



Delta State University

Guide for Returning to the Workplace

May 26, 2020

GUIDING PRINCIPLES

Delta State University's policies and protocols for responding to the COVID-19 pandemic will be rooted in the safety of our students, staff, and faculty, and of the public with whom we interact.

The primary goals for DSU's response to the COVID-19 pandemic are to keep our Delta State family and our campus safe and virus-free, protect public health, and maintain the academic mission of Delta State.

DSU's plans will also be aligned and consistent with local orders and ordinances of the City of Cleveland and Bolivar County, policies and guidelines of the Mississippi Institutions of Higher Learning, as well as the State of Mississippi's Reopening Model and the Mississippi Department of Public Health. DSU's plans will also follow recommendations from the federal government (Opening Guidelines) and Centers for Disease Control and Prevention.

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

WORKPLACE EXPECTATIONS AND GUIDELINES

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

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.

I. Return to Work

Executive Order #1484 of the Office of Governor, State of Mississippi, was issued on May 14, 2020, and directs state agencies to begin the process of returning employees to work. To ensure that proper safeguards and protocols are in place for the safety and well-being of employees and the public, Delta State University will resume regular operations on Tuesday, May 26. All staff employees are to report to work on that day.

Employees who are considered "high risk" for COVID-19, and have concerns regarding their vulnerability in the workplace, should contact their supervisor and the Office of Human Resources to determine possible options. Under extenuating circumstances, a "work from home" option may be available, if approved by the respective Department Head and Vice President.

II. Health and Safety Considerations

A. Facility Cleaning and Sanitation

In preparation for the return of all employees, Delta State has cleaned and sanitized all campus facilities. Also, the university has implemented cleaning and disinfecting practices, according to CDC guidelines, to maintain clean facilities and safe conditions.

Hand sanitizers have been installed at all entrances and high-traffic areas. In addition to custodial crews cleaning office and work spaces every day, each department will be provided sanitizing supplies for employees to clean commonly used surfaces (copier, coffee maker, light switches, door knobs, etc.), before and after use, and throughout the day. Facilities Management staff will clean high traffic common areas (restrooms, door handles, stairwell handles, elevators, etc.) frequently during the day.

Customer service areas (Student Business Services, Registrar's Office, Student Financial Assistance, etc.) will have marks on the floor to ensure customers maintain a distance of at least 6 feet between one another.

B. Health and Safety Training

Employees should be proactive in being knowledgeable about best practices for the prevention of the spread of COVID-19. Listed below are links to a few documents to help employees work safely on campus.

- Keeping the workplace safe:**
<https://www.cdc.gov/coronavirus/2019-ncov/community/stay-safe.html>
- Prevent getting sick:**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- Frequently asked questions:**
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

III. Symptom Monitoring Requirement

Employees must participate in a COVID-19 symptom and temperature check before they begin their work each day. Employees are strongly encouraged not to come to campus if they do not feel well.

Entry to buildings will be regulated and staffed with someone to screen employees for compliance with CDC regulations and to take the temperatures of employees. If an employee is cleared, they will be given a

sticker that must be worn for the duration of the day. If an employee is ineligible to report to work due to the results of the symptom and temperature check, the Office of Human Resources and the employee's supervisor will be notified.

A. Enter and Exit Control

Only one entrance and exit will be used at each building. Building Managers have identified usable entry points for their building(s) and will coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the business day. Employees must report to work and depart work through the designated building access and at the designated time in order to limit the number of people entering and exiting buildings at any one time. (see "Designated Entrances/Testing Locations for Campus Facilities" at the end of this document)

B. Symptom Check

All employees will be screened for COVID-19 symptoms each day when they report to work. An employee who answers "yes" to any question will not be eligible to report to work and will be asked to return home.

The following questions will be asked:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

C. Temperature Screening





All employees must participate in temperature screening each day when they report to work. The temperature screening will be conducted with a no-touch thermometer. An employee who has a temperature of 100.0° Fahrenheit or higher will not be eligible to report to work and must be "fever free" for 72 hours before returning to work.

IV. Personal Safety Practices

A. Face Masks/Cloth Face Coverings

Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Delta State will provide re-useable masks to all employees, at no cost to the employee (four masks per employee). Employees can purchase additional masks for \$2.50 each by contacting Student Business Services at 662.846.4698.

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. Cloth face coverings must be worn for only one day at a time, and must be properly laundered before use again. See details below regarding mask use and care.

| 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 the Occupational and Environmental Safety Office (OESO). | |

B. Use and care of face coverings

1) 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.

2) 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 the face covering/disposable mask.

3) Care, storage, and laundering the face covering/disposable mask:

- 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.

C. 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.

Employees should 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.
- Stay out of crowded places and avoid mass gatherings.

D. Hand washing

Employees must wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub your hands together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

E. Gloves

Healthcare workers 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. Employees will be allowed to wear their personal gloves, if desired, but the University will not furnish gloves. Washing your hands often is considered the best practice for common everyday tasks.

F. Goggles/Face Shields

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

G. Personal Disinfection

While custodial crews will continue to clean office and work spaces based on CDC guidelines, employees should take additional care to wipe down commonly used surfaces. Before starting work, and before you leave any room in which you have been working, employees must wipe down all work areas with EPA-registered 60% alcohol solution. Each Building Manager will be supplied with sufficient disinfectant. 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.).

H. 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. 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.

V. Protocols for Employees who have COVID-19 Symptoms or Have Been Exposed to COVID-19

If a DSU employee, or an individual in his/her household, has COVID-19 symptoms or has been exposed to COVID-19, the employee should consult his/her doctor or the medical staff at the O.W. Reily Health Center on campus. Also, employees can refer to the CDC website for a list of steps to take to care for himself/herself and to help protect other people in his/her

home and community. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

The employee should notify his/her immediate supervisor and the Office of Human Resources to ensure appropriate guidelines are followed.

The decision to begin or stop home isolation should be made in consultation with an employee's healthcare provider and state and local health departments.

VI. Guidance for Specific Workplace Scenarios

A. Employee Considerations:

Employees should follow the guidelines below in order to protect their health and reduce transmission of germs:

- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Monitor for presence of COVID-19 symptoms (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).
- Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
- Wear masks or face coverings in all public spaces and spaces used by multiple people.
- Know where to find local information on COVID-19 and local trends of COVID-19 cases.

B. Supervisor Considerations

Supervisors should follow the guidelines below in order to protect the health of their employees and reduce transmission of germs:

- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and enforce appropriate physical distancing and wearing of masks or face coverings.
- Encourage single occupancy in work rooms.

- The University will procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces.
- The University will provide hand sanitizers at all entrances and high-traffic areas. Additional hand sanitizer will be available upon request by contacting Facilities Management.
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

C. Facilities Considerations

1) Building Managers and/or Facilities Management staff who are responsible for maintaining facilities or ordering materials and supplies should follow the guidelines below in order to protect the health of employees and reduce transmission of germs:

- Maintain at least 6 feet between workstations/workers. Place plexiglass or other barriers in workspaces where people must face each other or are unable to be 6 feet apart.
- Place appropriate signage at entrances indicating how to proceed.
- Make face coverings available to employees. Re-usable masks will be provided by Delta State (four masks per employee). Employees can purchase additional masks for \$2.50 by contacting Student Business Services.
- Provide sanitizing supplies for individuals to clean their areas before and after use.
- Provide hand sanitizer at all entrances and high-traffic areas.
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

2) Enter/Exit Control

- Entry to buildings will be regulated and staffed with someone to take temperatures and screen employees for

compliance with CDC regulations. Only one entrance and exit will be used at each building.

- Building Managers should identify usable entry points for their buildings and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Employees must report to work and depart work through the designated building access and at the designated time in order to limit the number of people entering and exiting buildings at any one time.

D. Visitors Consideration

Visitors must obtain prior approval from the associated department/office before visiting the worksite(s) and must provide their own Face Covering/Mask. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Delta State University
Designated Entrances/Testing Locations for Campus Facilities
5/26/2020

| Building | Building Manager | Testing Location | Entrance |
|-------------------------------------|-------------------------|-------------------------------------|---|
| Bailey Hall | Jeff Johns | Bailey Hall | East entrance (in front of Quad) |
| Bologna PAC | Laura Howell | Bologna PAC | West entrance (lobby) |
| Broom Hall | Billy Moore | Broom Hall | West Side entrance (in front of Quad) |
| Capps Archives | Jeff Slagell | Roberts-LaForge Library | Northeast entrance (single door on left side) |
| Caylor-White/Walters Hall | Ellen Green | Caylor-White/Walters Hall | South entrance (facing Gibson-Gunn Aviation bldg) |
| CCED | Billy Moore | Broom Hall | West Side entrance (in front of Quad) |
| Chadwick-Dickson Athletics Facility | Mike Kinnison | Chadwick-Dickson Athletics Facility | South entrance (second floor) |
| Delta Music Institute | Jeff Slagell | Roberts-LaForge Library | Northeast entrance (single door on left side) |
| Ewing Hall | Leslie Griffin | Ewing Hall | Northeast Entrance (facing Highway 8) |
| Gibson-Gunn Aviation building | Sheila Millican | Gibson-Gunn Aviation building | Northwest entrance (single door) |
| Kent Wyatt Hall | Jamie Rutledge | Kent Wyatt Hall | East and West entrances |
| Nowell Union | Vernell Bennett-Fairs | Nowell Union | North entrance (closest to Welcome Center) |
| Nursing building | Vicki Bingham | Nursing Building | South entrance |
| Reily Student Health Center | Doug Pinkerton | Wyatt Gym | North entrance (by Morgan Laundry) |
| Roberts-LaForge Library | Jeff Slagell | Roberts-LaForge Library | Northeast entrance (single door on left side) |
| Smith Physical Plant Facility | Gerald Finley | Smith Physical Plant Facility | East entrance |
| Walker Alumni-Foundation House | Lizzie Woodard | Walker Alumni-Foundation House | South entrance (facing Highway 8) |
| Wyatt Gym | Doug Pinkerton | Wyatt Gym | North entrance (by Morgan Laundry) |
| Zeigel Hall | Karen Fosheim | Zeigel Hall | South entrance (facing Bailey Hall) |