, or, if outdoors and continuously maintaining a distance of 6-feet or more from other people. This face covering requirement will be in place until further notice, at which point communication will be disseminated from the Pandemic Coordinator or another member of the Emergency Response Team.

There are limited exceptions to the face-covering requirement. This is a non-exhaustive list of exceptions. If employees or students of HCC have questions, please direct those to the Director of Human Resources and/or the VP/Student Services.

- Should not wear a face-covering due to any medical or behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance);
- Is under eleven years of age;
- Is actively eating or drinking;
- Is strenuously exercising;
- Is seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;
- Is giving a speech for a broadcast or to an audience;
 - Note: Other precautions will need to be in place in order for a face covering to not be required. For instance, if there is a physical shield in/around the speaker (as approved by Campus Development) then the face covering may be removed for the speech period. If another preventative measure such as this is not in place, the speaker will be required to speak with their face covering on.
- Is working at home or is in a personal vehicle;
- Is temporarily removing his or her face covering to secure government or medical services or for identification purposes;
- Would be at risk from wearing a face-covering at work, as determined by local, state, or federal regulators or workplace safety guidelines;
- Has found that their face covering is impeding visibility to operate equipment or a vehicle; and/or;
- Is a child whose parent, guardian, or responsible person has been unable to place the face-covering safely on the child's face.

V. IF AN EMPLOYEE OR STUDENT BECOMES ILL

Employees or students who have symptoms of COVID-19, or have tested positive for COVID-19, are required to stay home and may not return to campus until the health

department or health care provider clear them to do so. Certification of fitness to work/return to school from a health care provider may be required. For employees or students that are not under the care or advisement of a medical care provider or health department, the CDC Guidelines for returning to the workplace will be followed. The Director of Human Resources (Employees) and the VP/Student Services (Students) reserve the right to advise people to remain off campus if they, along with the President, believe risk of exposure to others may still exist. Every situation, even if seemingly similar on the surface, has different details and these will be taken into consideration.

Depending upon the severity of the COVID-19 emergency locally, employees and students may be unable to obtain a healthcare provider's note; therefore, the College shall follow the recommended guidelines from the Centers for Disease Control or the local Public Health Department before allowing employees to return to campus.

Due to the nature of this developing and rapidly changing response we recognize that timelines may vary. For instance, there may be times where test results are not returned within the 10-14 day timeframe in which people are advised to quarantine (times vary based upon exposure). If this occurs, CDC guidelines will be followed with regards to when people will be allowed to return to campus.

VI. NOTIFICATION REQUIREMENTS Employees

Employees are required to notify their Supervisor and/or the Director of Human Resources in the following circumstances:

- Employee is exhibiting symptoms consistent with COVID-19
- Employee is awaiting a COVID-19 test result, or, has received a positive COVID19 test result
- Employee currently resides with someone who is either awaiting a COVID-19 test result or, has tested positive for COVID-19
- Employee has been contacted by the Health Department in contact tracing to notify that they may have been in close contact with someone that has tested positive for COVID-19.

Haywood Community College fully supports, encourages, and expects employees to remain home if ill, with COVID-19 or other illnesses. This approach supports employees in health recovery and encourages compliance with public health control measures to prevent the spread of disease. Further, it is understood that during this COVID-19 pandemic, employees may need to remain at home to care for family members.

Federal Leave Provisions may be granted if an employee's individual situation meets the requirements as outlined in the Emergency Paid Sick Leave Act and/or Emergency FMLA Expansion Act. If the employee does not qualify for the available COVID-19 specific leave provisions, Sick Leave or Annual Leave may be taken.

Students

Students are required to notify the VP/Student Services in the following circumstances:

- Student is exhibiting symptoms consistent with COVID-19
- Student is awaiting a COVID-19 test result, or, has received a positive COVID-19 test result
- Student currently resides with someone who is either awaiting a COVID-19 test result or, has tested positive for COVID-19
- Student has been contacted by the Health Department in contact tracing to notify that they may have been in close contact with someone that has tested positive for COVID-19.

Haywood Community College fully supports, encourages, and expects students to remain home if ill, with COVID-19 or other illnesses. Instructors will be flexible with students relative to the Attendance Policy (5.2.1) and will work with students to find solutions for making up class time and/or assignments.

Responsibility to Report

We have a desire, and a duty, to provide a safe environment free from hazards to our employees and students. It is the expectation that if an employee notifies their Supervisor of a possible COVID-19 diagnosis or exposure, the Supervisor will notify the Director of Human Resources. Similarly, if a student notifies their Instructor, that Instructor will need to notify their Dean/VP of Instruction or, VP/Student Services. These communications should take priority over all other responsibilities following the removal of any potential cases/illness on campus.

Sara Phillips, Director of Human Resources – sjphillips@haywood.edu, 828-627-4529, or 828-734-8257

Dr. Michael Coleman, VP/Student Services – mwcoleman@haywood.edu, 828-565-4220 or 252-883-0569

VII. COLLEGE NOTIFICATION COMMITMENT

Contact tracing efforts are led by the local Public Health Department and commence upon receiving a positive COVID-19 test result.

In the event an employee or student tests positive for COVID-19, or, is awaiting test results for COVID-19, upon receiving notification, the Human Resources Director or VP/ Student Services will review the CDC guidelines for identifying close contacts. A notification will be shared, omitting personally identifying information, to any close contacts specific to HCC that are considered to be relevant for contact tracing. This notification may be alarming but is intended to support our ongoing efforts for transparency and proactive communication in the efforts to slow the spread and minimize exposure.

VIII. REGIONAL CENTER FOR THE ADVANCEMENT OF CHILDREN

The RCAC is governed by the NC Department of Health and Human Services. Therefore, the center will comply with guidance and requirements from the NC DHHS as well as internal requirements from HCC.

IX. COMPLIANCE EXPECTATIONS

It is expected that employees and students will comply with these procedures and any other COVID-19 preventative requirements. We must all do our part to slow the spread.

Lack of compliance or disregard for these procedures will be addressed.

For employee-related concerns regarding non-compliance, please reach out to the Director of Human Resources.

For student-related concerns regarding non-compliance, please reach out to the VP/Student Services.

X. UPDATES

The COVID-19 crisis has been rapidly evolving and presents frequent updates and new information. It is to be expected that this Procedure will be updated frequently. In the event of updates, a revised version will be distributed to employees by way of email.

XI. RESOURCES

Resources are being added and developed often. Resources are often shared out by way of email.

- [HR Resources for Employees and COVID-19](#)
- [Employee Safety Training](#)

- [Employee Training for Returning to Campus](#)

XII. DEFINITIONS

Epidemic	A disease occurring suddenly in a community, region, or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.
Face Covering	A covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a face covering has two (2) or more layers. A face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels. A face shield that covers the nose and mouth may be utilized as an accommodation if someone cannot wear a cloth face covering. This accommodation would need to be discussed with Human Resources (Employees) or Student Services (Students).
Pandemic	The worldwide spread of an infectious/communicable disease affecting a large number of people.
Incubation period	The time, usually in days, between exposure to an illness and the onset of symptoms.
Isolation	A control measure issued by a local health director or health care provider limiting the movement or action of persons or animals infected or reasonably suspected to be infected with a communicable disease or condition for the period of communicability to prevent the spread of the communicable disease or condition.
Quarantine	A control measure issued by a local health director or health care provider limiting the movement or action of persons or animals who have been exposed to or are reasonably suspected of having been exposed to a communicable disease or condition for the period of time necessary to prevent the spread of the communicable disease or condition.
Social Distancing	Actions taken to reduce the opportunities for close contact between people in order to limit the spread of a communicable disease.

High-Risk Employees	Those employees in a certain age group or who have serious underlying medical conditions and might be at higher risk for severe illness from a communicable disease as identified by the Centers for Communicable Diseases or NC DHHS Division of Public Health.
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