Workplace Health and Safety

I. Overarching Framework

In anticipation of a resumption of in-person instruction in August, 2020, Clayton State University (CSU) will begin to bring faculty and staff who have been in telework or flexible arrangements back to their campuses in the near future. This plan will outline the measures that we will undertake to implement the safe reopening of our campus in the fall. Throughout the COVID-19 response, USG leadership has been in constant contact with the Governor’s Task Force and with the Georgia Department of Public Health for guidance. We will continue to rely on these sources to establish the standards we should follow to help protect our faculty, staff and students and to help the state’s effort to contain the virus.

In order to ensure a smooth transition and to limit the spread of COVID-19, this plan will detailed the staggered return of faculty and staff. The plan will 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.

The COVID-19 situation is fluid, and guidance will very likely change over time, even after plans are prepared and adopted. This plan’s goals are to protect the health of employees, to help ensure the well-being of the community and to carefully and deliberately prepare for the fall semester. Everyone at the university has an individual responsibility to contribute to proper behavior and to adhere to public health guidance 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.

II. Objectives

The objective of the Workplace and Health Safety Plan is to coordinate and plan for the safe reopening of our campus and the return of our faculty and staff to safe campus.

This plan will address the following areas as required by the University System of Georgia:

1. Employee General Considerations.
3. Sick Employees.
4. Travel.
5. Sanitation
6. Procedure if an Employee Tests Positive on Campus

This Workplace and Health Safety Plan includes procedures for all of these objectives.

III. Assumptions
The following document represents the initial considerations for reopening Clayton State University (CSU). The following assumptions were made in developing these systems for reopening:

1. Clayton State University’s plan for reopening will be informed by decisions and guidance from the Governor, the Governor’s Task Force, the Department of Public Health, CDC, and appropriate local situations.
2. This plan will include contingency plans for adapting to the reemergence of COVID-19, peaks, etc..
3. This plan will attempt to account for possible/probable decreases in state appropriations, tuition and fee revenue, and losses in auxiliary funds.
4. This plan is specifically targeted for CSU and its unique circumstances.
5. While attempting to plan for and mitigate issues related to COVID-19, CSU will stay focused on its mission/purpose; using this crises/urgency to reinvent/innovate delivery models, operational efficiencies, employee flexibility (telework, flex schedules, etc...).

IV. Section I. Workplace and Health Safety Guidance

A. Introduction

This section of the plan asks the committee to provide a list of Workplace and Health Safety guidance that will be impossible to implement on your campus, the reason for the inability to implement, and mitigation plans if unable to implement.

B. Workplace Guidance Response

<table>
<thead>
<tr>
<th>Guidance</th>
<th>Is Institution Able to Implement?</th>
<th>Mitigation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee General Considerations</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Higher Risk Populations</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Sick Employees</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Travel</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Sanitation</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Positive Test Procedures</td>
<td>YES</td>
<td>N/A</td>
</tr>
</tbody>
</table>
V. Section II. GEMA Supplies, Equipment and Product

A. Purpose and Objective

This section of the plan will attempt to identify GEMA supplies, equipment, and products needed to implement the Workplace and Health Safety Plan – Contingency #1. It outlines the type of equipment/products that are needed and identifies the ones that we are currently unable to access for purchase or have on order. Mitigation plans for these items will be devised as part of the return to work plan.

B. Recommended GEMA Supplies, Equipment, & Products

Note: (As of May 15, 2020) – Units may change

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity On Hand</th>
<th>Quantity Needed</th>
<th>Qty on Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM Nitrile Gloves</td>
<td>140bxs/100</td>
<td>140bxs/100</td>
<td>0</td>
</tr>
<tr>
<td>MED Nitrile Gloves</td>
<td>120bxs/100</td>
<td>290bxs/100</td>
<td>150bxs/100</td>
</tr>
<tr>
<td>LG Nitrile Gloves</td>
<td>1bxs/100</td>
<td>200bxs/100</td>
<td>200bxs/100</td>
</tr>
<tr>
<td>XL Nitrile Gloves</td>
<td>70bxs/100</td>
<td>200bxs/100</td>
<td>150bxs/100</td>
</tr>
<tr>
<td>White Cloth Rags</td>
<td>30 bxs</td>
<td>100bxs</td>
<td>50 bxs</td>
</tr>
<tr>
<td>Microfiber cloths</td>
<td>480 ea</td>
<td>300ea</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>Purell hand sani. refills</td>
<td>310 ea</td>
<td>200ea</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>Dispenser for sanitizer</td>
<td>0</td>
<td>20-50</td>
<td>20-50</td>
</tr>
<tr>
<td>Purell hand soap</td>
<td>300</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>KN95 Facemasks</td>
<td>0</td>
<td>1050</td>
<td>1000 ea.</td>
</tr>
<tr>
<td>3 ply surgical masks</td>
<td>500</td>
<td>3500</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>Cloth face mask</td>
<td>0</td>
<td>150</td>
<td>130</td>
</tr>
<tr>
<td>Disinfectant spray 12oz</td>
<td>60 ea</td>
<td>100</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>Universal shoe covers</td>
<td>0</td>
<td>200</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>S. disposable coveralls</td>
<td>0</td>
<td>100</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>M. disposable coveralls</td>
<td>50</td>
<td>100</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>LG disposable coveralls</td>
<td>15</td>
<td>100</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>XL disposable coveralls</td>
<td>0</td>
<td>100</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>Plastic face shields</td>
<td>0</td>
<td>410</td>
<td>Vendor Out of Stock</td>
</tr>
<tr>
<td>4X8X1/4 Polycarbonate sheet – Plexiglass Sheet</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>4X8X1/8 Polycarbonate sheet – Plexiglass Sheet</td>
<td>0</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity On Hand</td>
<td>Quantity Needed</td>
<td>Qty on Order</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Signage for Buildings</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>31X36 Sneeze guard</td>
<td>0</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>Geneon Solution Generator</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Geneon Foggers</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Geneon Sanitizer solution</td>
<td>54 ea</td>
<td>100</td>
<td>80</td>
</tr>
<tr>
<td>24 OZ Sprayer/ bottles</td>
<td>0</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Door Stops</td>
<td>Uncounted</td>
<td>100</td>
<td>Fabricated in house</td>
</tr>
<tr>
<td>Googles</td>
<td>0</td>
<td>10</td>
<td>In Process</td>
</tr>
<tr>
<td>Infrared Thermometers</td>
<td>0</td>
<td>2</td>
<td>In Process</td>
</tr>
<tr>
<td>Bleach</td>
<td>0</td>
<td>2 gal.</td>
<td>In Process</td>
</tr>
<tr>
<td>Lysol Spray/Wipes</td>
<td>0</td>
<td>34 can.</td>
<td>In Process</td>
</tr>
</tbody>
</table>

VI. Follow-up Tasks and Proposed Due Dates:

After identifying equipment and supplies needed to facilitate the return of our employees and students to campus, the following tasks will need to be completed:

- Using the staggered return to work schedule, facilities will work with each department head to ensure appropriate supplies and equipment is installed such as plexiglass barriers, disinfectant, and sanitizer stands. Due Date: June 1, 2020
  - At a minimum, sites should have a 30-day supply of disinfectant.

- Confirm stock of supplies, face masks, gloves, and glasses on-site and on-order with proper lead time. Due Date: June 1, 2020.
  - At a minimum, sites should have a 30-day supply of PPE.

- Mitigation plans: Due to the difficulty in locating and ordering some supplies and PPE during the Covid-19 pandemic, Clayton State University will endeavor to develop mitigation plans for hard to get supplies.

- Facilities will order the bulk of the PPE supplies and distribute to each department, as needed, in accordance with the return to work schedule published in this plan. Departments will be given a supply of PPE to ensure all of their employees have the necessary masks, disinfectants, gloves, etc. needed. This includes distribution to areas where masks will be required. Certain areas such as College of Health, Dental Clinic University Health Services and Public Safety will order their own specialized PPE for use.
VII. Section III. Workplace Guidance and Procedures

A. Preventative Practices

This section of the plan outlines the specific policies, guidelines, and activities that will be put in place to ensure a safe work environment upon a return to campus.

1. Communicable Disease Policy

Clayton State University’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include SARS-CoV-2 (Covid-19). Clayton State University may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Clayton State University will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees should be required to stay off the campus during the time in which they have COVID-19 and should only return when they have met the criteria identified by the CDC for discontinuing isolation. Clayton State University reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Clayton State University will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

2. Enhanced Workplace Safety Policy

Clayton State University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Clayton State University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Clayton State University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The following guidelines are being put in place to proactively protect the workplace and all employees are being asked to cooperate in taking these steps to reduce the transmission of infectious disease in the workplace.

Preventing the Spread of Infection in the Workplace

Clayton State University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee has been designated to monitor and coordinate events
around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety. We ask all employees to adhere to these USG policies and recommended guidelines when returning to work on campus.

Follow CDC Prevention Guidelines

- Wash your hands often. 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, or sneezing.
- 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 with unwashed hands.

Avoid Close Contact

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Remember that some people without symptoms may be able to spread virus.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Limit in person meetings by using telephones/conference calls, email, and videoconferencing services such as Microsoft Teams and Skype.
- If meeting in person, wear appropriate cloth face covering or mask and maintain a distance of at least 6 feet person.
- Person to person contact such as handshakes and hugging is prohibited.

Cover coughs and sneezes

- 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.
- 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.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.
Clayton State University will also endeavor to install alcohol-based hand sanitizers throughout the workplace and in common areas

**Face Masks/Face Coverings**

Effective July 15, 2020, University System of Georgia (USG) institutions will require 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.

**Use of Restrooms**

Face masks are required while using restrooms where social distancing is not possible. Employees should not open doors with bare hands and should use a paper towel to open and close restroom doors, when possible.

Departments should endeavor to stagger the use of restrooms to facilitate physical distancing. Employees are encouraged to wash their hands thoroughly with soap and water for at least 20 seconds to reduce the potential transmission of germs.

Signs to indicate the maximum capacity will be placed on restroom doors.

**Elevator and Stairwell Guidance**

Everyone is encouraged to use the stairs whenever possible. Stairwells will be labeled with the proper directional signage to facilitate physical distancing.

Face masks are required in elevators when more than one person is present. Elevators should be limited to two people in most situations. Avoid touching the elevator buttons with your exposed fingers, use your elbow or knuckle. It is recommended to wash your hands or use hand sanitizer, with at least 60% alcohol, upon departing the elevator.

**Sick Employees**

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and not come to campus unless instructed to do so by the medical provider. Employees should follow all guidance received from their medical provider, supervisor, or designated university official. Employees who have been advised to self-quarantine by a medical professional are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. People with COVID-19 have had a wide range of symptoms reported – ranging from
mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Using the CDC guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Gone at least ten (10) days since symptoms first appeared AND
- Other symptoms of Covid-19 are improving

Per CDC guidelines, if a healthcare provider recommends testing, the healthcare professional will let you know when you can resume being around others based on your test results. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the Director of Health Services will notify the employee and the employee’s supervisor when normal work can be resumed based on the test results. As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.

Employees who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. The supervisor will then immediately notify the Director of Health Services and the Director of Human Resources of the infected employee. The Director of Health Services will initiate the institutional plan for contact tracing and any further notifications required by the GDPH. The Director of Human Resources will work with facilities to disinfect the work area according to prescribed standards. Supervisors should notify the employee of the required notifications to Health Services and Human Resources but are not to share the news or the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place.

Supervisors should notify the following individuals if they receive a notification of a diagnosis
Supervisors who observe an employee with multiple symptoms, will consult with their Human Resources office to require an employee to return home and seek medical care. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. The employee may have to provide proof of the positive Covid-19 test and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. Employees who are sick but not with COVID-19 should follow their normal medical care provider’s direction.

### Attendance and Leave Guidance

Unless otherwise notified, our normal attendance and leave policies will remain in place. Employees affected by a COVID-19 related illness or situation, such as caring for an immediate family member that is sick with the COVID-19, may qualify for the Families First Coronavirus Response Act (FFCRA) paid leave entitlements. Employees should follow standard leave request and approval procedures. See Leave Option Matrix in Appendix O.

Employees will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work or follow the CDC recommended guidelines to return to work as noted in this plan.

## 3. Alternate Work Arrangements for Employees who are at Higher Risk for Severe Illness

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.

Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on revisions made to the CDC guidance on June 25, 2020, the following apply to:

- People 65 years and older. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.
- People who live in a nursing home or long-term care facility

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- 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

The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State’s human resources office. Requests for more information can be sent to Covid19@clayton.edu. Harriett Houston, the ADA coordinator, or another qualified staff member in Human Resources will review the request and upon approval will work with the employee and their immediate supervisor to document and provide alternate work arrangements.

4. Limiting Travel

All university non-essential travel is canceled. If you had planned to travel for a university-organized trip, stay in close contact with the trip organizers for updates. The university community is encouraged to carefully weigh the risks and benefits of personal travel.

On March 19, the U.S. State Department announced significant restrictions on all international travel. Continue to monitor the CDC and U.S. State Department websites for changes if you have plans for international travel.

Employees should avoid crowded public transportation when possible.

5. Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration. The current telework policy will remain in place. Training and teleworking tips for managers and employees are included in Appendix P of this plan.

6. Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

7. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

8. Social Distancing Guidelines

Clayton State University will implement these social distancing guidelines to minimize the spread
of the disease among the faculty and staff.

During the workday, supervisors and employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams and Skype, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. It is recommended to avoid any meetings when physical distancing of at least six feet is not possible. If a face-to-face meeting is unavoidable, and physical distancing is not possible, meeting attendees must wear a face covering.

3. Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that socially distancing is possible.

4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

6. Employees should not use other employee’s phone, desks, offices, computers, or other tools and equipment.

7. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

8. Encourage employees and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

9. Point-of-Sale Locations Guidance

Point-of-sale locations should suspend the use of Personal Identification Number (“PIN”) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.

10. Plexiglas Barriers

Clayton State has endeavored to order Plexiglas sheets that will be measured and installed in high customer areas of campus. Due to limited quantities and the difficulty of obtaining additional Plexiglas, these barriers will be erected in high traffic, customer service areas around campus as an additional form of protection. Request for Plexiglas barriers can be made to facilities.

B. Mitigation and Monitoring Practices

1. Testing

Clayton State University does have access to testing on-site. If an employee or student has symptoms, Clayton State will administer tests if needed. The Director of Health Services will notify the employee or student and the employee’s supervisor or Student Affairs when normal work/classwork can be resumed based on the test results. As noted in the CDC FAQs, Covid-19
shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.

2. Screening (Self-Monitoring)
At this time, Clayton State University will not conduct daily temperature checks of faculty and staff at work locations. Employees are not required but are strongly encouraged to be diligent about self-monitoring and will be given a checklist for symptoms for which to be on the lookout.

Temperature checks will not be required but are permissible if a department chooses to implement this monitoring procedure.

Self-Monitoring: What to Do
Ask these questions or encourage employees and visitors to self-assess:

- Since your last day of work, or last visit here, have you had any of these symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Or at least two of these symptoms
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, and diarrhea.

If the answer is YES to any of these questions, the employee should seek medical attention and not come to campus unless instructed to do so by a medical provider. The medical recommendation of the healthcare provider based on test results, physical examination, or any other available medical guidelines should be followed by the employee.

Vendors
On-site university vendors will be asked and required to follow the guidelines set forth in this Workplace and Health Safety Plan. The Auxiliary vendors Aladdin and Barnes and Noble will require their employees to wear masks during the duration of their shifts at Clayton State.

3. Contact Tracing
USG is working with GDPH to determine the best avenue for contact tracing on the USG campuses. Further guidance is forthcoming. Contact tracing is an important part of an overall comprehensive approach. Additional guidance related to campus planning for contact tracing and any necessary training will be given in the future.
4. Isolation

Employees who test positive or receive a clinical diagnosis for Covid-19 should leave campus immediately and not return to campus until they are able to meet GDPH/CDC guidance for discontinuing isolation. This Workplace and Health Safety plan and the Enhance Workplace Safety Policy should be followed and support the needs of the employee while away from work.

Using the GDPH/CDC guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Gone at least ten (10) days since symptoms first appeared AND
- Other symptoms of Covid-19 are improving

If you have fever with symptoms (i.e. cough, shortness of breath or other symptoms) but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home away from others until 24 hours after the fever is gone and symptoms get better.

For more information, visit: cdc.gov/coronavirus

5. Notifications

Employees who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. The supervisor will then immediately notify the Director of Health Services and the Director of Human Resources of the infected employee. The Director of Health Services will work with GDPH. GDPH will conduct all contact tracing with the assistance of the institution through the provision of data-related to on-campus contacts. The Director of Human Resources will work with facilities to disinfect the work area according to prescribed standards. Supervisors are not to share the news of the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place.

Supervisors should notify the following individuals if they receive a notification of a diagnosis of Covid-19:

<table>
<thead>
<tr>
<th>Director of Health Services</th>
<th>Polly Parks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director of Human Resources</td>
<td>Rodney Byrd</td>
</tr>
</tbody>
</table>
VIII. Cleaning/Sanitation Practices

USG distributed guidance on March 25, 2020 for custodial operations. That guidance is still in place and should be followed. The guidance is based on industry recommendations and is noted below.

Environmental Cleaning and Disinfection Recommendations

Interim Recommendations for US Community Facilities Coronavirus Disease 2019

Definitions for Cleaning, Disinfecting, and Sanitizing:

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.

A. Background

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented.

B. Facility Infection Control Process

At a school, daycare center, office, or other facility

- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection.
- Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
• In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
• Bathrooms should be closed to anyone other than the cleaners during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.

C. How to Clean and Disinfect Surfaces
The following guidelines are recommended for cleaning and disinfecting surfaces.
• If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
• For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
• Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.
• Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

D. Personal Protective Equipment (PPE) and Hand Hygiene
The following guidelines are recommended for cleaning and disinfecting surfaces.
• Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash (Note 1).
• Gloves and gowns should be compatible with the disinfectant products being used.
• Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
• Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
• Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
• Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
• Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
• Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child)

Lastly and most importantly, new products claiming COVID 19 compliance should be vetted https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf

Note 1: PPE should be appropriate for the method and chemicals being used for cleaning. For example, if the space has been closed and unoccupied for at least 24 hours, in consultation with medical staff/local medical advisors, consider allowing cleaning staff to enter using gloves and processes used in BPP cleanup. Gowns are in short supply nationally and may be better allocated to staff using misters/active sprayers for disinfecting - more to protect the workers' clothes from the chemicals than from the virus. Many entities are waiting for more than the minimum 24 hours before entering, often 3 days, as over a weekend.

E. Shared Responsibilities for Cleaning and Disinfecting

To enable custodial staff to focus on cleaning/disinfecting common areas, bathrooms and touchpoints, faculty and staff are encouraged to share the responsibilities of cleaning and disinfecting their workspaces. Some examples of things that can and should be done to assist in this shared responsibility are:

- Single office occupants are responsible for cleaning/disinfecting their own work area/office and placing trash cans outside of door for emptying
- Faculty can assist with cleaning work areas in classrooms before classes begin
- Students may be asked to wipe down chairs/desks before use

F. Cleaning Frequency Schedule

See Appendix L

IX. Human Resources: Hiring, New Hire Orientation, & Onboarding

1. Hiring

In December 2019, the University System of Georgia (USG) announced a Critical Hire Justification process for all 26 member institutions. This initiative is in response to the Governor’s Office of Planning and Budget request for all state agencies to think strategically about workforce needs and how to best leverage existing positions to maximize efficiencies. This new process will require additional levels of review and approval for all full-time faculty and staff positions (vacant and new) posted after Dec. 15, 2019, with a salary above $40,000. The approvals must be completed prior to posting a position. Only positions that are deemed to be a “critical hire” will be approved. As defined by the USG: A critical hire is considered a position that the institution must fill in order to maintain student success, patient/life safety, and to successfully meet required compliance and accreditation standards. A critical hire is not the same as an important hire. We have many positions within the university system that are important to institutional success but would not be considered critical. Important positions will not be approved while the critical hire process is in effect. – USG Guidance, 12/31/19.
2. New Hire Orientation

In light of the social distancing measures put in place by the state of Georgia and Clayton State University due to COVID-19 and the desire to limit in-person meetings, Clayton State University’s Human Resources department is now offering a condensed online version of New Employee Orientation via Microsoft Teams. General university information, employee benefits (health and retirement), payroll, and HR policies are covered. Phone consultations with the benefits administrator are set up during orientation to ensure timely selection of benefits.

3. Onboarding

On April 13, 2020, Clayton State Human Resources launched the non-integrated version of the Equifax Onboarding Module of OneUSG. The integrated version of this module will be launched on or around May 15, 2020. The Equifax Onboarding Module will allow new hires and re-hires to complete mandatory onboarding paperwork such as background checks, personal data sheets, direct deposit forms, and I-9 forms electronically through Equifax. Using the integrated version of the module, the information is then automatically updated in OneUSG. This will limited the need for in-person interaction when on-boarding new employees. The module also allows for the new hire orientation presentation to be uploaded and view by new hires or perspective hires.

A. Staff Development and Other Workplace and Health Safety Initiatives

COVID-19 Mandatory Workplace Training – Skillsoft

Utilizing Skillsoft, the university’s learning platform, every employee will be required to take the Compliance Short: Coronaviruses and COVID-19 module. In this module, they will learn what Covid-19 is, who is at the highest risk of contracting it, how it’s transmitted, signs and symptoms, and precautions you should take to prevent and treat it. Course overview is located in Appendix B.

Multimedia Campaign

Along with the mandatory Skillsoft training notated above, Clayton State will direct employees to a series of instructional videos on the institution’s Coronavirus Information web page. These videos will instruct employees on the importance of handwashing, social distancing, the proper use of face coverings, and a host of other topics.

Employee Assistance Program

The COVID-19 pandemic has caused a disruption to everyday life which may affect your mental health and well-being, including increased stress, uncertainty and anxiety. Self-care strategies are good for your mental and physical health during these challenging times and can help you take charge of your life. USG provides employees and family members with free, comprehensive support through the KEPRO Employee Assistance Program (EAP) to provide support and resources on personal matters to improve your overall life and well-being. KEPRO offers confidential counseling, including telephone or video, and a variety of work/life products and services at no cost to faculty, staff and eligible dependents. You may contact KEPRO 24/7 any day by calling 844-243-4440 or visiting the KEPRO website at www.eaphelplink.com. The password is USGCares.
B. Enforcement of Policies, Practices and Guidelines

The enforcement of these policies, practices and guidelines will require the effort of all campus leadership as well as employees. Enforcement of the wearing of face coverings in required areas will be the responsibility of the supervisor in that particular area in coordination with applicable performance management standards established by Human Resources.

Faculty, staff, students, or visitors who choose not to wear face coverings in the required areas or willfully violate any of these required policies and guidelines will be considered in violation of CSU policies. Violations of these policies, practices and guidelines will be handled utilizing the existing progressive disciplinary process.

These workplace policies, practices, and guidelines have been updated and created to address these recent, disruptive changes brought on by Covid-19. Not every question has been answered, nor every situation anticipated and adjustments to the policies and guidelines may occur as needed. Please apply them with equal measures of common sense and compassion, consulting with managers, human resources, and leadership as needed.

X. Section IV: Phased Return to Work Schedule

Clayton State will institute a phased return to work schedule for each department/work unit of the university. There will be a staggered return to campus of employees beginning on June 1, 2020 with completion the week of August 3, 2020. Department heads will review departmental layouts with facilities to ensure that social distancing measures are possible and adhered to per the Enhanced Workplace Safety Policy. This includes the discretion to utilize flexible scheduling, continued telecommuting, or a hybrid format. An overview of the phased return to work schedule is below. Please refer to Appendix C.

<table>
<thead>
<tr>
<th>Department/Work Area</th>
<th>Estimated Return Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1 Return Schedule</strong></td>
<td></td>
</tr>
<tr>
<td>Public Safety (Remained On Campus)</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Facilities (Remained On Campus)</td>
<td>6/15/20</td>
</tr>
<tr>
<td>President’s Office</td>
<td>6/15/20</td>
</tr>
<tr>
<td>International Programs</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Academic Affairs/Institutional Planning</td>
<td>6/15/20</td>
</tr>
<tr>
<td>CELT</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Library</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Athletics</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Advancement &amp; VP - Advancement</td>
<td>6/15/20</td>
</tr>
<tr>
<td>VP-Student Affairs</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Student Affairs Suite</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Recruitment and Admissions</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>6/22/20</td>
</tr>
<tr>
<td>Department</td>
<td>Start Date</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>University Health Services</td>
<td>6/22/20</td>
</tr>
<tr>
<td>Housing/Residence Life</td>
<td>6/22/20</td>
</tr>
</tbody>
</table>

### Phase 2 Return Schedule

<table>
<thead>
<tr>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>Accounting/Acct. Payable</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>Procurement Office</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>Student Activities Center</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>Auxiliary Departments</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>VP - Business &amp; Operations</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>VP - Enrollment Management</td>
<td>7/6/20</td>
<td>7/10/20</td>
</tr>
<tr>
<td>VP - ITS</td>
<td>7/13/20</td>
<td>7/17/20</td>
</tr>
<tr>
<td>Bursar's Office</td>
<td>7/13/20</td>
<td>7/17/20</td>
</tr>
<tr>
<td>Budget Office</td>
<td>7/13/20</td>
<td>7/17/20</td>
</tr>
<tr>
<td>Auxiliaries – Barnes and Noble</td>
<td>7/13/20</td>
<td>7/17/20</td>
</tr>
<tr>
<td>Auxiliaries – Aladdin Foodservice</td>
<td>7/13/20</td>
<td>7/17/20</td>
</tr>
<tr>
<td>Career Services</td>
<td>7/20/20</td>
<td>7/24/20</td>
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<tr>
<td>Counseling Services</td>
<td>7/20/20</td>
<td>7/24/20</td>
</tr>
<tr>
<td>Instructional Sites</td>
<td>7/20/20</td>
<td>7/24/20</td>
</tr>
<tr>
<td>Campus Information/Visitor</td>
<td>7/27/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>7/27/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Testing Center</td>
<td>7/27/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Library</td>
<td>7/27/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Information Technology Services (ITS)</td>
<td>7/27/20</td>
<td>7/31/20</td>
</tr>
</tbody>
</table>

### Phase 3 Schedule

<table>
<thead>
<tr>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP - Academic Affairs</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>College of Business</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>Arts and Sciences Departments</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>CIMS Department</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>College of Health</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
<tr>
<td>Spivey Hall</td>
<td>8/3/20</td>
<td>8/7/20</td>
</tr>
</tbody>
</table>
XI. Section IV: Communications Plan

This communications plan will be implemented as part of the Workplace and Health Safety Plan.

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Critical Points</th>
<th>Method of Communication</th>
<th>Audience</th>
<th>Content Owner</th>
<th>Timeline</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Announcement Email</td>
<td>Address the faculty and staff regarding return to work plans for a safe workplace. Announce new policies being implemented.</td>
<td>Email to all Faculty and Staff.</td>
<td>-All Faculty and Staff</td>
<td>-Sent by President Hynes</td>
<td>05/28/2020</td>
<td>Appendix D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Newsletter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Campus Coronavirus Information Page.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Enhanced Workplace Safety Policy Email</td>
<td>Give faculty and staff detailed information regarding the announced Enhanced Workplace Safety policy.</td>
<td>Email to all Faculty and Staff.</td>
<td>All Faculty and Staff</td>
<td>Human Resources</td>
<td>05/28/2020 – 05/29/2020</td>
<td>Appendix E</td>
</tr>
<tr>
<td>Content Topic</td>
<td>Critical Points</td>
<td>Method of Communication</td>
<td>Audience</td>
<td>Content Owner</td>
<td>Timeline</td>
<td>Sample</td>
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</tr>
<tr>
<td>Required Training Module</td>
<td>Train returning employees on recommended CDC guidelines for maintaining a healthy workplace.</td>
<td>Skillsoft Platform - Compliance Short: Coronaviruses and COVID-19</td>
<td>All Faculty and Staff</td>
<td>Human Resources/ITS</td>
<td>Launch on 06/09/2020</td>
<td>Appendix B</td>
</tr>
<tr>
<td>Handwashing Memo</td>
<td>Memo to employees to regarding handwashing requirements. Sent as part of consistent reminder efforts.</td>
<td>Email to all Faculty and Staff.</td>
<td>All Faculty and Staff</td>
<td>Human Resources</td>
<td>06/25/2020</td>
<td>Appendix F</td>
</tr>
<tr>
<td>Respiratory Hygiene Memo</td>
<td>Memo to employees to regarding coughs and covering coughs. Sent as part of reminder efforts.</td>
<td>Email to all Faculty and Staff.</td>
<td>All Faculty and Staff</td>
<td>Human Resources</td>
<td>07/01/2020</td>
<td>Appendix G</td>
</tr>
<tr>
<td>Content Topic</td>
<td>Critical Points</td>
<td>Method of Communication</td>
<td>Audience</td>
<td>Content Owner</td>
<td>Timeline</td>
<td>Sample</td>
</tr>
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<td>-------------------------------</td>
<td>-----------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>Social Distancing Memo</td>
<td>Memo to employees to regarding social distancing guidelines.</td>
<td>Email to all Faculty and Staff.</td>
<td>All Faculty and Staff</td>
<td>Human Resources</td>
<td>07/06/2020</td>
<td>Appendix H</td>
</tr>
<tr>
<td></td>
<td>Sent as part of reminder efforts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housekeeping Memo</td>
<td>Memo to employees to regarding housekeeping protocols in place.</td>
<td>Email to all Faculty and Staff.</td>
<td>All Faculty and Staff</td>
<td>Human Resources</td>
<td>07/13/2020</td>
<td>Appendix I</td>
</tr>
<tr>
<td>Signage/Posters</td>
<td>Signage and Posters installed in front of every building, elevators, and workspaces to reinforce guidelines</td>
<td>Installed signage</td>
<td>All Faculty, Staff, &amp; Visitors</td>
<td>Facilities</td>
<td>Varies</td>
<td>Appendix J &amp; K</td>
</tr>
</tbody>
</table>
XII. Appendix
   A. Reasonable Accommodation Form – High Risk Employee

USG COVID-19 Alternate Work Arrangement Request Form

In addition to accommodations provided in accordance with the ADA, the University System of Georgia (USG) provides alternative work arrangements for employees in response to public health emergency guidance when it will enable the performance of the employee’s essential functions and when doing so does not create an undue hardship to the institution. Employees who are requesting alternative work arrangements must complete and submit this request form along with designated supporting documentation to Clayton State’s Office of Human Resources at 678-466-4230

- A confidential interactive discussion with Human Resources is encouraged for employees who are seeking reasonable accommodations.
- If more information is needed, Clayton State may request that you ask your health care provider to confirm your disability and/or the need for the requested alternative work arrangements.
- It is your responsibility to ensure that your health care provider statement or other supporting documentation is returned to the Office of Human Resources.
- You are not required to disclose to your immediate supervisor the medical basis for a requested alternative work arrangement. Medical records are confidential and maintained in the Office of Human Resources only.

To request assistance with the process or form, please contact Harriett Hourson at 678-466-4233 or HarriettHouston@clayton.edu.

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
</tr>
<tr>
<td>Employee Job Title:</td>
</tr>
<tr>
<td>Home Phone Number:</td>
</tr>
<tr>
<td>Supervisor Name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOLUNTARY DISCLOSURE OF HEIGHTENED RISK:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What CDC/Georgia Department of Public Health circumstance or underlying medical condition puts you at a greater risk for severe illness from the public health emergency?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUESTED/SUGGESTED ALTERNATIVE WORK ARRANGEMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What specific alternative work arrangements are you requesting? Please select from the options below:</td>
</tr>
<tr>
<td>Modification of job duties. Please describe:</td>
</tr>
<tr>
<td>Duration requested: until end of public health emergency per CDC/GDPH.</td>
</tr>
</tbody>
</table>
- **Modification of work schedule** (telework, flexible scheduling, reduction of hours, etc.). Please describe:
  
  **Duration requested:** until end of public health emergency per CDC/GDPH.

- **Modification of physical environment** (i.e. plexiglass guard, alternative on-site work location). Please describe:
  
  **Duration requested:** until end of public health emergency per CDC/GDPH.

- **Leave of absence**: Please describe:
  
  **Duration requested:** until end of public health emergency per CDC/GDPH.

- **Classroom Reassignment**. Please describe (include current and desired assignment):
  
  **Duration requested:** until end of public health emergency per CDC/GDPH.

### JOB DUTIES and ESSENTIAL FUNCTIONS

Please describe each of your primary job duties (your direct supervisor will be contacted for the essential functions of your job):

Which of your those duties do you perceive could be performed with alternative work arrangements, and how?

### JUSTIFICATION NARRATIVE

Please describe how the alternative work arrangements requested above will allow you to perform the essential functions of your position (attach separate sheet if necessary):

### CERTIFICATION of HEALTH CARE PROVIDER

- **Health Care Provider Statement** (Provider documentation of CDC/GDPH recognized circumstance or underlying health condition together with alternative work arrangements suggestions).

- **Other Supporting Documentation** (Record of diagnosis or other supporting documents that meet public health emergency guidance)

### PHYSICIAN CONTACT INFORMATION:

The physician may receive communication from the institution HR requesting information on your impairment/disability and recommendations for alternative work arrangements.

<table>
<thead>
<tr>
<th>Physician’s Name:</th>
<th>Physician’s Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Telephone #:</td>
<td>Physician’s Address:</td>
</tr>
<tr>
<td>Physician’s Fax:</td>
<td></td>
</tr>
</tbody>
</table>

### EMPLOYEE AUTHORIZATION

- I authorize a representation of the Office of Human Resources to communicate directly with my health care provider for confirmation of the CDC/GDPH recognized circumstance or underlying health condition and clarification regarding my need for an alternative work arrangement.

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
**EMPLOYEE CERTIFICATION**

I certify that the above information is accurate and complete. I understand that I must contact the office of Human Resources regarding any changes or deviations to this request once submitted.

Employee Signature ___________________________  Date _____________________

**HUMAN RESOURCES USE ONLY**

Required documentation (if applicable) received from employee:  No ☐  Yes ☐

Received on date:

Accommodations Decision: ☐ Approved ☐  Denied ☐  _____Modified as outlined below:

Name of Institutional Representative:

Signature of Institutional Representative:
B. Overview of Coronavirus Employee Training Module

Compliance Short: Coronaviruses and COVID-19

Course: 16 Minutes
Status:

Overview

Coronaviruses are a family of viruses that commonly occur in humans and animals. Most coronaviruses cause mild to moderate upper respiratory tract illnesses similar to the common cold and flu, and sometimes lower respiratory tract illnesses, such as pneumonia or bronchitis. Most people will experience a type of common human coronavirus in their lifetime. Coronavirus Disease 2019 (COVID-19) is the human body’s reaction to the strain of novel virus known as SARS-CoV-2. In this topic, you’ll learn what COVID-19 is, who is at the highest risk of contracting it, how it’s transmitted, signs and symptoms, and precautions you should take to prevent and treat it.

The course was developed and reviewed with subject matter support provided by certified subject matter experts and industry professionals. Please note, the course materials and content were current with the laws and regulations at the time of the last expert review, however, they may not reflect the most current legal developments. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation with respect to compliance with legal statutes or requirements.

Target Audience

All employees

Objectives

COVID-19

- identify those at a higher risk than the general population for contracting COVID-19
- identify precautions to take to protect yourself and others
### Phase 1: Return Schedule

<table>
<thead>
<tr>
<th>Department/Work Area</th>
<th>Status</th>
<th>Percentage</th>
<th>Anticipated Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety (Remained On Campus)</td>
<td>Remained fully on-campus.</td>
<td>30%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Facilities (Remained On Campus)</td>
<td>Remained fully on-campus.</td>
<td>30%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Remained fully on-campus. Other associate in-office schedule.</td>
<td>50%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>International Programs</td>
<td>Staff Telework</td>
<td>30%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Academic Affairs Office</td>
<td>Rotational Schedule</td>
<td>50%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>CEH</td>
<td>Rotational schedules will be replaced beginning June 1st.</td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>5%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Athletics</td>
<td>Rotational Schedule</td>
<td>5%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Advancement/Advancement</td>
<td>Hybrid return, Rotational Schedule</td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>VP Student Affairs</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Student Affairs Suite</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Personnel and Administrative</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>University Health Services</td>
<td></td>
<td>10%</td>
<td>6/15/20</td>
</tr>
<tr>
<td>Housing/Residence Life</td>
<td>Already operating with scaled staff. Staff ramp up in August.</td>
<td>5%</td>
<td>6/15/20</td>
</tr>
</tbody>
</table>
**CSU Workplace and Health Safety Committee**

**Clayton State University**

**Est. Return to Work Schedule**

<table>
<thead>
<tr>
<th>Department/Work Area</th>
<th>Notes</th>
<th>Phase 2 Return Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Remained open on campus in limited capacity during Covid-19 Rotational schedule starting 07/06/20.</td>
<td>10% 7/6/20 7/10/20</td>
</tr>
<tr>
<td>Accounting/Acct. Payable</td>
<td>Rotational schedules</td>
<td>10% 7/6/20 7/10/20</td>
</tr>
<tr>
<td>Procurement Office</td>
<td>Rotational schedules</td>
<td>10% 7/6/20 7/10/20</td>
</tr>
<tr>
<td>Student Activities Center</td>
<td>0%</td>
<td>7/6/20 7/10/20</td>
</tr>
<tr>
<td>Internal Audit</td>
<td></td>
<td>7/6/20 7/10/20</td>
</tr>
<tr>
<td>Auxiliary Departments</td>
<td></td>
<td>7/6/20 7/10/20</td>
</tr>
<tr>
<td>VP - Business &amp; Operations</td>
<td></td>
<td>7/6/20 7/10/20</td>
</tr>
<tr>
<td>VP - Enrollment Management</td>
<td></td>
<td>7/6/20 7/10/20</td>
</tr>
<tr>
<td>VP - ITS</td>
<td></td>
<td>7/13/20 7/17/20</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>Currently on campus. Anticipating more of a presence on campus</td>
<td>10% 7/13/20 7/17/20</td>
</tr>
<tr>
<td>Budget Office</td>
<td>Rotational schedules</td>
<td>0% 7/13/20 7/17/20</td>
</tr>
<tr>
<td>Auxiliary - Barnes and Noble</td>
<td></td>
<td>7/13/20 7/17/20</td>
</tr>
<tr>
<td>Auxiliary - Aladdin Food Service</td>
<td></td>
<td>7/13/20 7/17/20</td>
</tr>
<tr>
<td>Career Services</td>
<td>Rotational Schedule</td>
<td>0% 7/20/20 7/24/20</td>
</tr>
<tr>
<td>Counseling Services</td>
<td></td>
<td>0% 7/20/20 7/24/20</td>
</tr>
<tr>
<td>Instructional Sites</td>
<td></td>
<td>7/20/20 7/24/20</td>
</tr>
<tr>
<td>Campus Information/Visitor</td>
<td></td>
<td>0% 7/27/20 7/31/20</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td></td>
<td>0% 7/27/20 7/31/20</td>
</tr>
<tr>
<td>Testing Center</td>
<td>Rotational schedules</td>
<td>0% 7/27/20 7/31/20</td>
</tr>
<tr>
<td>Library</td>
<td>Upper Level Access Only. Rotational Schedule.</td>
<td>0% 7/27/20 7/31/20</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>Some on campus presence in HUB for tech help. Continued Hybrid Schedule - Plan to return to normal schedule 08/10/20.</td>
<td>25% 7/27/20 7/31/20</td>
</tr>
</tbody>
</table>

**Anticipated Return Week**

- **Jun 1, 2020**
- **Jun 8, 2020**
- **Jun 15, 2020**
- **Jun 22, 2020**
- **Jun 29, 2020**
- **Jul 6, 2020**
- **Jul 13, 2020**
- **Jul 20, 2020**
- **Jul 27, 2020**
- **Aug 3, 2020**

**Project Start:**

- **Jun 1, 2020**

**Display Week:**

- **1**
## Phase 3 Return Schedule

<table>
<thead>
<tr>
<th>Department/Work Area</th>
<th>Notes</th>
<th>PROGRESS</th>
<th>Anticipated Return Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP - Academic Affairs</td>
<td>Limited return to campus in summer to ensure mail &amp; deliveries are received.</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>College of Business</td>
<td>Limited return to campus in summer to ensure mail &amp; deliveries are received.</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td></td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>Arts and Sciences Departments</td>
<td>Limited return to campus in summer to ensure mail &amp; deliveries are received.</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>CIMS Department</td>
<td>Limited return to campus in summer to complete in-office</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>College of Health</td>
<td>Limited return to campus in summer to complete in-office</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>Rotational Schedule</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Limited presence on campus now</td>
<td>10%</td>
<td>8/3/20 8/7/20</td>
</tr>
<tr>
<td>Spivey Hall</td>
<td>Rotational Schedule</td>
<td>0%</td>
<td>8/3/20 8/7/20</td>
</tr>
</tbody>
</table>
D. Communication #1

Initial Message from President

Greetings Colleagues,

Clayton State is committed to providing a safe and healthy workplace for all our faculty and staff.

To ensure a safe return of our employees to campus, we have developed a comprehensive workplace and Health Safety Plan.

<<Link to Workplace and Health Safety Plan>>

All employees are required to follow the new policies outlined in this plan. Our goal is to lessen the potential for transmission of COVID-19 in our workplace and community. That requires full cooperation from our faculty and staff.

Our faculty and staff are our most important assets. We are serious about safety and health and keeping you safe as you return to work at Clayton State. Our COVID-19 Workplace and Health Safety Plan follows Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health (GDPH) guidelines. Our comprehensive plan addresses the following areas:

- Equipment and PPE Necessary for a Safe Return to Campus
- General Workplace Sanitation Guidelines
- Personal Hygiene Guidelines
- Social Distancing Guidelines
- Sick Employee Guidance
- Available Trainings to be Provided
- Staggered Return to Work Schedule for Business Units
- Other Guidelines for Implementation of Plan

This comprehensive plan and the associated policies will be shared with you by Human Resources and are also located on the campus Coronavirus Information Page for employees. Thank you for all of the hard work you have done during these unprecedented times, and I look forward to seeing you all safely back on campus soon!

Sincerely,

Dr. Thomas Hynes, President
E. Communication #2

Memo: Enhanced Workplace Safety Policy & Communicable Disease Policy

Date: (Insert Current Date)
To: All Faculty and Staff
From: Human Resources

In light of the COVID-19 pandemic, we are taking proactive steps to prepare for the return of our faculty and staff to campus. First and foremost, we want to maintain a safe workplace and encourage practices that protect the health of our employees, students, visitors, and our community at large. With this in mind, Clayton State University has adopted an Enhanced Workplace Safety Policy and Communicable Disease Policy to address required and recommended safety guidelines as our employees return to campus.

In the policy, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick until further guidance is received.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissue whenever you sneeze or cough, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Social distancing measures.

Clayton State University will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Disinfectant will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

The employee handbook has been updated to include the Communicable Disease and Enhanced Workplace Safety policies. The policies are also located on the campus Coronavirus Information Page for employees. Please read and familiarize yourself with these policies.

Please contact Human Resources with any questions or concerns.

Sincerely,

Human Resources
F. Communications # 3

Memo: Handwashing

Date: [Insert Current Date]
To: All Faculty and Staff
From: Human Resources

Basic infection prevention measures are posted on our campus and instructional sites at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to campus should also be encouraged to wash their hands prior to or immediately upon entering a campus facility. 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.

Clayton State University will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Please contact Human Resources with any questions or concerns regarding this requirement.

Sincerely,

Human Resources
G. Communication #4

Memo: Respiratory Hygiene

Date: (Insert Current Date)
To: All Faculty and Staff
From: Human Resources

Per the Enhanced Workplace Safety Policy, employees and visitors are asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.

Please dispose of used tissues in the trash and wash or sanitize hands immediately afterward. The institution is also supporting this request by making trash receptacles available to all employees and visitors.

The campus Coronavirus Information Page and informational posters around campus contain tips and instructions on respiratory hygiene.

Please contact Human Resources with any questions or concerns regarding this requirement.

Sincerely,

Human Resources
H. Communication #5

Memo: Social Distancing

Date: (Insert Current Date)
To: All Faculty and Staff
From: Human Resources

Clayton State University is implementing the below social distancing guidelines effective immediately in an effort to minimize the spread of COVID-19 on our campus and in our community:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other, if possible; avoid person-to-person contact such as shaking hands.
- Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that social distancing is possible.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Employees should not use other employee’s phone, desks, offices, computers, or other tools and equipment.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Please contact Human Resources with any questions or concerns regarding this requirement.

Sincerely,

Human Resources
I. Communication #6

Memo: Housekeeping

Date: (Insert Current Date)
To: All Faculty and Staff
From: Human Resources

In an effort to ensure a safe and clean workplace, Clayton State has increased our regular housekeeping practices to comply with CDC and GDPH guidelines. These precautions include routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations.

Cleaning and disinfecting of high-touch public areas, such as door handles, elevator panels, railings, community copy machines, credit card readers, equipment, etc. will occur frequently.

Employees are encouraged to regularly disinfect high touch areas in their offices such as phones, keyboards, touch screens, departmental copy machines, and door handles. The university will provide disinfectant and cleaning products for this purpose.

Please contact Human Resources with any questions or concerns regarding this requirement.

Sincerely,

Human Resources
J. Sample Poster

**SOCIAL DISTANCING GUIDELINES AT WORK**

1. Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.

2. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.

3. Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

7. Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.
K. Sample Signage

In an effort to reduce the risk of COVID-19 exposure and to help prevent the spread of the virus, you may not enter this building if you have had any recent exposure to the COVID-19 virus.

If any of the following apply to you, you may not enter this building:

- You have had close contact with an individual infected with COVID-19 within the last 14 days.
- You are currently experiencing, or have experienced in the past 14 days, fever, cough or shortness of breath.
- You have had close contact within the last 14 days with an individual suspected of being infected with COVID-19, including individuals exhibiting COVID-19 symptoms.
- You have traveled to an area that is under a Level 2, 3 or 4 travel advisory by the U.S. State Department.

If any of the above circumstances apply to you, DO NOT enter this building.

Contact our offices by phone for further information and guidance. Thank you for your cooperation.
L. Cleaning Frequency Schedule

Enhanced Cleaning & Frequencies of Facilities Due to COVID-19

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CLEANING/Disinfecting SURFACE/Method</th>
<th>FREQUENCY OF ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL BUILDINGS</strong></td>
<td>1. Trash Pick Up</td>
<td>a. All Areas</td>
</tr>
<tr>
<td></td>
<td>2. Copy Room</td>
<td>a. Door Handles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Control Panels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Door Frames</td>
</tr>
<tr>
<td></td>
<td>3. Vending Machines</td>
<td>a. Control Panels</td>
</tr>
<tr>
<td></td>
<td>4. Restroom</td>
<td>a. Kitchen Cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Dispenser Control Lever</td>
</tr>
<tr>
<td></td>
<td>5. Hand Sanitizer Dispensers</td>
<td>a. Dispenser Control Lever</td>
</tr>
<tr>
<td></td>
<td>6. Interior Circulations</td>
<td>a. All Surfaces</td>
</tr>
<tr>
<td><strong>ALL BUILDINGS</strong></td>
<td>1. Office</td>
<td>a. Door Handles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Automatic Door Operators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Door Surface</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Door Frames</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Work Surface</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. Keyboards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g. Optical Input Devices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>h. Kick Plates</td>
</tr>
<tr>
<td></td>
<td>1. Fogging Interior of Buildings*</td>
<td>a. Office (5 AM or 7 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Restroom (5 AM or 7 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Classroom (5 AM or 7 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Circulation (5 AM or 7 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. All Other Interiors (5 AM or 7 PM)</td>
</tr>
</tbody>
</table>

* Fogging Interior of Building:
Fogging is a method of cleaning that kills 99.99% of germs on the surfaces. In this method for disinfecting surfaces, a handheld fogger is used that shoot mist of Gemcon water. This Gemcon water is non-toxic.
M. Conference/Meeting Rooms Revised Capacities

The Workplace Health and Safety Committee is currently assessing conference and meeting room capacities. Maximum capacity will be posted on the door of these spaces and shared, when available.

N. Frequently Asked Questions

If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go home?

If an employee is ill, coughing or displaying other symptoms of Covid-19, the employee should be sent home to minimize exposure to others; however, the employee cannot be penalized for being sent home. The initial day the employee is sent home will be treated as an administrative leave day. The employee should utilize paid leaves as applicable to their position and situation the remaining days.

If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go the doctor?

No. Managers should encourage employees to seek medical advice but they cannot require an employee to go to the doctor. If there is a business necessity, the employer can require and must provide a test at no cost to the employee. The guidance of the medical provider will be followed upon administering the test. Employers can require the employee to be asymptomatic before returning to work.

Does Family and Medical Leave Act (FMLA) leave apply to absences due to confirmed cases of coronavirus?

Yes, coronavirus qualifies as a "serious health condition" under FMLA, allowing an eligible employee to take FMLA leave if either the employee or an immediate family member contracts the disease. Please consult the Leave Option Matrix in this document for available leave options and other information.

What if an employee has been exposed to Covid-19 but are not showing symptoms?

Employees who believe they have been directly exposed to COVID-19, but are not showing symptoms, should self-quarantine consistent with DPH and CDC guidelines and with a medical provider’s recommendation. Employees must contact their supervisor if they are unable to come to work or need to make a telework arrangement. Employees should contact their healthcare provider if they become sick and remain home.

An employee has a child whose school, childcare provider, or summer camp is closed as a result of the Covid-19 pandemic, and they have no other childcare arrangements. What options are available?

If the employee is able to work from home with an approved temporary teleworking agreement while supervising their child, the employee will be paid for regular hours worked. If a temporary teleworking agreement is not feasible, the employee may request Emergency Paid Sick Leave and
Emergency Family and Medical Leave (EFMLA) in accordance with the Families First Coronavirus Response Act. Please consult the Leave Option Matrix in this document for available leave options and other information.

**When should staff suspected or confirmed to have Covid-19 return to work?**

Using the DPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Gone at least ten (10) days since symptoms first appeared AND
- Other symptoms of Covid-19 are improving

**What can I tell staff or colleagues about reducing the spread of Covid-19 at work?**

Faculty and staff should follow the provisions in the Enhanced Workplace Safety Policy and reference the Employee Guide to Returning to Work which are based on the CDC guidelines.

**Will the university be screening employees for Covid-19 symptoms?**

Staff and faculty who are working on campus are required to self-monitor for symptoms prior to coming to work each day. Employees with symptoms should notify their supervisor and not come in to work or return home, seek medical attention, and follow the guidance of the medical provider.

**Will the university require employees to provide a doctor’s note for a positive Covid-19 test?**

Yes. If an employee has received a positive COVID 19 diagnosis, they should contact their supervisor. If they are able to work remotely, supervisors will work with HR and staff to determine appropriate accommodations. If they are unable to work, they should request emergency sick leave or other applicable leave. Physician documentation will be requested at that time.

**What about cleaning of my /work area?**

Clayton State’s cleaning protocols align with CDC and USG guidance. High-traffic/high-touch areas will be professionally cleaned and disinfected per the cleaning schedule. Employees should wipe down equipment that is commonly used (e.g., copiers, printers, fax machines) before and after use. Employees will be encouraged to clean their workstations daily. We will provide disinfectant and paper towels to each department. Cleaning supplies are limited and for office use ONLY.

**What should I do if I am at higher risk of severe illness from Covid-19?**

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements. The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State’s Human Resources department to the attention of Harriett Houston. Human Resources will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangements.

**Are there restrictions on travel for employees?**
All non-essential business travel has been canceled by the USG. These restrictions do not apply to personal travel. However, we strongly encourage you to avoid travel and review applicable travel warnings.

**Should performance while working remotely be assessed?**

Yes. While the impacts of the COVID-19 pandemic such as working remotely and changing work priorities should be factored into the assessment of goals for this year, managers and employees should absolutely assess performance while working remotely. While working remotely presents certain challenges, it also presents opportunities for new ways of displaying behaviors consistent with our core values.

**Will the university be allowing staggered work shifts for staff?**

Supervisors will have multiple staffing options to consider including teleworking, staffing rotations and staggered work hours in order to ensure social distancing and manage the number of staff in a work area.
O. Leave Matrix Options

<table>
<thead>
<tr>
<th>Employee is out due to...</th>
<th>Work Schedule Options/Leave Options</th>
</tr>
</thead>
</table>
| • Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 | • Telework (if available)  
• Families First - Emergency Paid Sick Leave  
• Accrued Leave  
• FMLA (standard unpaid option may be available for qualifying event) |
| • Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Families First - Emergency Paid Sick Leave  
• Accrued Leave |
| • Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms       | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Families First – Emergency Paid Sick Leave  
• Families First – Extended Family & Medical Leave  
• Accrued Leave |
| • Employee is caring for an individual subject to an isolation or self-quarantine order as described above | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Families First – Emergency Paid Sick Leave  
• Accrued Leave |
| • Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Families First – Emergency Paid Sick Leave  
• Families First – Extended Family & Medical Leave  
• Accrued Leave |
| Employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19 | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Families First – Emergency Paid Sick Leave  
• Families First – Extended Family & Medical Leave  
• Accrued Leave |
| Voluntary Quarantine (no symptoms, willing/able to work)         | • Telework (if available)  
• Flexible Schedule (if available)  
• Combination of Flexible Schedule & Telework (if available)  
• Accrued Leave |
Telework works best when employees and supervisors communicate clearly about expectations. The following checklist will help you establish a foundation for effective teamwork, continued productivity, and service.

- Understand relevant policies. Review telework related policies and practices for Clayton State University. Supervisors should verify that their employees have read and understood this information.
- Review technology needs and resources. Identify technology tools staff use in their daily work and determine whether the resources will be accessible when working from home and ensure employees know how to access Clayton State’s technical support should they need assistance.
  - Ensure employees know how to set up call forwarding and how to access your voicemail from home.
  - Determine which platform(s) (Skype, Teams, Conference Calling, etc.) you will use to communicate as a team, clarify expectations for online availability and confirm everyone has access to the technology tool(s) and support resources.
- Review work schedules. Telework sometimes get confused with flexible work scheduling (“flex work”). Be clear about your expectations with employees for maintaining their current work schedule or if you are open to flexible scheduling based on employee or departmental/university needs.
- Consider drafting a work plan. Review the questions below with staff and work through answers together.
o What routine responsibilities/tasks cannot be fulfilled while working remotely and how will it impact operations or other people? What are ways to reduce the impacts?

o What routine responsibilities/tasks require regular communication and collaboration with others? Proactively contact each partner to confirm how you will communicate while everyone is working remotely.

o Oftentimes employees experience fewer interruptions while teleworking. Are there any special projects or tasks that you can advance while working remotely?

o What events or meetings are scheduled during the time in which the temporary telework arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?

• Consider a communication and accountability plan if possible. Supervisors should tell employees how often they should send updates on work plan progress and what those updates should include. Supervisors should also communicate how quickly they expect the employee to respond while teleworking and the best ways for the employee to contact the supervisor while working remotely.

• Conduct regular check-ins. Incorporate into each workday a phone, video or instant message chat. Your employees will be eager for connection and information during the disruption and the structure will help everyone create a positive routine. Every other day or weekly may be fine, so long as you are in contact frequently enough that your employees are in sync with you and/or with one another.

• Be positive. A positive attitude toward teleworking and a willingness to trust employees to telework effectively is key to making such arrangements successful and productive.

• Debrief on a periodic basis and after normal operations resume. Employees and supervisors should review work assignments and deliverables.

• Post telework. When work returns to normal, assess progress on the employee’s work plan and prioritize any unresolved or new work that resulted from temporary operational disruption.

Teleworking Tips for Employees

Employees who telework often learn that working remotely is different than they expected and that it requires specific skills and habits. The following tips will help you be productive, meet the university’s operational needs, and provide necessary services while you work from home.

1. Define your workspace. It can be easy to sit on the sofa with your laptop and expect to get work done. Experienced teleworkers will tell you they tried that and it simply doesn’t work! We are creatures of habit and most of us are used to lounging with our laptops to read the news, watch TV, play games and chat with friends and family. Establishing a workspace, even if it is your kitchen table, gives your brain a cue that it is time for work and not play. Be sure your space is set up, so that if you need to maintain confidentiality or privacy you can do so.

2. Master the basics.
• Add your telecommute schedule to your email signature line, if it varies from 8 am to 5 pm.
• Set up call forwarding and how to access your voicemail from home. Be sure you set up a location where there are no home noises (tvs, appliances, etc.).
• Know how to remote into the CSU’s network and other online tools you regularly use.
• Use Skype or Teams and tools and instant messaging client to stay connected to colleagues.
• Plan for a video calls/meetings by making sure you know how to turn on your computer’s camera and microphone and being aware that your colleagues may be able to see the background behind you. Eliminate unnecessary noises.

3. Set daily goals, track them and share your progress. You may be surprised by how differently the work day passes without the comings and goings of an office to break things up or influence what you do next. Start each day of telework by determining what you need to achieve and then track your progress. Pay attention to how long tasks take you and start adjusting your daily goals to match your current rhythm. Communicate with your supervisor and/or colleagues if you think your telework plan needs to be adjusted.

4. Eliminate distractions. If home is where your heart is then telework can mean pets, children or a favorite hobby are only a few feet away. Depending on your living arrangement, you may need to hang a “do not disturb” sign so your family members don’t interrupt you. Pets often need a closed door to keep them away and you might need headphones to block noise.

5. Prioritize privacy. Whether you are in your home or a common area, take five minutes to assess the privacy of your workspace. Can someone standing behind you read your computer screen? Are your windows open so your neighbor can hear your phone call? What information do you need to secure before grabbing a cup of coffee or heading to the restroom? Your personal privacy matters too, so see if there anything around you that would not want visible during a video conference.

6. Stay connected. Many people say they do not call or instant message colleagues who are working remotely because they don’t want to bother them. Remember, they are working, not vacationing at home! You should feel confident about calling or messaging an employee who is teleworking anytime you would walk to their office or call them if you were working on-site.

7. Dress for work. Just like sitting on the couch can make us feel a little too relaxed, wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a perk of working at home but getting “ready for work” is a daily ritual that many teleworkers swear by.