

MARS  HILL  
UNIVERSITY 1856



**RETURN TO CAMPUS GUIDE  
FOR EMPLOYEES**

**2020**



## RETURN TO CAMPUS GUIDE

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## RETURNING TO WORK

The following guidance is provided for all Mars Hill University faculty and staff as we begin a phased approach to return to campus. Faculty and staff are expected to become familiar with this guidance and adhere to its policies. MHU continues to assess campus staffing needs in an effort to maintain the health and safety of our employees. Communication for returning to work will be forthcoming from your supervisor as we begin a phased approach to returning.

Departments may elect to adjust on-campus schedules in order to maintain a healthy work environment and minimize face-to-face contact in office areas, entries and exits. This may include alternating days for staff or adjusted shift schedules. Flexibility is necessary in order to maintain a safe work environment.

Please carefully review the following guidelines and complete the Acknowledgement of Receipt survey, here: [mhu.edu/acknowledgement](https://mhu.edu/acknowledgement).

## MHU COVID-19 FACEMASK & SYMPTOM REPORTING REQUIREMENT

As the Centers for Disease Control and Prevention (CDC) continues to study COVID-19, the agency is regularly updating guidance on precautionary measures to further prevent the spread of COVID-19 across the United States. The agency has expanded its recommended precautions to include “wearing cloth face coverings in public settings where social distancing measures are difficult to maintain” in response to new information showing that COVID-19 can spread from asymptomatic people in close proximity interactions (e.g., individuals standing directly next to each other and talking).

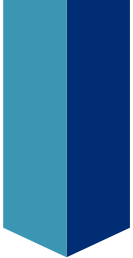

MHU has adopted the following policy in response to CDC and local health agency recommendations, and in compliance with ADA and EEOC requirements, as a condition of employment:

- ▶ Wearing a mask is ***required*** anywhere on campus where more than one person is present.
- ▶ Employees must have a facemask readily available and on their person at all times, allowing one to quickly put on a facemask when encountering others.
- ▶ If workspaces are closer than 6 feet, appropriate for social distancing, the work place must be reconfigured to allow 6 feet of social distancing, or masks must be worn at all times.
- ▶ In common office areas such as restrooms, breakrooms, copy rooms, etc., masks must be worn at all times.



Prior to beginning work, each employee is responsible for self-reporting temperature screening results and symptom check results, either provided at one of the designated campus sites, or by self-checking and using the Symptom Tracker App. (Information about the Symptom Tracker App, temperature screening process and locations will be provided.)

In addition to a thermometer, temperature/symptom check stations on campus will include aroma diffusers so that employees may self-check for anosmia, the loss of smell and taste.



MHU takes the recommendations of the CDC and local health agencies, and the health and safety of our campus and greater community, very seriously. As stated, the above policy is a condition of employment. Refusal to adhere to any or all of the above conditions will result in a denial of entry to campus and employees will be asked to remain off campus without pay until compliant.

Disposable masks, if not available in your department, may be obtained by calling Campus Security 828-689-1230/828-206-1230. Information regarding EEOC guidelines may be found at [mhu.edu/eeolaws](https://mhu.edu/eeolaws).

## FACE COVERINGS FOR PRESENTERS IN A CLASSROOM SETTING:

### ► Cloth Face Coverings

Instructors should wear cloth face coverings in all instances in which social distancing of 6 feet cannot be maintained.

### ► Face Shields

Face shields are generally not acceptable as a replacement for face coverings in current Mars Hill policy. Face shields are appropriate for presenters/speakers to use in a teaching situation in which social distance can be consistently accomplished. They may also find special use, still combined with social distancing, in some settings such as labs where toxic vapors could accumulate in a cloth covering, or in conversations with students who may read lips due to hearing impairment. Face shields should be curved around the face and drop below the chin per CDC guidance, and should be disinfected by the user between each use. They should not be shared among users. Face shields will be made available to instructors, with distribution planned for prior to the start of on-campus instruction.

### ► Acceptable Alternatives

Generally, the only settings in which cloth face coverings and/or face shields could be exempted would be in large rooms or outdoor settings, such as auditoriums or amphitheaters, in which a minimum of 10-12 feet of social distance can be consistently maintained by the presenter.

## PRIOR TO RETURN

Before you return to campus, you must:

- ▶ **Complete COVID-19 online training modules (2) and successfully complete assessment to receive your certificate. Please watch your email for communication from SafeColleges (Vector Solutions) for link and login information.**

The screenshot displays the SafeColleges Training interface for Mars Hill University. The user is logged in as Jennie. The interface shows a list of training assignments with the following details:

Assignment Name	Effective Date	Due Date	Expire Date	Actions
Coronavirus Awareness (Full Course)	06/04/2020	08/01/2020	09/01/2020	Edit, +
Coronavirus: Managing Stress and Anxiety (Full Course)	06/04/2020	08/01/2020	09/01/2020	Edit, +

Filters and options include: From Date: 06/03/2020, To Date: 06/03/2021, Show All, Customize Groups, Group By: Course, All Positions, All Locations, Mandatory Training, Published, Edit, Duplicate 2 Assignments.

- ▶ **Conduct a temperature and symptom check daily prior to beginning your workday. You may do this at home, and log your temperature and any symptoms on the *My Pathway to Health* mobile app. Or, you may check your temperature and smell sensitivity at one of the temperature/symptom stations on campus, which will be equipped with a digital thermometer and an aroma diffuser. The stations will be at these locations:**
  - ▷ Blackwell, First Floor
  - ▷ Wren, Student Life Suite
  - ▷ Ferguson/Wall, IT Suite
  - ▷ Ammons Field House, Capiello Athletic Training Center
  - ▷ Chambers Gymnasium, Jansen-Shelley Athletic Training Room
- ▶ **Bring with you a personal mask, which will be required for close contact on campus. If you do not have a mask, MHU will provide you with a disposable mask.**

## ONCE ON CAMPUS

Once you have returned to campus, you must follow the Centers for Disease Control (CDC) Recommendations to Stop the Spread of Germs, which includes:

- ▶ **Avoid close contact with co-workers.**
  - ▷ Phone calls or online meeting platforms are recommended as best practice.
  - ▷ If you need to speak in person, be sure to contact that person first so they can be prepared for your visit.
  
- ▶ **Use appropriate social distancing of 6 feet whenever and wherever possible.**
  - ▷ Special precautionary measures have been put in place in many restrooms to allow for social distancing.
  - ▷ Breakrooms, community microwaves, refrigerators, and coffee pots should be areas of specific concern and must be wiped down with disinfecting wipes before and after each touch.
  
- ▶ **Wear a mask.**
  - ▷ Masks should be worn indoors in common areas, bathrooms, hallways and anytime you are in the company of another person.
  - ▷ Masks should be worn outdoors where social distancing of 6 feet is not possible.
  - ▷ Disposable masks may be worn, at a maximum, for one day and then must be appropriately disposed of.
  - ▷ Cloth masks should be properly laundered after one day of use.
  - ▷ It is recommended that employees have additional masks available, as disposable masks may be in short supply.
  
- ▶ **Keep a mask with you at all times so that it can easily be slipped on when you encounter others.**
  
- ▶ **Cover your cough or sneeze with tissue, then discard the tissue in the trash and wash your hands.**
  
- ▶ **Avoid touching your eyes, nose and mouth.**
  
- ▶ **Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.**

- ▶ Use hand sanitizers before and after touching common use surfaces, such as elevators, handrails, doorknobs, etc.
- ▶ Use paper towels or gloves to prevent contact with common use surfaces whenever possible.
- ▶ Clean and disinfect frequently touched objects and surfaces. Employees should regularly clean their workspace and limit personal effects to facilitate cleaning.

Note: Employees should contact IT Helpdesk prior to cleaning any computer equipment so appropriate cleaning supplies can be provided.

- ▶ Stay home when you are sick, except to get medical care.
- ▶ Conduct a temperature and symptom reporting daily via the My Pathway To Health mobile app. This daily reporting is *required*.





## BE AWARE OF THE SYMPTOMS OF COVID-19

The CDC is the most reliable and up-to date source for information regarding symptoms. A link to the CDC site is provided here <https://www.cdc.gov/>

Symptoms include a combination of at least two of these ailments:

- ▶ Fever
- ▶ Cough
- ▶ Shortness of breath
- ▶ New loss of taste or smell
- ▶ Muscle pain
- ▶ Headache
- ▶ Sore Throat
- ▶ Chills
- ▶ Repeated shaking with chills
- ▶ Fatigue
- ▶ New gastro-intestinal symptoms

▶ **If you are experiencing symptoms at home:**

- ▷ Do not report to work.
- ▷ Report symptoms using your My Pathway To Health mobile app.
- ▷ Contact your physician (please call your physician's office prior to leaving home).
- ▷ Contact Jennie Matthews in Human Resources.
- ▷ Follow physician's instruction for quarantine or isolation (14 days regardless of test result).

▶ **If you become ill at work:**

- ▷ Immediately notify your supervisor.
- ▷ Go home.
- ▷ Contact your physician (please call your physician's office prior to leaving home).
- ▷ Contact Jennie Matthews in Human Resources.
- ▷ Follow physician's instruction for quarantine or isolation (14 days regardless of test result).



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## YOUR WORKSPACE

Your workspace should provide you with at least 6 feet (appropriate social distancing) between yourself and your co-workers. In common areas, such as copy room or file room, a mask should be worn.

Employees may place visual cues such as tape on the floor to communicate to others where you are comfortable for them to stand when approaching your workspace. If you share office space with others and are not able to provide 6 feet of distance between yourselves, then masks must be worn at all times.

While housekeeping and facilities will continue to clean and sanitize spaces, it is important that some areas have more frequent disinfection. Please plan to keep your own space clean. Meeting spaces will need to be wiped down with disinfecting supplies after each gathering. Disinfectants will be provided by the university.

## VISITORS

Any visitors on campus, including but not limited to vendors, student visitors, and candidates must adhere to the guidance. Disposable masks are available from the MHU Office of Security if visitors arrive without one.

## CHILDREN AT WORK

Mars Hill University understands and supports working parents whose children are currently experiencing school closures, remote work environments, and hybrid learning due to COVID-19. In the event that employees are experiencing hardship, they may (1) submit a Work Schedule Modification Request to request a remote work assignment in order to care for young children or (2) request special consideration from your departmental supervisor to allow temporary accommodations for the child on campus. Since some work environments are not conducive to the presence of children, requests will be at the discretion of the department supervisor, and if approved, may be revoked at any time by the supervisor in the event that changes occurring on campus make it unsafe or unconducive for children to remain on campus.

Children must be accompanied by a parent at all times and must adhere to campus mask and social distancing policies. Policies may be created and/or updated as necessary during the COVID-19 pandemic and will require the same adherence as existing policy.

## TRAVEL RESTRICTIONS

At this time, travel to outside conferences and/or meetings is suspended and MHU will continue to utilize electronic modes of communication.

## MEETINGS

Groups should not exceed 50% of meeting space capacity, with no more than 25 individuals in attendance, and must be able to accommodate 6 feet of recommended social distancing between each participant. Continued use of electronic communication modes is recommended.

## ELEVATORS

Elevators are limited to one person at a time. Employees must sanitize or wash hands prior to entering the elevator, wear a mask while riding the elevator, and wash hands when they are finished. This is required each time an employee uses the elevator.

## BUILDING ACCESS

There are currently no building restrictions, but all employees are encouraged to remain in their own buildings as much as possible and limit visits and visit times to other campus buildings.

