



## **COVID-19 Return to Campus Policy**

### **I. Policy Statement**

Due to the COVID-19 pandemic, and after careful consideration of the latest recommendations from the U.S. Centers for Disease Control and Prevention (CDC) and state and local authorities, Parker University has implemented this COVID-19 return to campus policy to screen Employees before entering University facilities and outline mask and hygiene requirements. This Policy applies to all U.S. University employees physically working on campus. Those who work from home must follow this policy when visiting campus.

### **II. Reason for Policy**

We are implementing the Policy as part of our workplace safety and infection control program. The Policy is designed to put in place some of the screening measures recommended or required by various federal, state, and local guidelines. The purpose of such measures is to protect the safety of those returning to work during the pandemic are safe to do so and to ensure individuals who may have COVID-19 remain out of the workplace and have an opportunity to seek appropriate medical care. Employees with the virus may infect others in close proximity to them or who touch the same surfaces. We have implemented this Policy in order to reduce the possibility of transmission of the virus in the workplace.

### **III. Policies that work in Unison**

N/A

### **IV. Policy**

This Policy is in addition to other precautions being taken by Parker University, including frequent cleaning and disinfection, cloth face coverings and/or other protective equipment, and increased social distancing in the workplace. While we understand that the screening techniques in the Policy may not detect every case of COVID-19 or guarantee that an individual who passes the screens is not contagious, we have adopted these measures in an effort to help you monitor for illness and to alert you when you may not know you are infected. In this way, we may reduce the risk of workplace transmission of COVID-19, while minimizing workplace disruption and/or disruption to our students and patients.

#### **A. Exposure to COVID-19 Positive Individual**

Employees who know they have had direct exposure to a COVID-19 positive person should leave campus, notify their supervisor and contact Human Resources. Those who have been directly

exposed to a COVID-19 positive person will be required to work from home for 14 days following exposure.

## **B. Multi-Step Screening Process**

Prior to being admitted into a University building you will be required to undergo the following screening.

**Step 1 - Symptom-Free Certification.** On a daily basis; Each time you seek to enter a University building, you must certify verbally whether in the past 14 days you: (a) have been diagnosed with COVID-19; (b) have experienced any COVID-19-related symptoms; (c) have been in close contact with another person with COVID-19; and (d) have travelled internationally to any location listed in any Level 3 Travel Health Notice.

For purposes of this Policy, the screening questions pertaining to symptoms will be based on the current CDC guidance on COVID-19 symptoms, which currently includes fever, cough, shortness of breath, headache, chills, repeated shaking with chills, muscle pain, sore throat, and/or new loss of taste or smell (“Symptoms”).

Employees who refuse to complete the symptom certification, have been experiencing COVID-19 related Symptoms, have had a potential COVID-19 exposure, or have recently returned from travel to a destination covered by a CDC Level 3 Travel Health Notice may be denied entry and advised to return home.

Employees who complete the certification and have not identified COVID-19-related Symptoms or other exclusion criteria listed above will be permitted to proceed to Step 2 of this Policy (Temperature Screening).

Employees denied admittance at this step should return home, notify their supervisor and monitor their symptoms and should consider isolating themselves from others and seeking guidance from their healthcare provider and/or the state or local health department. Information on what individuals should do if they feel sick with COVID-19 symptoms is also available from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>. If you believe your symptom(s) were caused by conditions other than the SARS-CoV-2 virus, please contact Human Resources.

**Step 2 – Temperature Check.** In addition to the symptom screening described in Step 1, Employees will be screened for a fever before being allowed to enter a University building. Unless state or local guidance provides otherwise, per CDC guidance, an employee will be considered to have a fever if their measured body temperature is 100.4° F or higher. Employee body temperature will be measured by trained screening personnel using a non-contact thermometer with appropriate safety precautions and protective equipment, etc. Employees also may be required to certify that in the prior 24 hours the employee has not used any fever-reducing medications (e.g., Ibuprofen or Acetaminophen).

Employees who do not have a fever will be permitted to enter the facility, subject to complying with all other safety measures put in place by Parker University (e.g., facial coverings, gloves, distancing). Employees who have a fever will be denied entry at this step. Employees denied entry are encouraged to return home, notify their supervisor and monitor their symptoms and should consider isolating themselves from others and seeking guidance from their healthcare provider and/or the state or local health department. Information on what individuals should do if they feel sick with COVID-19 symptoms is also available from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>. Employees who believe the fever or other symptoms were caused

by conditions other than COVID-19, or who wish to request an accommodation, should contact Human Resources.

**Returning to Work after Being Denied Entry.** Employees who are denied entry as a result of the screening processes generally will be allowed to return if:

- They've had 3 days with no fever and
- Their symptoms have improved and
- It's been 10 days since symptoms first appeared and
- It's been 14 days since their last known exposure

**Required Practices.** Employees should maintain social distancing – staying at least 6 feet from others – at all times possible while on University property. Employees are expected to continue practicing good hygiene, including washing hands frequently with soap and water for at least 20 seconds and using hand sanitizer where soap and water are not readily available. Employees should avoid touching their eyes, nose, mouth, and face. Employees should clean frequently touched surfaces, such as the employee's headset, keyboard, doorknobs, etc., with disinfectant wipes.

**Masks and Eye Protection.** Employees are required to wear masks and eye protection (eye glasses, goggles or face shield) when interacting with others on campus and when leaving their workspace. Additional personal protective equipment may be required depending on an employee's role.

**Travel.** The University will follow the CDC and the DCHHS's guidelines regarding travel. Employees who travel to Level 3 countries or take cruises for personal reasons, will be required, upon return from travel, to work from home (if their position allows), use their accrued leave or take leave without pay for a minimum of 14 days prior to returning to work. Employees are required to tell their managers when they are traveling to a Level 3 area or taking a cruise. Managers are required to report this travel to Human Resources prior to the employee's return to campus. A return strategy will be devised on a case by case basis. Employees may return earlier with a negative test result.

### **C. Your Medical Information**

Your data will be collected and used only for purposes of workplace safety as required and will be shared with only individuals who need to have that information for that purpose (usually the individual performing the screen, your manager/supervisor and/or Human Resources). All records created in connection with the screening will be maintained in a secure and confidential manner.

### **V. Modifications**

We reserve the right to modify this Policy in accordance with the needs of Parker University and pursuant to guidance from public health authorities. We will continue to monitor the situation, follow all recommendations by the public health authorities, and provide you with further updates as applicable.

### **VI. Contacts**

Should you have any questions, please reach out to your manager or Human Resources.