



WILLIAMSBURG TECHNICAL COLLEGE

Re-Entry Plan Guide

**A GUIDE FOR RETURNING TO THE
WORKPLACE**

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GUIDING PRINCIPLES

Williamsburg Technical College policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our Faculty, Staff, Students, and Guests on our campus.

The primary goals for Williamsburg Technical College's response to the COVID-19 pandemic are to protect public health, support students and employees, and continue the institution's mission of education and community support.

Williamsburg Technical College's plans will also be aligned and consistent with local orders and ordinances in Williamsburg County, as well as the State of South Carolina's Phased Re-opening Model.

Williamsburg Technical College's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, SC Department of Health and Environmental Control, and the Williamsburg Technical College's Emergency Response Team.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines

All Faculty and Staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document as part of Williamsburg Technical College's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

Exposure to or Having a Confirmed Positive COVID-19: If an employee has a confirmed positive COVID-19 test, the employee must not come to the workplace until 14 days have passed since their symptoms began AND they are free of fever (100° F or greater using a thermometer) for three days without the use of fever-reducing medicines AND their other symptoms have improved. If an employee has been in close contact with someone who has a confirmed positive COVID-19 case, the employee must not come to the workplace until 14 days have passed since the date of last contact with the individual with the confirmed positive test. Employees are expected to adhere to stated guidelines and notify their immediate supervisor should they be unable to come in to work due to quarantine orders. Employees must contact the HR office at 843-355-4111 to be informed of applicable leave rights under FFCRA, quarantine order documentation requirements, and ADA accommodations.

Symptom Monitoring Requirement

Faculty and Staff who have been instructed to return to the workplace should conduct symptom monitoring every day before reporting to work and be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell



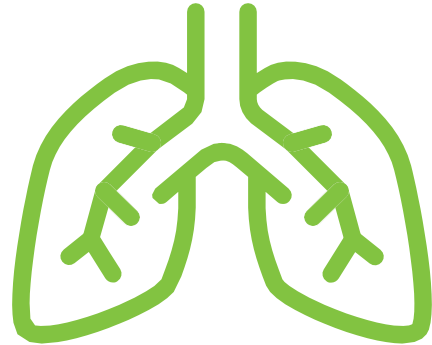
If you have any symptoms, you must stay home. If symptoms persist, we recommend seeking guidance from your medical professional. You should also wear a face mask to avoid possible virus transmission to others. You should self-isolate until cleared to return to work by your medical professional.

RETURN TO THE WORKPLACE

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According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised



Faculty and Staff members who have been instructed to return to work on-site and have concerns about doing so due to 1) a medical condition that places them in a higher risk group, 2) those who are pregnant, or 3) those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact Human Resources, the following individuals are available to receive questions, Jennifer Strong (ext. 4111).

Phased Re-opening

Williamsburg Technical College has organized a phase-in return of Faculty and Staff over time in a coordinated process to ensure appropriate social distancing and availability of PPE (personal protective equipment).

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue through Phase 3 and will be continually assessed.

Expanded staffing on campus will be closely monitored and coordinated to mitigate potential risks and ensure the safety of Faculty and Staff, as well as the communities we serve. No department should increase Faculty and Staffing levels beyond current needs to support critical on-site operations without approval from your respective Vice President. Once decisions to expand on-site Staffing in certain areas have been made, Faculty and Staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As Faculty and Staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced Staffing on campus may need to be implemented again.

RETURN TO THE WORKPLACE

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Staffing Options (Phase 1 & 2)

Once Faculty and Staff members who have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor and Vice President, can be done in a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial Faculty and Staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.



SOCIAL DISTANCING





HEALTH & SAFETY GUIDANCE

Personal Safety Practices

Face Masks/Cloth Face Coverings: Face masks or face coverings are strongly encouraged to be worn by all Faculty and Staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

You may wear a cloth face covering and help Williamsburg Technical College reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. Masks will be provided by Williamsburg Technical College, if needed.

See details regarding mask use and care below.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS				
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.	Commercially manufactured masks that help contain wearer's respiratory emissions.	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.
Intended Use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While strongly recommended while in community spaces or while interacting with individuals, not required when working alone in office.)		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

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USE HAND SANITIZER

Use and Care of Face Coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).

- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty and Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

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Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Employees in high touch areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.



HANDWASHING

Goggles/Face Shields: Faculty and Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments.

Personal Disinfection: While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).



COUGHING

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Guidance for Specific Workplace Scenarios

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by any Faculty and Staff in a reception/receiving area. Masks/face coverings should be used when inside any Williamsburg Technical College facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Wash your hands thoroughly afterward to reduce the potential transmission of the virus.



WEAR A MASK

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a rooms capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Faculty and Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

