



Returning *to the Workplace*

NIAGARA COUNTY COMMUNITY COLLEGE

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GUIDING PRINCIPLES

NCCC policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students, and for the public we interact with.

The primary goals for NCCC response to the COVID-19 pandemic are to protect health and safety of all faculty, staff, and students.

NCCC's plans will also be aligned and consistent with local orders and ordinances of Niagara County, SUNY, as well as the State of New York Phased Reopening Model. NCCC's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, NYS Department of Public Health, and NCCC's Campus Safety Advisory Committee.

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





Workplace Expectations & Guidelines:

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

Symptom Monitoring Requirement:

Staff who have been instructed to return to the workplace must conduct self-monitoring for symptoms of COVID-19 every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance to be eligible to report to work.

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

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



If you have any symptoms, you must call the NCCC Human Resources Office at 716-614-5950, for assessment of symptoms and further directives before you come to campus. You must also wear a face mask to avoid possible virus transmission to others.

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

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

Staff members whose health condition falls within one of the CDC High Risk Categories or are pregnant should contact Jonathan Bellomo at 716-614-6295 or at jbello@niagaracc.suny.edu to further discuss work or leave options available.

Phased Staffing:

NCCC will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and possible testing capabilities for COVID-19.

NCCC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective vice president.

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

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

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

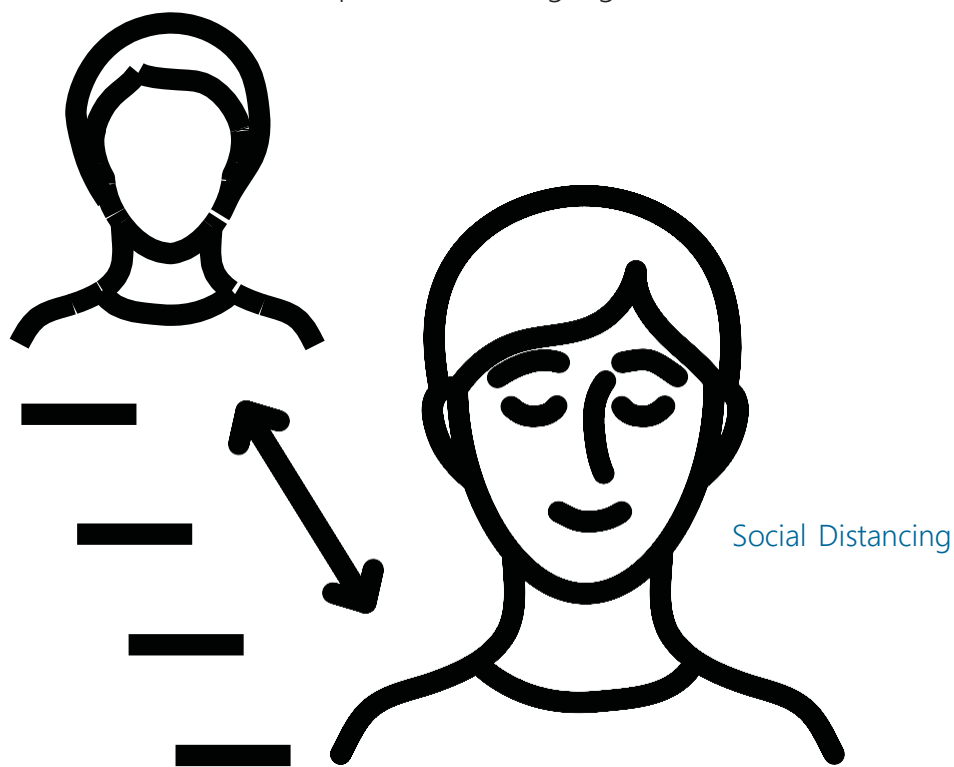
Staffing Options:

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

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Employees who are typically approved for remote work will either request an accommodation under ADA due to an underlying medical condition of the employee or someone who is living in their household or the FFCRA (Families First Coronavirus response Act). Please reach out to Jonathan Bellomo at jbellomo@niagaracc.suny.edu to determine if you qualify.

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

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements (see Enter/Exit Controls for further details). Please refer to CBA's if you are changing an employee's schedule to ensure compliance with language.









Personal Safety Practices

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff working on campus when in the presence of others, in the classroom and in public settings. Staff working in areas outside of classrooms or public settings need to wear a mask or face covering when unable to maintain social distancing (6 feet apart). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing and must be worn properly at all times.

Disposable masks will be provided by NCCC, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

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

See details regarding mask use and care below.

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions

Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).	These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.
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Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



Taking off the face covering/disposable mask:

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

Care, storage and laundering:

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

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

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups of 10 or more (subject to change based on NYS CDC Guidelines).
- Stay out of crowded places and avoid mass gatherings.

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

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

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

Cleaning/Disinfection: Cleaners and Laborers will clean offices and work spaces based on CDC guidelines for proper disinfection. The Operations Department will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. If needed please contact them at 614-6400.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the

surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing



Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.



Handwashing

Guidance for Specific Workplace Scenarios

Public Transportation: If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers and wear your mask at all times. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room that cannot maintain at least 6 feet distance from one another.

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

- Office also have been assessed and will receive physical barriers to mitigate 6 foot social distancing that can't be achieved and or in public facing areas.
- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

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

Wear a Mask



face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment). Masks/face coverings should be worn by any staff in a reception/receiving area when they are not able maintain social distancing. Masks/face coverings should be used when inside NCCC where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, classrooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

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

In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room where they cannot maintain 6 feet apart.

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

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

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

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

Working in Classroom and Laboratory Environments: Ensure that a distance of at least 6 ft. is maintained among individuals while on campus, inclusive of employees and students, to the extent possible and when seated in a classroom setting, unless the core activity (e.g. evaluation) requires a shorter distance. All students, faculty and staff must wear a face mask or covering at all times regardless of other safety protocols taken in the classroom or laboratory.

Classrooms will be modified or reconfigured and/or restricted for use unless individuals can be at least 6 ft. apart. Workstations should not be shared without cleaning and disinfection between use. Faculty should discourage the sharing of objects, such as laptops, notebooks, touchscreens, and writing utensils.

Hand sanitizer will be available throughout common areas. Disposable wipes will be provided to employees so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use.

Faculty should consider a mix of traditional in-person and remote classes depending on student needs (e.g. vulnerable populations) and/or technological capabilities.

Laboratory Work: Specific criteria have been developed for faculty and staff working in laboratory environments. In most labs, care has been taken to establish social distancing with plexiglass dividers. Masks and face coverings must be worn.

Mental and Emotional Wellbeing

Employee Assistance Program: (EAP) is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact ESI at: <https://www.theeap.com/higher-education-eap> or by calling 800-252-4555.

NCCC is committed to supporting the overall health and wellbeing of all employees. This service provides resources to help full-time employees and their eligible family members cope with life events through its Employee Assistance Program. The EAP provides confidential, short-term counseling at no cost to the employee or family member living in the same household.

ENTER/EXIT CONTROL

Entry to buildings will be regulated and monitored. Your NCCC card/badge is required, and you may not hold or prop open exterior doors for any other person.

Departments and building coordinators should coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time. **At this time the college has designated the north and south Learning Commons entrance as the single access point only.**

Visitors, trainees, guests and pets are not allowed on the campus during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.



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Board Approved: 06/30/20