

Lake Forest College

Guidelines for Employees Working on Campus

INCORPORATION

These guidelines supplement existing Health and Safety Emergency Procedures included in the Faculty and Staff handbooks. All employees are expected to comply with these guidelines. Failure to do so may result in corrective action.

ASSUMPTIONS and CORE CONCEPTS

As knowledge and understanding of the COVID-19 virus continues to evolve, the College's policies and protocols for responding to COVID-19 will

- be rooted in safety for our staff, faculty, students, and for the public we interact with as we carefully prepare for fall semester.
- be aligned and consistent with recommendations, guidelines, and directives set forth by the Lake County Health Department (LCHD), Illinois Department of Public Health (IDPH) and Restore Illinois Plan, and the Center for Disease Control and Prevention (CDC).
- be subject to change/modification and updated as appropriate as more information becomes available.
- recognize that if localized outbreaks emerge, appropriate restrictions and staffing decisions will need to be made.
- accommodate employees who are at risk — or who live with someone at risk — based on health factors identified by CDC, including adults aged 65 or older, or those with chronic lung disease, diabetes, serious heart conditions, chronic kidney disease, severe obesity, or CDC-defined examples of immunocompromised conditions.
- direct supervisors to be mindful of the anxiety many feel, and to explore accommodations with employees who have childcare or other family responsibilities.
- continue to employ remote teleworking where possible and build on the innovations developed since the campus was closed.
- ensure that the principles of social distancing, handwashing, staying home when sick, and use of face covering or masks are strictly adhered to.

STAFFING LEVELS

The need to reduce the number of people on campus (density) to meet social distancing requirements is expected to continue for some time. Departments that can continue to effectively work remotely will likely need to continue to do so until restrictions are eased by the State and the College for larger gatherings.

No department should increase staffing levels this fall beyond the minimum needed to support critical on-campus operations without approval from your respective dean or vice president.

The College will assess how to restore on-campus staffing based on mission-critical operations, ability to control and manage specific work environments, and employees' needs to access on-site resources. These decisions, once approved, will be communicated through respective deans and vice presidents.

STAFFING OPTIONS

These guidelines are based on the State's Restore Illinois Plan, which can be accessed at <https://www.dph.illinois.gov/restore>.

Once staff members have been approved to return to work on campus this fall, departments should implement one or more of the following options to maintain social distancing protocols and reduce population density within buildings and work spaces. Supervisors need to be flexible to accommodate employees (see additional Guide for Supervisors) and, in particular, provide for at-risk employees who need to continue to work remotely.

Remote Work: Employees who can work remotely to fulfill their work responsibilities should continue to do so, with supervisor's approval, to reduce the number of individuals on campus. Remote working arrangements, which should be approved by immediate supervisors, can be done on 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 on-campus staffing on alternate days when possible. This will help enable social distancing, especially in areas with larger common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common building entry/exit points. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas and reduce opportunities for close contact.

PERSONAL SAFETY PRACTICES

Face Masks / Cloth Face Coverings: Face masks (other than neck gaiters or bandanas) must be worn by all employees working on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). Employees are required to bring face masks to work. Here are two websites with instructions on making suitable face masks at home: 1)

<https://www.michaels.com/diy-face-masks-and-shields/fabric-face-mask/fabric-face-mask>; 2)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face->

[covering.html](#). Any employees who cannot prepare or provide their own face masks must contact HR for assistance before coming to campus.

Most, if not all face masks are designed for “single day use” to be efficient, and must be properly laundered before wearing them again. Having a week supply of face masks can reduce the need for daily laundering. The use of a mask is not a substitute for social distancing. See details regarding mask use at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Social Distancing: Keeping at least six feet of space between you and others is an essential strategy in slowing the spread of the COVID-19 virus. 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 protects everyone, and particularly those who are in higher risk categories.

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, 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. The College will continue to supply hand sanitizers in a variety of locations across campus. Cover all surfaces of your hands and rub them together until they feel dry.

Goggles/Face Shields: Staff do not need to wear goggles or face shields when working, although they are not prohibited.

Personal Disinfection: Aramark custodial crews will continue to follow CDC guidelines in cleaning office and work spaces. Employees may also take additional care to wipe down commonly used surfaces in their work areas. For example, before starting work and before you leave any room in which you have been working, it is best practice to wipe down all work areas with approved solutions containing at least 60% alcohol. 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, doorknobs, etc.). The College will continue to provide disinfecting wipes for this purpose in locations across campus.

Coughing/Sneezing Hygiene: Even if you are in a private setting and do not have on a face mask or covering, it is still very important to always cover your mouth and nose with a tissue, or use the inside of your elbow every time you cough or sneeze. After promptly discarding used tissues in the trash, you should immediately wash your hands with soap and water for 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

SYMPTOM MONITORING REQUIREMENT

Employees who have been instructed to return to work on campus this fall must monitor their symptoms every day before reporting to work. It is essential for employees to be free of ANY symptoms potentially related to COVID-19, or to have had evaluation and clearance by a health care professional, 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 loss of taste or smell

Employees are required to do self-temperature checks every day before coming to the workplace and to stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit. Any employee who does not have a reliable home thermometer should contact HR Director Agnes Stepek for assistance. Employees are required to use the free, confidential daily self-screening CampusClear app prior to reporting to campus. Once again, employees who develop symptoms should stay home, limit contact with others, and contact a health care provider or local emergency room.

Employees who have been instructed to return to work on campus and have concerns about doing so because they have at-risk factors, are pregnant, or wish to seek ADA Reasonable Accommodations related to Returning to the Workplace, should contact Agnes Stepek.

Self-Isolation

Any employee in the following categories, per CDC guidelines, is required to self-isolate:

- Anyone presumed positive for COVID-19, i.e., those with symptoms listed above who either haven't been tested or have tested negative (due to chance of a false negative test).
- Anyone with confirmed COVID-19 – via a viral test (not an antibody test) whether symptomatic or asymptomatic.

Employees with symptoms must self-isolate for a minimum of 14 days from the onset of symptoms. Before returning to work, there must be ongoing improvement in symptoms, and the employee must be fever-free, off of fever reducing medications, for at least 3 days. The employee must be also cleared to return to work by a healthcare professional.

For employees without symptoms, isolation must last for 14 days from the date of testing, and the employee must be cleared to return to work by a healthcare professional.

Self-Quarantine

Employees are also required to self-quarantine for 14 days if they have had any of the following types of contact with someone who is presumed positive or confirmed positive for COVID-19:

- Close contact - defined as being within 6 feet for a period of 10 min. or more.

- Contact with secretions through the air via a cough or sneeze, or touching secretions (such as a contaminated tissue) without proper hand cleansing after disposal.
- Direct physical contact – such as with a spouse or partner.
- Proximate contact - being in the same room or living situation or an extended period of time despite maintaining social distancing (being 6 feet apart).

Employees who develop any symptoms of COVID-19 during self-quarantine should contact their health care provider or, if needed, their local emergency room.

Employees who have been in contact with someone who is self-quarantining, but not known to be infected with COVID-19, are not required to self-isolate but are encouraged to take precautions, closely monitor their health, and telework if possible.

Supervisors should provide instructions to employees on completion of the [faculty and staff self-quarantine form and notification of Human Resources](#).

Human Resources has compiled guidance for supervisors, which is posted on the [COVID-19](#) website. In addition, the courses listed below are available online. To register, employees should contact Agnes Stepek.

- CDC Guidance for Making & Using Cloth Face Coverings
- Cleaning and Disinfecting your Workplace
- Managing Stress and Anxiety
- Transitioning to a Remote Workforce