

STAFF HANDBOOK ADDENDUM

Temporary Policies Relating to COVID-19 Safety Operations for Shepherd University Personnel

May 21, 2020

The Temporary Policy provisions contained herein shall apply to every employee, contractor, and every volunteer or other person who is acting on behalf of Shepherd University, while on the premises of the Shepherdstown or Martinsburg campuses of the University, except as otherwise expressly specified herein. Unless otherwise specified herein, the use of the term “employee” hereafter shall include contractors and their personnel, volunteers, and any person acting as an agent of the University.

Students and Visitors are regulated under distinct policies. All policies herein are adopted to provide for adherence to State and Health regulations applicable to the University and to enhance the personal safety of Shepherd’s students, employees, and other members of the Shepherd community. The University emphasizes that while many of these policies provide at least some safety benefit to the employee whose compliance is required, the policies are in all cases also designed to enhance the *safety of others* on the campus.

1. **FACE COVERING POLICY:** All employees shall wear a Face Covering (either customized by the employee or provided by the University) while on campus except under the following excepted conditions:
 - While outdoors and maintaining social distancing during rigorous exercise. However, walking on a campus sidewalk will not allow a person to maintain such distances on an *uninterrupted* basis, so failure to wear a Face Covering while walking on the sidewalks of the campus would typically violate this policy;
 - While in a personal vehicle;
 - While alone in a University vehicle which is designated by the University as exclusively assigned to only the one employee;
 - While working alone in a closed office assigned to that employee for work and occupied solely by that employee at the time;
 - While working in a laboratory or other setting in which alternative facial protective equipment, which covers the nose and mouth, is utilized;
 - Employees who are assigned to live on campus, while inside their living quarters;
 - While alone in a single occupancy restroom;
 - Contractor-employees, while they are inside an enclosed construction site on campus;
 - While eating in a room designated for eating meals and while maintaining the applicable distances from other persons; and
 - During any brief period of time when removal of the Face Covering is necessary for personal health or welfare, provided that no other person is within six linear feet of the employee.

Employees with a physician-documented medical condition which would be complicated by use of a Face Covering should immediately contact the HR Office utilizing ADA accommodations forms for evaluation of whether accommodations are achievable.

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For purposes of this Policy, compliant wearing of a Face Covering includes the following standards: i) Either cloth or medical Face Coverings may be used; ii) the Face Covering must provide continuous coverage of both the nose and mouth; iii) the Face Covering must be maintained in a reasonably hygienic condition.

The University intends to issue a limited number of washable, cloth Face Coverings for all employees. Employees are thereafter responsible for maintaining and/or replacing if necessary. Employees may use commercially made or home-made Face Coverings, which must be appropriate to a professional environment.

2. **WORK SHIFTS:** Effective May 18, 2020, all employees other than primarily instructional faculty may be subject to assignment of adjusted work schedules by their supervisors. This status will include all 12-month faculty, as well as all staff. The University will reserve the right to implement specific procedures as necessary to achieve compliance with safety protocols. As one example, adjusted work schedules might divide the day into two 7.5 hour work periods, with one potentially beginning at 7 am and the other beginning at 11 am or at 3 pm. Lunchbreak times may be directed, when necessary. All such assignments will be coordinated with the HR Office. The staggered shifts and break schedules will be designed to decrease the density of employees when work shifts begin or end and during breaks.

Supervisors and Vice Presidents will coordinate with HR in establishing strategies for continued work from home, staggered work shifts, or other measures to minimize employee density, commensurate with the ongoing status of the pandemic. All such scheduling is subject to ongoing changes, whether due to changes in COVID-19 conditions, student needs, or when necessitated by other needs of the University.

3. **BREAK ROOMS:** Employee break rooms must remain compliant with required distancing and safety standards. In a large room in which tables and chairs are allocated for eating, chairs may not be moved or added to the room to result in diminishment of distancing. Reasonable additional care to maintain required distancing should be used while one or more employees have removed a Face Covering due to eating. Employees using a break room must clean up surfaces after themselves, using disposable towels. Dirty dishes must not be left unattended.

Rigorous and frequent washing of hands should be practiced whenever touching common surfaces, always immediately prior to eating, and again after doing any cleaning of common surfaces which the employee may have soiled during food preparation.

Employees who have a private office should eat in their office, to accommodate those who do not have a private office. Any employee who does not have a private office and finds compliance with this rule difficult should consult the HR Office. Building Managers may adopt the use of sign-up schedules, scheduling specific windows of time, where necessary to avoid employees excessive wait times to access break rooms.

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4. **BUILDING SIGNAGE:** The University is implementing special signage relating to pedestrian traffic at building entrances/exits, stairwells, elevators and restrooms. Compliance with the signage is required. Employees may not ignore directional signage merely because it appears that no one else is in proximity.
5. **PERSONAL HYGIENE:** Adherence to CDC Guidelines as to personal hygiene to help reduce spread of virus is required:
 - Cover coughs/sneezes with tissue, and promptly place used tissue in trash. Then promptly wash hands. If other covering is unavailable, cough or sneeze into elbow;
 - Frequently wash hands rigorously with soap and water. Supervisors should provide liberal time away from work tasks to allow hand washing throughout the day;
 - Rigorous compliance to interpersonal distancing requirements; and
 - Compliant use of Face Coverings.
6. **PHYSICAL/ SOCIAL DISTANCING:** Every employee is obligated to make a good faith effort to comply with the physical/social distancing guidelines established by CDC, which recommends a minimum of six feet interpersonal distance to the maximum degree achievable. Willful or reckless disregard of distancing from others is prohibited. Generally, all meetings of employees should continue to be conducted virtually, unless there are specific reasons why a fully socially-distanced physical meeting should occur. Employees are expected to make every effort to avoid unplanned visits to other administrative offices.
7. **PERSONAL ILLNESS:** An employee should not be on campus if feeling any symptoms that are consistent with COVID-19, flu, or cold. If experiencing such symptoms, employee must promptly notify supervisor and also contact the HR Office as appropriate.
8. **PERSONAL TRAVEL:** The University will not authorize any business travel until at least after January 1, 2021, unless for extraordinarily unique exigencies and approved by the President. The University has a unique obligation, during the COVID-19 pandemic, to monitor personal activity which can create an increased risk to the University community; for this reason, the University cautions that employees should use the utmost care and discretion in any personal travel. In the interest of campus safety, the University may require any employee who travels to especially high-risk areas to either work at home for a quarantine period or to use annual leave.
9. **TESTING / HEALTH MONITORING:** The University is evaluating several measures to allow ongoing monitoring of possible COVID-19 threat. These measures may be coordinated with State/Local health officials, or may be independently administered by Shepherd. Employees may be required to comply and cooperate with testing/ health monitoring programs, which may include, but not limited to, COVID-19 tests, temperature monitoring, questionnaires as to COVID-19 risk factors, or other measures recommended by health authorities. Any personal health information of employees will be carefully held confidential. Employees with a physician-documented medical condition which would be complicated by a test or other medical procedure should

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immediately contact the HR Office utilizing ADA accommodations forms for evaluation of whether accommodations are achievable.

ENFORCEMENT: These temporary COVID-19 policies are mandatory as to all employees, contractors and volunteers working on the campus. The University has maintained a variety of safety policies throughout its history. If an employee fails to comply with this policy, it will be addressed as a personnel matter in the ordinary course of personnel management practices. Negligent non-compliance may be a matter of counseling and progressive discipline, depending upon the circumstances, but because these are safety compliance issues, non-compliance could immediately result in stronger, immediate sanctions. Willful non-compliance would constitute a serious infraction, possibly insubordination, and is subject to institutional action consistent with our existing personnel practices as to gross misconduct.

Consistent with normal institutional policy and practice, reports of employees violating a personnel policy should be directed to both the supervisor and the HR Office.

REVISIONS AND EXPIRATION: These temporary COVID-19 policies will be subject to amendment, as authorized by the President, as circumstances may dictate. Amendments would be made to advance the University's commitment to the health and safety of the campus community, but also decreasing the scope of these provisions if improved conditions in West Virginia and the region justify such action. These temporary COVID-19 policies will expire upon the direction of the University President or the Board of Governors, consistent with the foregoing factors.