

# Quick Guide for Faculty and Staff

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**SOUTH GEORGIA**  
**STATE COLLEGE**



## Faculty and Staff Quick Guide

This plan is intended to promote a healthy and safe environment; comply with Executive Orders and directives from the Governor's office; and reflect guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) recommendations. As SGSC plans for a successful 2021 opening, we recognize the COVID-19 situation is fluid and guidance will likely continue to change. It is important to note that all supervisors understand the fluidity of the situation and remain flexible and adaptable to the changing situation. The ultimate goal of the plan is to help protect SGSC's faculty, staff and students as the campus reopens. In an effort to reduce the spread of COVID-19, SGSC's plan will focus on the following practices which are based on research and CDC guidelines:

- Hand Hygiene and Respiratory Etiquette
- Physical/Social Distancing
- Masks
- Screening/Monitoring
- Cleaning/Disinfecting/Sanitizing Practices<sup>1</sup>

It will be noted that everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines. Communications regarding the Workplace and Health Safety plan can be found at the end of this narrative section.

### *Hand Hygiene and Respiratory Etiquette*

- Hand Hygiene <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Avoid touching eyes, noses, and mouth with unwashed hands.
- Wash hands often with soap and water, covering all surfaces of hands and rubbing them together for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol should be used.

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<sup>1</sup>The CDC definitions for cleaning, disinfecting, and sanitizing are as follows:

**Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

- Educate and encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash (no-touch/foot pedal) and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol should be used.
- Hand sanitizers will be placed strategically in multiple locations throughout the campus to encourage hand hygiene.
- Posters that encourage hand hygiene to help stop the spread of COVID-19 will be placed at all entrances to the workplace, restroom exits, and in other work areas where they are likely to be seen.

### *Physical/Social Distancing*

- Employees are expected to practice physical distancing while on campus by keeping space between the employee and others outside of the employee's work space:
  - Stay at least six feet from other people
  - Do not gather in groups
  - Stay out of crowded places and avoid mass gatherings
- When feasible, workspaces or schedules will be modified to provide social distancing of employees through rotational scheduling of employees or staggering work schedules, physical separation of 6 feet or installation of barrier devices.
- In-person services will be provided to one student/visitor at a time. SGSC will also mark floors to allow people to keep six feet distancing in lobby areas, dining facilities, and residence halls.
- When possible, employees will not share desks or equipment; however, in areas where this is not possible, only one employee will work at the desk or use the equipment (e.g., copier) at one time. Employees must clean and disinfect the area when they leave. Disinfecting wipes will be strategically placed in areas where equipment will be used by multiple people.
- In order to prevent employees in the same building from entering other offices when documents are needed, wall files will be utilized. This will allow employees to drop files outside of offices for pickup.
- Elevators will be used only for traveling upward with no more than two passengers. Stairs will be used for traveling downward except for persons with disabilities. Each elevator and stairway will be marked with signage for direction. Signage will also be posted in the elevators with instructions informing passengers not to touch anything with their fingers, including buttons for floors or opening or closing the door. Passengers will be asked to cover their finger with a tissue or paper towel when pressing the button and immediately dispose of it afterwards. Interior surfaces of elevators will be disinfected periodically during the workday.
- Usage of breakrooms will still be allowed for food storage and preparation with only two employees at a time while maintaining six feet distancing. If interior surfaces of break rooms cannot be disinfected periodically during the workday, they will be closed.
- Employees will not be allowed to rest in the breakroom areas during their breaks. Employees will be permitted to take breaks and meals outside, in their office or personal work space or in such areas where proper social distancing is attainable.
- Meetings and conferences will be held virtually whenever possible.

- Person-to-person contact, including handshaking, is prohibited during the ongoing community transmission of COVID-19.

#### *Face Coverings*

- Following the direction of the USG, effective July 15, 2020, all employees, students, and visitors **are required** to wear an appropriate face covering that completely covers the mouth and nose while inside campus facilities/buildings. Face covering is in addition to and not a substitute for social distancing.
- Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.
- Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may be subject to discipline through the applicable conduct code for faculty, staff, or students.
- Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
- If any member of the SGSC community is unable to supply his or her own facial covering, SGSC will provide a mask.
- Information will be provided to all students, faculty, and staff on proper use, removal, and washing of cloth face coverings. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### *Screening/Monitoring*

- Older Adults
  - The CDC no longer gives a minimum age for those at risk. The USG will continue to use 65 as its measure for evaluating requests for alternate work arrangements. Individuals who are younger than 65 can provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from working on campus as scheduled.
- People of Any Age with Underlying Medical Conditions
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
  - Cystic fibrosis
  - Hypertension or high blood pressure

- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus
- Every employee will be expected to complete a COVID self-screen at the beginning of each week prior to beginning work. This may be completed at home. (Temperature screening and/or symptom checking) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- In conjunction with the weekly COVID-19 self-screen, SGSC will provide daily temperature checks, a widely-used public screening measure. Although we are aware that some people with COVID-19 do not have a fever, while some people with a fever do not have COVID-19, temperature checks will assist us in reinforcing the request that employees exhibiting symptoms not report to work. Temperature checks will be conducted by assigned campus building coordinators.
- Any employee who is exhibiting fever and respiratory symptoms should remain home regardless of testing or type of illness until:
  - The individual has no fever for at least 72 hours without the use of fever-reducing medication, **AND**
  - Other symptoms have improved, **AND**
  - At least 10 days have passed since symptoms first appeared.
- South Georgia State College has partnered with the McKinney Center in Waycross. The McKinney Center currently has in place a sliding fee scale which allows individuals to receive healthcare services on an income-based fee. SGSC is exploring partnerships with the Department of Public Health and local healthcare providers such as Coffee Regional Medical Center in Douglas, Memorial Satilla Health, and McKinney Medical Center to provide priority healthcare for our students, faculty, and staff, including the procurement of testing to contain spreading of the virus. Fees for healthcare visits related to COVID-19 should be waived by the individual's health insurance.
- If a faculty member, staff member, or student is uninsured, we will seek assistance from the public health department.
- All employees will be asked to stay home if they are ill. In the event they start to display any type of symptoms related to COVID-19 while at work, the employee will be sent home and directed to contact their healthcare provider for further guidance.
  - Possible Symptoms related to COVID-19 which may appear 2-14 days after exposure to the virus:
    - Fever >100.4
    - Cough
    - Shortness of breath or difficulty breathing

- Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Vomiting and diarrhea
- If cases of COVID-19 have been identified among residents of on-campus community housing, SGSC will work with local public health officials to take additional precautions. Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Students exhibiting Coronavirus-like symptoms will be required to be tested. While results are pending and/or if a student tests positive, the student will need to return home if possible. Students not able to return home will move to isolation/quarantine apartments (single-occupancy) established on the 3<sup>rd</sup> floor of Tiger I residence hall. Residence hall staff will deliver meals to the students who are isolating/quarantining in Tiger I.
- If faculty or staff test positive for COVID-19, they will be placed on paid leave per the COVID-19 guidelines while recovering. We will require them to follow CDC guidance for return to work, as follows:
  - No fever for at least 72 hours (three full days of no fever without the use of medicine to reduce fever)
  - Improved symptoms
  - Away from work a minimum of 10 days after symptoms first appeared or 10 days after the date of the positive COVID-19 test while fever/symptom-free
- Human Resources will work with managers to identify critical job functions and positions and plan for alternative coverage by cross-training staff and faculty in the event there is an increase in absenteeism.
- Contact tracing will begin as soon as possible. SGSC will work with the GDPH to assist with contact tracing as needed. The primary point of contact for SGSC with GDPH is Mrs. Maria King, Director of Human Resources [maria.king@sgsc.edu]; for students the contact person is SGSC's Dean of Students, Ms. Sandra Adams [Sandra.adams@sgsc.edu].
- If an infectious disease outbreak occurs at the institution, we will follow BOR and Department of Health guidelines and ask the affected employees and/or students to return home or to the assigned isolation area in the residence hall.

### *Cleaning/Sanitation Practices*

- We will not be utilizing an outside company regularly to do any sanitizing. SGSC housekeeping staff will do the cleaning and disinfecting on a daily basis. However, should the need arise, we will employ an outside company to supplement the work of the SGSC Housekeeping staff.
- SGSC has in-depth guidance for facilities officers with a focus on custodial operations that will be utilized by SGSC.
- The Point of Contact (POC) for cleaning, disinfecting, and sanitizing is the Director of Facilities, Daniel Warren [Daniel.warren@sgsc.edu].
- The Point of Contact (POC) for ordering supplies is the SGSC Purchasing Coordinator, Ms. Tammie Meeks [tammie.meeks@sgsc.edu].
- Staff/Faculty
  - All employees should clean/sanitize their work areas 2 times a day with provided disinfected wipes and cleaning supplies.
  - Employees will be provided with disinfectant supplies to disinfect all frequently touched surfaces in the workplace such as workstations, keyboards, telephones, handrails, doorknobs, and light fixtures.
  - All common areas and restrooms will be cleaned by Custodial services at least twice a day.
  - All employees are required to wear a face covering when unable to social distance.
- Public Restrooms
  - SGSC's Custodial staff will be responsible for cleaning restrooms at least three times daily.
  - Due to limited ability to social distance in restrooms, employees will be encouraged to wear masks while in the restroom.
  - Every other restroom stall will be taped off (not used) in an effort to support social distancing.
  - All restrooms will have disposable toilet seat covers to aid in sanitation practices.
- Water Fountains
  - All water fountains will be closed.
  - Faculty, staff, and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- Confirmed COVID-19 cases
  - When possible, areas where the affected employee has been should be disinfected immediately and closed for 24 hours or more if possible, as long as this does not disrupt campus operations.
  - Supervisor will notify Human Resources and HR will notify Plant Operations regarding need for cleaning, disinfecting, and/or sanitizing contaminated area(s), as needed.
  - Ventilation in the contaminated areas should be increased to facilitate air filtration.
  - SGSC has a plan for specific cleaning, disinfecting, or sanitizing practices with confirmed cases.

To aid in preventive practices SGSC will need the following supplies, all of which are listed in the table at the conclusion of this section of the plan:

- Latex-Free Gloves

- Facial Masks
- Signs/Markings for distance and direction
- Electronic Thermometers
- Disinfectant Wipes/Spray
- Disposable Toilet Seat Covers
- Video Capability for Desktop Computers
- Keyboard Covers for public computers
- No-Contact Infrared Thermometers
- Plastic Wall File

#### **Travel:**

South Georgia State College will follow travel guidelines provided by USG, which will be guided by the up-to-date travel guidance from the CDC. **At present, the USG has directed that all employee non-essential travel is prohibited until further notice.** Faculty, staff, and students who are traveling back to campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self-quarantine. We will request that faculty, staff, and students continue to use our travel notification process for all planned travel and follow all guidelines required, if any, upon their return. SGSC recommends traveling for faculty and staff only to required USG meetings or other SGSC campus locations.

South Georgia State College discourages study abroad traveling at this time. We ask that all employees and students adhere to precautionary measures outlined by the CDC and the U. S. Department of State. Any individual who travels to what is considered a COVID Hot Spot will be required to self-quarantine for a period of 14 days upon their return.

#### **Enforcement Practices:**

SGSC will follow BOR, CDC, and Department of Health guidelines. We encourage employees and students to assist us and continue to follow CDC sanitation guidelines, to include washing their hands for 20 seconds, utilizing hand sanitizer, covering their coughs and sneezes with tissue or inside the elbow and, most importantly, continuing to practice social distancing, not gathering in groups, staying out of crowded places and avoiding mass gatherings. All employees will be responsible for monitoring themselves and others for adherence to safety precautions. Any employee who becomes aware of an unsafe situation should notify their supervisor immediately. Supervisors will take responsibility for ensuring that all employees, students, and visitors maintain the safety guidelines in this document or as updated based on new guidance from the Governor's Task Force, USG, GDHP, or CDC. All employees are strongly encouraged to comply with the requirements for establishing and promoting a healthy environment. Any concerns with following these guidelines should be addressed with management to determine a solution.