

**Subject:** Weekly Workplace and Health Safety Announcement - August 7, 2020

**Date:** Friday, August 7, 2020 at 10:14:26 AM Eastern Daylight Time

**From:** Rodney Byrd

Dear Colleagues,

Each week I send an email update because I want to provide you with pertinent information on what is happening regarding workplace and health safety. Transparency is one of our core values at Clayton State, and we want employees, individually and collectively, to be informed and understand what is happening at Clayton State University during these unprecedented times. Below is a recap and the links to some of the pertinent information that has been shared with you previously, and we encourage you to continue to access these resources as we return our students and employees to campus. I apologize for the length of this email, but this information is pertinent. Thanks and stay safe!

### **Reopening Plans and Guides**

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- [Workplace Health and Safety Reopening Plan](#)
- [Employees Guide to Return to Work](#)
- [Supervisors Guide to Return to Work](#)
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### **Accommodation Request Information**

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- [Alternative Work Arrangement Form](#)
- [Accommodations FAQ](#)
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### **Masks are Required Per USG Policy**

Effective July 15, 2020, University System of Georgia (USG) institutions required all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is 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 result in 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.

The university has supplied 2 face masks donated by GEMA to each employee. If you did not pick up your masks, they were mailed to your home address on record in Human Resources.

### **Self-Monitoring Required**

All employees are **required** to self-monitor for signs and symptoms of Covid-19 (utilizing CDC list of symptoms and guidance from the GDPH) each day prior to reporting for work. Clayton State requires employees to notify their supervisor and stay at home if they are sick or exhibiting symptoms of Covid-19. Employees already at work who experience the onset of symptoms are required to notify their supervisor and leave the workplace immediately. Visitors and vendors must also self-monitor before coming to campus. **Employees receiving visitors or vendors should ensure they have completed a self-monitoring check. If symptoms are present, please request they not come to campus and utilize an alternative meeting mechanism.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe

illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### **Assist our Facilities Team**

- Maintaining a clean and sanitized workplace is a shared responsibility. Please assist our facilities team in maintaining your workspace by doing the following each day:

- At least daily, clean and disinfect all surfaces that are frequently touched by multiple people, such as door handles, desks, light switches, faucets, workstations, keyboards, telephones, handrails, printer/copiers, and drinking fountains. More frequent cleaning and disinfection may be required based on level of use.
- Custodians should not be going in offices to access trash receptacles. **Please remember to put your trash receptacle outside of our office door each day for pickup.** This helps our custodial team to maintain social distance.
- Use no-touch trash cans when possible.
- Remind employees to wash their hands often with soap and water for at least 20 seconds. If soap and water are not available, they should use hand sanitizer with at least 60% alcohol.

### **Maintain Social Distance**

- Employees are encouraged to maintain social distancing while at work.

- Handshaking, hugs, and fist bumps are discouraged.
- Seats in communal areas should be removed or separated to maintain a social distance of at least 6 feet.
- Staff and faculty are encouraged to bring their own water to minimize use and touching of water fountains or use “no-touch” water fountains.
- Staff and faculty are encouraged to eat lunch at their desk or away from others. If you eat lunch with someone, please maintain a distance of at least 6 feet and utilize an open, outdoor space.

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