

# BRYN ATHYN COLLEGE



FOUNDED IN 1877

## BRYN ATHYN COLLEGE COVID-19 SAFE RETURN TO CAMPUS

Bryn Athyn College  
June 2020

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## Introduction

This document outlines strategies for resuming in-person instruction and college operations during the reopening phase COVID-19 Pandemic. The College's priority is balancing the concern for the health and safety of all campus constituents with needs and functions of campus operations. Thus, the College will be taking a phased approach to reopening our campus to ensure appropriate social distancing on campus.

We acknowledge that all procedures contained within this document are subject to the evolving rules and guidance issued by the U.S. Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health (PHD), Montgomery County Department of Health, Pennsylvania Department of Education (PDE), and other governmental authorities. As the situation evolves, these policies will be updated on the College's COVID-19 Website.

## Expectations and Guidelines

Success with mitigating the spread of the COVID-19 Virus on campus will require a community effort. Every employee plays an active role in maintaining a safe and healthy community; therefore, all employees are expected to comply fully with policies and procedures outlined in this document and posted throughout campus. Failure to do so may result in corrective action.

## Symptom Monitoring

Employees who are scheduled to work on campus are required to monitor their symptoms daily before reporting to campus. According to the CDC, Symptoms may appear **2-14 days after exposure to the virus** with symptoms that can be mild to severe and can include:

1. cough,
2. fever,
3. shortness of breath,
4. difficulty breathing,
5. chills,
6. muscle pain,
7. sore throat, and
8. new loss of taste or smell.

*Other less common symptoms include gastrointestinal symptoms such as nausea, vomiting and diarrhea. Pink eye and fatigue can also be associated with the illness.*

Daily symptom monitoring can be completed through the *COVID-19 Employee Symptom Monitoring Questionnaire*. Employees are required to complete the questionnaire an hour before reporting to work. If you answer:

**YES** to any of the questions you are required to stay home, consult your primary care provider, and contact your supervisor.

**NO** to all the questions, you may report to campus.

Electronic COVID-19 Employee Symptom Monitoring Questionnaire:  
**[brynathyn.edu/employeescreening](https://brynathyn.edu/employeescreening)**

### Identifying Emergent Symptoms

Employees should seek immediate emergency medical attention if you see the following symptoms:

1. Trouble Breathing,
2. Persistent pain or pressure in chest,
3. new confusion,
4. inability to wake or stay awake, and/or
5. bluish lips or face.

**If you experience any of the above symptoms call 911** or call ahead to your local emergency facility and notify them you are seeking care for COVID-19. **Further information about returning to work following illness, high risk individuals, scenarios involving family can be found on the CDC web site.**

### Phased Approach to Repopulating Campus

Review of Campus operations in relation to Pennsylvania Operational Phases

Red Phase	Bryn Athyn College
Life sustaining businesses only	No in-person instruction
Schools closed for in person instruction	Only essential personnel permitted on campus
Most childcare closed	Instruction and student services delivered online
Large gatherings prohibited	Work from home for employees, except for essential personnel
Stay at home orders in place	Work from home for employees, except for essential personnel

Yellow Phase	Bryn Athyn College
Telework when feasible	On campus work begins in phases, telework authorized by supervisor and Human Resources
Limited in person instruction allowed	Staffing plans allow for flexibility, staggered work times, altering schedules, and continued remote work to allow social distancing
Stay at home restrictions lifted, with continued aggressive mitigation	No in-person instruction until September 10 <sup>th</sup> , all other course instruction continues in

	accordance with PDE
Gathering of larger than 25 prohibited	Large spaces will have reduced capacity
Camps and clinics guidance forthcoming	Camps and clinics will operate on a limited basis and follow the PDH protocols. Community will be communicated where summer camps will be operating.

Green Phase	Bryn Athyn College
Business reopen following CDC and PDH guidelines	In-person instruction resume
Aggressive mitigation orders lifted	Continue to adhere to CDC, PDE and PDH guidelines
Individuals continue to follow CDC and PDH guidelines	Continue to monitor public health indicators and maintain flexibility in the event of a phase change

## Phased Staffing

Bryn Athyn College will return of employees in a phased approach based on need and social distancing requirements. Work environments will be reviewed by area/department supervisors using a checklist (Appendix), in consultation with the Director of Health and Wellness, to assess mitigation strategies, facilities changes, and availability of resources. This approach will provide adequate time for planning, resource allocation, and ensure the safety of all campus constituents for full reopening by September, while allowing for flexibility. Decisions about staff returning to campus will be communicated through supervisors and reopening committee.

At this time, departments and areas will need to operate on a flex staffing model to meet social distancing guidelines. It is expected that remote work will continue for the duration of the summer and will reduce over time. Flexibility will be allowed during the yellow phase if the employee adheres to their job description. Those whose jobs cannot be completed remotely should report to campus daily, in accordance with normal expectations, and in a manner that supports health and safety measures.

### Staffing Options Considerations

#### 1. Alternating Shifts and Days

To limit employee cross over interactions, supervisors should consider partial staffing on alternate days. Alternating shifts and days will enable social distancing. Especially in a small office or shared office layout. This may also allow for better staffing flexibility.

**2. Staggered Arrival and Departure Times**

The beginning and end of work shifts can inadvertently hinder social mitigation attempts. Staggered shifts should be considered to limit spread of the virus.

**3. Remote Work**

To reduce the potential spread of COVID-19, employees are encouraged to work remotely when feasible. These arrangements must be approved by your supervisor.

## **Remote Work Guidelines**

Remote work is a work arrangement in which some or all the work is performed from home or another off-site location. In general, regular office hours are worked and deviations from that schedule require prior supervisory approval. If a job is suited to remote work, the job, or some components of it can be done off-site without disruption to workflow, communication, or business operations. Supervisors in conjunction with Human Resources will reduce the number of employees physically on campus to the minimal level required at any given time to sustain operations, safety, and compliance. Remote work or flexible scheduling should include normal operational hours of the College. Departmental staffing should be regulated by the supervisor. Further policy guidance for remote work is forthcoming.

### **Technology & Equipment**

At a minimum, employees working remotely need a computer, internet, and phone access. Employees are responsible for following all College practices and policies to maintain security on the device (See Employee Handbook for more details).

### **HR Policies**

We are currently in the process of adjusting attendance requirements, absentee policies, non-essential travel, and remote work for individuals at high risk of COVID-19. Please refer to HR COVID 19 communications for policy updates.

## **College Health and Safety Practices**

### **Meetings**

Meetings should continue to take place virtually unless deemed necessary. In person meetings should follow current social distancing guidelines with room capacities not exceeding 50 percent occupancy (assuming people can continue to maintain 6 feet between individuals). Face masks must be worn in face to face meetings and furniture should be arranged to support social mitigation. Food should not be served during meetings unless options are prepackaged or single servings.

### **Meals**

All on campus food service and vending options will remain closed until Green Phase. Meals can be eaten outside or at your desk. When eating, employees are expected to adhere to all social distancing guidelines. To decrease social gatherings eating will not be allowed in inside common areas. Adjustments to food service times and operations are under consideration and will be communicated upon their reopening.

### **Restrooms**

While using restrooms, six feet of distance should be maintained between occupants or restrooms will be marked as single occupancy if this cannot be achieved.

### **Cleaning**

Regular cleaning and disinfecting of surfaces and objects will be conducted by the cleaning staff and an emphasis will be placed on high touch areas. Employees are responsible for cleaning their own offices. The College is working with our CPO shared services department to procure supplies and restock all hand sanitizing stations, hand soap, and other sanitizing equipment is provided as needed.

### **Signage and Posters**

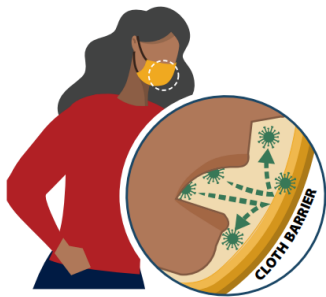
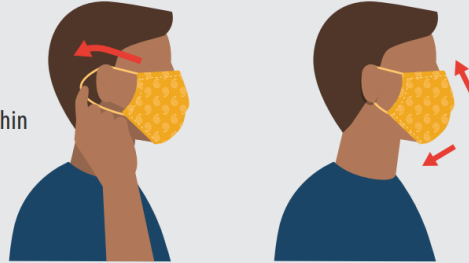
Throughout campus and certain work areas, hygiene information and additional guidance for protecting the health and safety of our community will be communicated through a variety of signage. It is expected that everyone complies with signage.

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



## **Employee Resources**

### **Training**

The college will provide periodic COVID-19 Training to all employees. Further communications about training will be forthcoming.

### **Communications**

Updates about COVID-19 developments, changes in protocols, policies and procedures will be updated regularly to employees via email and College COVID-19 website. Please look for further COVID-19 communications to be become available as the year progresses.

### **Mental and Emotional Well Being**

The CDC offers additional resources for support, managing stress and enhancing your resilience during this challenging time here: <https://www.cdc.gov/coronavirus/2019-ncov/community/mentalhealth-non-healthcare.html>

## **Contact**

If any questions or concerns arise about this document, you may contact your supervisor or

Scott Jones, Director of Health and Wellness

Renee L. Rosenfeld, Director of Human Resources

Notice:

We will continuously monitor federal and state guidance and adjust our operations and planning to reflect updated guidance. In addition, as we move to different reopening phases of the College reopening plan, this document will be updated on the College's COVID-19 Website and communicated via email.