

Wiley College has created a COVID-19 Response Task Force to develop an employee and student reopening plan with the goal of keeping the Wiley College community safe in the wake of COVID-19. The plan is a phased approach, with College wide criteria, that aligns with national and local requirements and guidance. Wiley College places the highest priority on the health, safety, and well-being of our community. As circumstances related to the COVID-19 virus change, Wiley College health and safety policies are being updated. As such, beginning Monday, June 1<sup>st</sup>, all Wiley College essential faculty and staff will be required to follow the operational procedures detailed below before starting the workday.

The Task Force is comprised of the Executive Cabinet Members, Chief Information Officer, Associate Vice President for Student Health, Counseling and Wellness and the Dean of Chapel. The Task Force is also responsible for developing fall 2020 and spring 2021 operational plans to include health and safety guidelines, as well as updated policies and procedures to all necessary areas in order to ensure resumption of safe operations for the 2020-2021 academic year.

### **Task Force Campus Wide Guiding Principles**

- Prioritize health and safety for students, faculty and staff, including minimizing the transmission of any COVID-19 related illnesses
- Maintain and deliver our mission through teaching, outreach and student development
- Preserve and maintain College operations necessary to support mission-critical activities during reduced operation status
- Utilize scientific evidence and data in decision-making
- Preserve financial capacity of the College to deliver mission-critical activities for the long-term fiscal health of the College
- Honor Wiley's unique culture in which students, faculty and staff are at the heart of this College

Changes in the resumption of operations must remain fluid as operations will be contingent upon daily data information and social distancing guidelines received from local, state, federal and world health organizations.

### **Reopening Phase I: Employees On-Site Work Schedule**

Beginning Monday, June 1<sup>st</sup>, Wiley College's essential faculty and staff personnel will be required to return to the office at least twice a week. Until further notice, each Division's essential employees will work on-site for 2 days a week and from home 3 days of the week (if applicable). Each Vice President will determine employees' on-site work schedule.

Upon arrival to campus and before reporting to their respective office, each employee will be required to report to a designated health checkpoint to complete a brief health screening survey, receive temperature check and to receive Personal Protective Equipment (PPE).

Additionally,

- Check-in will be on a first-come, first-served basis for each division.
- Please be patient with the Student Health, Counseling and Wellness representative throughout the check-in process.

Employees will remain in their cars for health monitoring. A Student Health, Counseling and Wellness representative will take employees temperature utilizing an infrared touchless thermometer to perform temperature checks. However, employees are encouraged to bring personal thermometers. The brief health screening survey is intended to monitor the specific, known symptoms of COVID-19 and to reduce the risk of exposure to the virus in our community. An employee's temperature must not exceed 100°F. Wiley College will provide surgical masks or N-95 masks to employees. The College approves the usage of personal masks (medical or cloth made) according to CDC guidelines.

After each employee receives clearance, they can proceed to their respective buildings and/or office spaces. A Student Health, Counseling and Wellness representative will report employee clearance information to each Vice President daily. Those with temperatures exceeding 100°F or answering yes to any of the questions will be required to return home immediately following notification to their supervisor via phone and contact their primary care provider for a complete evaluation.

Safety and Health Checkpoints will be at the following locations:

Campus Security Booth (near the Hodge Center and Alumni Gymnasium)

Campus Security Booth (near the Student Union and Chapel)

<b>Division Name</b>	<b>Safety and Health Checkpoint Time</b>	<b>Safety and Health Checkpoint</b>
Academic Affairs	730am to 830am	Campus Security Booth (near the Hodge Center and Alumni Gymnasium)
Business and Finance	730am to 830am	Campus Security Booth (near the Student Union and Chapel)
Institutional Advancement	730am to 830am	Campus Security Booth (near the Hodge Center and Alumni Gymnasium)
Student Affairs and Enrollment Management	830am to 930am	Campus Security Booth (near the Student Union and Chapel)
President's Office	830am to 930am	Campus Security Booth (near the Hodge Center and Alumni Gymnasium)

If employees depart the workplace for any reason (lunch, errands, etc.), it is highly recommended you keep your PPE on at all times while away from campus. Upon returning to the workplace, employees must take the necessary hygiene precautions and continue to follow the operational protocols listed below.

If at any point throughout the workday you began to experience symptoms, immediately alert your supervisor, depart campus and visit your Primary Care Physician.

## **Operational Protocol during Phase 1**

All employees must adhere to the following guidelines while operating on and around campus.

1. Strict social distancing measures are in effect, while on campus, according to CDC guidelines.
  - Maintaining at least six-foot social distancing from every other person present at a location.
  - Washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer.
  - Covering coughs or sneezes — cough into the sleeve or elbow, not into the hands.
  - Regularly cleaning high-touch surfaces.
  - Avoid shaking hands and hugs.
2. Mass gatherings of any size are prohibited.
3. College employees are required to wear face masks when social distancing is not possible in the following instances:
  - a. movement from building to building
  - b. movement throughout buildings
  - c. small business meetings
4. Employees are encouraged to work remotely if they are experiencing any symptoms or considered high risk as defined by the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
5. Employees awaiting test results must remain in isolation until test results are received.
6. Employees who have knowingly close contact with confirmed cases must remain in quarantine for 14 days.

Additionally, the Facilities will begin to implement frequent and in-depth cleaning beyond the normal protocol. Particular emphasis will be placed on bathrooms, high volume areas and common areas. Employees are highly encouraged to keep their personal office spaces clean and sanitized to promote health and safety. The following buildings received deep sanitization during the stay-at-home order: Thirkield Hall, Smith-Nooks Hall of Music and the Julius S. Scott, Sr. Chapel.

## **Campus Guests**

All campus guests (alumni, friends, vendors, prospective students and their families, etc.) will be required to wear masks during their campus visit. If visitors do not have a mask, they should be asked to leave the buildings. Notification signage will be posted on the entry doorway to each building. Campus Security will also be monitoring visitors and personnel to ensure compliance.

## **Reopening Phase II: Fall 2020**

The fall 2020 reopening plan is forthcoming.