**McPherson College Workplace Guidelines During the COVID-19 Pandemic**

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As mentioned in President Schneider’s March 17, 2020 announcement, the college shifted from face-to-face instruction to remote online instruction through the end of the spring 2020 semester. On May 15, 2020, President Schneider announced the college’s Staff and Faculty Reopening Phases for summer 2020.

The college has made this decision in an abundance of caution to take proactive preventative measures to ensure the health, wellness, and safety of students, faculty, and staff. This employee protocols document is to provide detailed information regarding the impact to the college’s employees during the pandemic.

The McPherson College – COVID-19 Travel and Self Quarantine Policy provides safety guidance and is available from your supervisor. Any questions should be directed to Marty Sigwing, Director of Facilities, [sigwingm@mcpherson.edu](mailto:sigwingm@mcpherson.edu)

All college employees will participate in safety training prior to the fall semester.

Phase One – No gatherings of more than 10, social distancing 6’, Work remotely

Phase One.Five – No gatherings of more than 10, social distancing 6’, Work remotely

Phase Two - No gatherings of more than 15 and social distancing 6’, Work remotely

Phase Three\* – No gatherings of more than 45 and social distancing 6’, Work remotely encouraged

Phase Out\* – In accordance to Campus Health and Safety Plan

**\*Subject to change with federal, state, county and college jurisdiction**

**Personal and Campus Wide Health and Safety Guidelines During Phases 1 – 3**

1. **Personal Health and Safety Guidelines During Phases 1 - 3**
2. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
3. Avoid touching your face.
4. Sneeze or cough into a tissue, or the inside of your elbow.
5. Disinfect frequently used items and surfaces as much as possible.
6. Strongly consider using face coverings while in public or when dealing with others on campus.
7. Maintain social distancing of 6 feet when possible.
8. Stay home if you feel sick and contact your medical provider.

**Returning from College or Personal Travel to Affected Areas**

1. All travel for college business is cancelled until further notice.
2. Faculty or staff planning to travel at this time must notify their supervisor of travel details such as destination (country/state/city), the purpose of the travel, and the duration of the trip

The KDHE is now **mandating** 14-day self-quarantine for Kansans who have:

* Traveled to New York on or after March 15.
* Traveled to Illinois or New Jersey on or after March 23.
* Traveled to Connecticut on or after April 6.
* Traveled to Massachusetts or Rhode Island on or after April 30.
* Traveled to Maryland on or after May 12.
* Traveled on a cruise ship or river cruise on or after March 15.
* Traveled internationally on or after March 15.

In addition, if you are in direct contact with someone, who is under required self-quarantine, i.e., a family member, due to the KDHE’s new guidance, you will be asked to self-quarantine for 14 days.

**Well Employees**

1. Faculty and staff will continue to perform their assigned duties in accordance with the typical expectations of delivery of those duties. Healthy employees should report to work, except for in certain circumstances. Some examples are below:

* The employee is caring for someone with a confirmed case of COVID-19 or is living in close contact with someone that has been mandated by KDHE to quarantine, in which case they must self-quarantine;
* The employee recently traveled to a location that KDHE has **mandated a** 14-day self-quarantine for and/or
* The employee has been instructed to refrain from attending work by their physician or public health officials.

**Employees Required to Self-Quarantine**

1. Any staff or faculty requiring a 14 day quarantine must leave campus immediately and not return for any reason until the quarantine period is up. When a quarantine happens, the affected individual must notify their supervisor immediately.

Staff may use sick and/or vacation for mandatory self-isolation or quarantine, when it is required or recommended by public health authorities/guidelines or by health care providers. Contact Human Resources to discuss if any employee is eligible for entitlements under the Families First Coronavirus Response Act (FFCRA). Telecommuting may be an option if an employee needs to self-quarantine.

If it is determined, that a self-quarantine is appropriate and job duties can be completed by telecommuting, the supervisor in consultation with human resources can develop work hours and a work plan for the impacted employee.

If you are in direct contact with someone, who is under required self-quarantine, i.e., a family member, due to the KDHE’s new guidance, you will be asked to self-quarantine for 14 days.

**Sick Employees**

1. Staying home when you are sick is good advice for all employees. This is to prevent the transmission of any illness. Supervisors are encouraged to get this message out to employees. If employees are sick, they should stay home until the symptoms have subsided and they are free of fever for 24 hours and/or contact their physician for guidance. The normal protocol for notification of the absence to the supervisor and use of accrued sick leave would apply for staff.

Faculty and staff who have symptoms of respiratory illness should not report to work and should seek immediate medical assistance. If an employee reports to work and presents symptoms of being ill, the college will advise the employee to go home and seek medical care.

If an employee tests positive for COVID-19, you will not be allowed to return to work until you are fully recovered and certified fit for duty by your primary healthcare physician. Please contact human resources for support during this time.

**Sick Leave**

1. Staff members who are out sick should report sick leave or vacation might be used if no accrued sick leave is available. In general, medical documentation will not be required for return to work unless you have tested positive for COVID.

**Federal Work Study**

1. The college has put together a plan for student workers based on mission critical positions. We continue to monitor United States Department of Education (USDOE) updates. Any updates to these guidelines will be communicated immediately from the college’s Financial Aid Office.

**Workers at Higher Risk**

1. Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.

If an employee is at risk for complications from COVID-19 and their physician agrees that increased social distancing in the workplace is prudent, the employee should contact her/his supervisor, in consultation with human resources, to formally request a temporary change. A doctor’s note may be required.

Except for employees who formally request a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations, or roles or be provided with paid sick/release time solely to address general concern about the potential for COVID-19 infection.

**Annual Leave Advancements**

1. Staff members who are not able to telecommute and exhaust all earned leave due to illness or self-quarantine, may request advanced leave time ­­- sick or vacation - through her/his supervisor and human resources.

**Essential Employees**

1. As a 24/7 residential college, McPherson College is open at this time. Many employees must work on campus to provide services that are essential to instruction, residential life, campus health and safety, the protection of physical and intellectual assets, or the continuity or resumption of academic programs and operations. Additional measures and policies to support these employees are being considered.

Essential employees will be determined by the needs of the college.

College employees should be aware that due to the measures taken by the college in response to the outbreak, they may be asked to do duties outside of their regular work assignment.

**Remote Work**

1. The college is open and operational. Employees are expected to work their regular work schedule even when the college moved to a remote work force.

Remote operations will continue using web conferencing meetings whenever possible (Teams, Zoom, etc.) until further notice This information is subject to change by orders of the state of Kansas, McPherson County or McPherson College.