



GLENVILLE STATE COLLEGE

COVID-19 ACTION PLAN FOR FACULTY/STAFF

Updated July 20, 2020

Table of Content

Intent of Guidelines.....	3
Employee Symptom Monitoring and Calling-Off Work/Leave Reporting Procedures	4
Employees Diagnosed as a Confirmed COVID-19 Case or Self-Quarantining	5
Mandatory Employee Self-Reporting and COVID-19 Testing	6
Additional Information Provided to Human Resources.....	7
Viral COVID-19 Testing Required.....	8
When to Self-Quarantine	8
When to Self-Isolate	8
Telecommuting, Accrued Leave Use and Federal Paid and Family and Medical Leave During Self Quarantine or Self-Isolation.....	9
Americans with Disabilities Act (ADA) and Title VII Reasonable Accommodations	11
Confidentiality Provisions of the ADA.....	11
Social Distancing and Preventive Actions.....	12
Mask/Face Coverings.....	12
Meetings.....	14
Meals.....	14
Restrooms	14
Elevators	14
Breaks	15
Shared Equipment.....	15
College Business Domestic and International Travel.....	15
Personal Domestic and International Travel.....	15
Public and Private Third-Party Transportation	16
Mental Health.....	17
Other Personal Safety Options.....	17
Useful Links.....	19
COVID-19 Testing.....	19
Prevention	19
FFCRA Poster.....	19

INTENT OF THESE GUIDELINES

The United States Equal Opportunity Commission (EEOC) and the Centers for Disease Control and Prevention (CDC) have encouraged employers to question employees regarding travel and to screen employees for exposure and/or symptoms related to the novel coronavirus (SARS-CoV-2) the virus that causes the COVID-19 disease. Screening may include but is not limited to, employee temperature checks, asking questions about symptoms and employee travel, as well as employee self-reporting requirements. Employers may also require mandatory COVID-19 testing for employees.

The West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH) continues to respond to COVID-19 in West Virginia. BPH is working closely with communities, state agencies, and local and federal partners to monitor the ongoing risk of COVID-19 and ensure the health and protection of all individuals in West Virginia.

COVID-19 cases and deaths have been reported in all 50 states, and the public health situation is constantly changing. GSC's plans are aligned with Governor Jim Justice's phased reopening model and follow recommendations from the federal government, the Centers for Disease Control and Prevention, and the West Virginia Department of Health and Human Resources.

The purpose of this document to provide a guide for general College office operations is response to the COVID-19 pandemic. Some units, including patient/counselor care environments, housekeeping, food service, etc., may require specialized administrative policies and procedures not covered here. Additional administrative policies and procedures may also be implemented for in-person classroom instruction.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available. Because the public health situation is constantly evolving, the College may alter these administrative procedures to comply with the most recent guidance from the CDC, Federal, State and/or local guidance without written notice to address any current situation but will provide written updates within a reasonable time of GSC's notice of the need to change its administrative procedures.

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in disciplinary action up to and including termination of employment.

Nothing in this document is meant to be considered medical advice. Employees should contact their health care providers for medical advice.

Questions about information contained in this document should be directed to Gary Z. Morris, Provost, (304) 462-6111, or Tegan McEntire, Director of Human Resources, (304) 462-6193.

For the purposes of this document, unless otherwise indicated:

“Employee” and “employees” refer to all faculty and staff regardless of FTE, full- or part-time, adjunct, classified, non-classified or at-will status and includes any unpaid volunteers.

“Worksite” means any property owned, operated, controlled or leased by Glenville State College.

Employee Symptom Monitoring and Calling-Off Work/Leave Reporting Procedures

Employees are required to conduct a temperature and symptom check every day before returning to the worksite. All faculty and staff who have been instructed to return to their on-campus workplace are required to conduct symptom monitoring each day before reporting to work. Faculty and staff must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. At this time, these symptoms include one or more of the following:

- A fever (100.4° F [38.0° C] or greater) using an oral thermometer (generally a forehead or temporal scanner is usually 0.5°F (0.3°C) to 1°F (0.6°C) lower than an oral temperature)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Symptoms of acute respiratory illness (i.e. dry cough, shortness of breath)
- Lack of taste and or smell

Symptoms can range from mild to severe illness and may appear **2-14 days after exposure to the virus**. This list does not include all possible symptoms but employees should check for these symptoms prior to returning to work each day. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, the College may at some point decide to conduct daily employee temperature and/or health checks.

If a faculty or staff member is experiencing any of these symptoms, they must not come to work. Symptomatic employees should immediately contact their healthcare provider for guidance and notify their supervisor in accordance with properly calling off work procedures.

Per the CDC, employees should look for **emergency warning signs** for COVID-19. Individuals showing any of these signs should **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

This list is not all possible emergency warning signs/symptoms. Employees are should contact 911 in any emergency situation and should contact their medical provider for any other symptoms that are severe or concerning.

Employees who are sick for any reason should stay home. Supervisors have the authority to send employees home, if those employees are displaying any of the above-listed symptoms.

Employees Diagnosed as a Confirmed COVID-19 Case or Self-Quarantining

All College employees are required to report to the Human Resources Office if they test positive for COVID-19 or are self-quarantining due to suspected or known exposure to COVID-19 at:

Tegan McEntire
Director of Human Resources
EEOC/AA Officer
Title IX/ADA Coordinator
Suite 2 - 215A
Harry B. Heflin Administration Building
Phone: 304-462-6194
Tegan.McEntire@glenville.edu

Employees with a positive test result will be notified by the local health department. Representatives from the local health department may conduct a case investigation for all positive cases and initiate contact tracing. The College will assist with contact tracing and also work with the local health department to determine if there is a need to decontaminate a specific facility or implement mitigation measures.

If diagnosed as a confirmed COVID-19 case, employees are required to notify the Office of Human Resources (Human Resources) the day of or no later than one calendar day after the employee receives confirmation unless the employee is prevented from doing so for medical reasons or other good cause.

Employees are encouraged to make prior arrangements for someone to notify the College of any confirmed COVID-19 related absences in the event the employee is unable to do so.

If the employee receives notice of the confirmation while at work, the employee will be sent home.

- Individuals who meet the criteria for close contacts may be released from quarantine if they have no symptoms for a 14-day period or if they have no symptoms for a period of 7 days and receive a negative test result from COVID-19 testing.
- The local health department will contact any individual who tests positive for COVID-19, complete an initial case investigation and initiate contact tracing.
- The College will support these efforts by providing contact information, personnel and other resources as requested.
- Once close contacts are identified, they will be quarantined and monitored for the development of symptoms.
- Supervisors and Human Resources will work with employees on procedures for quarantine and return to work guidance based on individual employee circumstances and current CDC, state and/or local guidelines.
- Units and supervisors should ensure that the privacy and confidentiality of all employees is maintained during any efforts to identify potential close contacts.

Employees typically will not be permitted to return to the work site until the employee retests negative on two separate tests at least 24 hours apart depending upon individual employee circumstances. Employees are required to provide Human resources with the results of any retest and are required to notify their immediate supervisor of any absences resulting from the COVID-19 diagnosis (properly call off work) due to illness.

Mandatory Employee Self-Reporting and COVID-19 Testing

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with the new coronavirus (SARS-CoV-2) and flu is caused by infection with influenza viruses. Because some of the symptoms of flu and COVID-19 are similar and it may be hard to tell the difference between them based on symptoms alone, to prevent the spread of COVID-19, GSC is implementing mandatory testing to confirm a COVID-19 diagnosis for the situations below.

Employees who have suspected symptoms of COVID-19 are required to notify Human Resources immediately if at work and no later than one calendar day after the symptoms arise while on personal time, unless the employee is unable to do so for medical reasons or other good cause. Employees who voluntarily report and/or who upon observation and inquiry exhibit COVID-19 symptoms will be sent home. Employees are not permitted to return to the work site; are required to be tested for COVID-19 and provide the results to Human Resources; and are not permitted to return to any Glenville State College building until after being tested and/or after the conclusion of any applicable self-quarantine/isolation period and/or additional testing requirements required by the results of the original COVID-19 test.

Employees who have had close contact with an individual with known, suspected, or possible COVID-19 irrespective of whether the individual with/suspected of COVID-19 or the employee were wearing a cloth face covering or whether the employee was wearing respiratory personal protective equipment (PPE) are required to notify Human Resources the day of or no later than

one calendar day after the employee becomes aware of the contact. Employees are not permitted to return to the work site; are required to be tested for COVID-19 and report the results to Human Resources' and are not permitted to return to the worksite until the employee has remained home for fourteen (14) days after last exposure regardless of the results of the COVID-19 test and/or after the conclusion of any applicable self-quarantine/isolation period and/or additional testing requirements required by the results of the original COVID-19 test.

Employees who travel domestically to attend any **locally, in-state or out state** gathering of 100 or more people, including but not limited to family reunions and/or sporting events, where social distancing and masks were not practiced or used by some, all or none of the attendees are required to notify the Office of Human Resources on the day of or the next calendar day following the event. Employees are not permitted to return to the work site; are required to be tested for COVID-19 and provide Human Resources with the results; and are not permitted to return to the worksite until after being tested and/or after the conclusion of any applicable self-quarantine/isolation period and/or additional testing requirements required by the results of the original COVID-19 test.

Employees who travel internationally or on a cruise are required to notify the Office of Human Resources on the day of or the next calendar after the employee's return from the trip. Employees are not permitted to return to the work site; are required to be tested for COVID-19 and provide Human Resources with the results; and are required to remain at home for fourteen (14) days from the date the employee returned home from the trip regardless of the results of a COVID-19 test; and/or any until the conclusion of other applicable self-quarantine/isolation period and/or additional testing requirements required by the results of the original COVID-19 test.

In addition to reporting to the Office of Human Resources any of the above conditions, employees are required to notify their immediate supervisor that the employee will not be reporting to work based on the applicable reason. Employees are not required to provide the immediate supervisor with the results of any COVID-19 tests, however Human Resources may advise immediate supervisors of an employee's positive COVID-19 test result for the purposes of determining co-workers who may have had close contact with the diagnosed employee. The employee may voluntarily share the employee's diagnosis with anyone the employee chooses.

Supervisors and Human Resources will work with employees on procedures for quarantine and return to work guidance based on individual employee circumstances and current CDC, state and/or local guidelines.

Additional Information Provided to Human Resources

Employees are required to provide Human Resources with the date the employee first began to have symptoms of COVID-19, when the employee last was physically at work, anyone at work with whom the employee had direct contact and any additional inquiries relevant to determining an employee's quarantine time and/or return to work procedures. Providing notice of these diagnoses will help the College identify and contain potentially impacted populations. If the date the employee calls Human Resources is not a business day, Human Resources will contact the employee to get the required information. Human Resources may also contact immediate

supervisors to determine co-workers with whom the confirmed COVID-19 employee may have had direct contact.

Any notifications required by this section may be made via email or telephone.

Viral COVID-19 Testing Required

The College is not permitted to use antibody test results to make decisions about returning employees to the workplace. Employees required to be tested for COVID-19 must be tested using the viral test method.

When to Self-Quarantine

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

You must self-quarantine if you feel ill or have had direct contact with someone who tests positive for COVID-19.

Until a formal case investigation and contact tracing can be completed, all those who are known or suspected to have been in close contact with anyone diagnosed with COVID-19 should undergo a 14-day self-quarantine/self-monitoring period. In these situations, close contact includes:

- Having been within 6 feet of someone diagnosed with COVID-19 for a period of at least 15 minutes in any environment, regardless of the use of face coverings or masks; or,
- Having been in a closed indoor space with someone diagnosed with COVID-19 for a period of at least 15 minutes, regardless of the use of face coverings or masks.

Contacts of contacts (e.g., secondary contacts), or brief contacts with a person diagnosed with COVID-19, are generally not felt to be at high risk of infection. Therefore, unless the health department identifies that a specific outbreak situation warrants further action, the College will not seek to identify casual contacts or secondary contacts. Units may advise employees and students to monitor their own health for the development of any symptoms, but quarantine procedures are not required for these types of contacts.

Please note that this is interim guidance. The guidance can/will be updated as the public situation evolves.

When to Self-Isolate

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Please note that this is interim guidance. The guidance can/will be updated as the public situation evolves.

Telecommuting, Accrued Leave Use and Federal Paid and Family and Medical Leave During Self-Quarantine or Self-Isolation

GSC's business model is a bricks-and-mortar College that offers a full campus experience. This personal interaction is at the heart of what we do. Our students and our community expect us to be here to provide educational and other services in person. Employees generally are not permitted to telecommute indefinitely but temporary telecommuting may be considered and used for employees where feasible if an employee is required to self-quarantine or self-isolate. If telecommuting is not feasible for the impacted employee, the employee will use accrued sick leave if ill and/or annual leave if not ill. Some employees who perform functions that cannot be accomplished remotely or whose presence in the workplace ensures continuity of operations are unable to telecommute.

Employees may be eligible for emergency paid leave or expanded unpaid job protected Family Medical Leave Act (FMLA) leave under the Families First Coronavirus Response Act (FFCRA). The FFCRA requires the College to provide eligible employees with paid sick leave and expanded FMLA leave for specified reasons related to COVID-19. FFCRA emergency leave and extended FMLA leave pro paid FFCRA are available for absences occurring between April 1, 2020 and December 31, 2020. A Fact Sheet regarding Employee Rights for FFCRA is available at:

https://www.glenville.edu/sites/default/files/2020-04/FFCRA_Poster_WH1422_Non-Federal.pdf
<https://www.dol.gov/agencies/whd/posters>

Employees applying for the leave are required to submit their request to Human Resources using the Glenville State College Families First Coronavirus Response Act form available online at:

https://www.glenville.edu/sites/default/files/2020-04/The%20Families%20First%20Coronavirus%20Response%20Act_0.pdf

Employees may contact the Human Resources Office for a printed copy of the form.

Submission of the form does not preclude the requirements for the employee to follow all leave reporting procedures and/or for self-reporting to the Human Resources Department any condition set forth in this document.

Employees who are not eligible to telecommute, who do not have any accrued sick or annual leave, and who are not eligible for FFCRA paid leave will not be paid for any absences related to a self-quarantine or self-isolation.

Employees who work remotely whether for a self-quarantine/isolation and/or as a reasonable accommodation must complete a Telecommuting Agreement that also includes the following terms:

Duration – The agreement will be reevaluated as the COVID-19 situation changes and additional guidance is issued from local, state and federal public health agencies.

Work Hours – A remote employee’s work hours typically will replicate their standard working day. However, operational needs may necessitate modifications to work hours. Limited variations in work schedules must be approved by the supervisor in writing.

Overtime Eligibility – Employees will remain in “pay status” while working remotely:

Non-exempt positions – Any additional hours worked beyond the standard 37.5-hour work week require prior written approval from the supervisor. All worked hours must be reported appropriately through GSC’s timekeeping system. Hours worked in a work week between 37.5 and 40 will be eligible for straight time pay. Hours worked in excess of 40 will receive pay at time and one-half the employee’s regular pay rate.

Exempt Positions – The employee’s time worked in excess of 37.5 hours per work week is not compensated nor considered overtime.

Business-Owned Equipment – While working remotely, the employee must be available via phone and email and have access to all necessary resources available at their on-campus work location. Any expenses incurred from working remotely are the sole responsibility of the employee. Any technology equipment used by the employee must comply with ITS and departmental standards for data encryption, security, anti-virus protection and other concerns.

Liability – GSC will not be liable for damages to the employee’s property that result from participation in the telecommuting program.

Reimbursement – The College will not be responsible for operating costs, home maintenance or any other incidental cost (e.g., utilities) associated with the use of the employee’s residence. However, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for GSC.

Workers’ Compensation – The employee is covered under the Workers’ Compensation Law if injured in the course of performing official duties at the telecommuting location. Appropriate and prompt reporting of any occurrence is required.

Work Assignments – The employee will meet with their immediate supervisor via phone or meeting technology (e.g., Zoom or Microsoft Teams) to receive assignments and review completed work as necessary. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and their direct supervisor. Remote work will be evaluated through monitoring assignment and project deadlines, responsiveness to client communication and the volume of work completed.

Records – The employee will apply approved safeguards to protect GSC records from unauthorized disclosure or damage. Work performed at a remote location is considered College business. All records, papers, computer files and correspondence must be safeguarded for their return to the primary on-campus location.

Americans with Disabilities Act (ADA) and Title VII Reasonable Accommodations

The College will provide qualified employees disability related reasonable accommodation under the ADA or a religious accommodation under Title VII that do not pose an undue hardship on the operations of the College under the ADA or Title VII.

Employees who are unable to wear a mask for disability related reasons, who suffer from one of the medical conditions that CDC says may put the employee at “a higher risk for severe illness from COVID-19” (5/5/20) and/or who wish to request any other ADA or Title VII reasonable accommodation are required to contact Tegan McEntire, Director of Human Resources/Title IX-ADA Coordinator/EEO-AA Officer, via email or telephone at Tegan.McEntire@glenville.edu or 304-462-6193 to engage in the interactive process necessary to determine reasonable accommodations.

NOTE: The College is prohibited from excluding employees who are at a greater risk for severe illness from COVID-19 from the workplace solely because the employee has a disability that the CDC identifies as potentially placing the employee at “higher risk for severe illness” if the employee gets COVID-19. Under the ADA, such action is not allowed unless the employee’s disability poses a “direct threat” to the employee’s health that cannot be eliminated or reduced by reasonable accommodation.

Reasonable accommodations are determined on a case by case basis through the interactive process. Reasonable accommodations for any employee may include additional or enhanced protective gowns, masks, gloves, or other gear beyond what the College may generally provide to employees returning to work. Accommodations also may include additional or enhanced protective measures, for example, erecting a barrier that provides separation between an employee with a disability and coworkers/the public or increasing the space between an employee with a disability and others, temporary modification of work schedules (if that decreases contact with coworkers and/or the public when on duty or commuting), moving the location of where an employee performs work (for example, moving a person to the end of a production line rather than in the middle of it if that provides more social distancing).

Confidentiality Provisions of the ADA

The ADA requires the College to treat any medical information obtained from a disability-related inquiry or medical examination, including but not limited to requests for reasonable accommodations related to the College’s mask wearing policy, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Employers may share such information only in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials investigating compliance with the ADA. The confidentiality

requirements under the ADA do not prohibit disclosure to state, local, or federal health departments.

The College will keep any medical information obtained through a reasonable ADA accommodation request in a confidential medical file and will keep it separate from the employee's personnel file will be kept confidential unless otherwise permitted by law.

The CDC and EEOC have encouraged employers to question their employees regarding travel, exposure, or symptoms related to COVID-19. Any medical information disclosed as part of this dialogue will be kept confidential unless otherwise permitted by law.

Social Distancing and Preventive Actions

Per the CDC, limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19. To that end, employees should practice social distancing. Social distancing, also called "physical distancing," means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms' lengths) from other people who are not from your household in both indoor and outdoor spaces. Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Mask/Face Coverings

An individual can have the novel coronavirus without exhibiting any symptoms. Masks/face coverings may help prevent people who have COVID-19 from spreading the virus to others. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

Consistent with the CDC's and Governor Jim Justice's recommendations, employees are required to wear a mask or other face covering during any work situation where they cannot adequately physically distance themselves from others.

Because an employee could spread COVID-19 even if the employee does not feel sick, the face covering is meant to protect other people in case an employee is infected. Transparent face shields may be used in place of masks in some areas on campus to increase intelligibility and/or in cases where the individual's face needs to be seen.

Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations. Masks/face coverings must be worn by any employee in a reception/receiving area where the employee is required to interact with the public/other employees on a regular basis as a "gatekeeper" as part of the employee's job duties.

If feasible, the College may install shields in high traffic offices between employees and members of the public/other employees.

The mask/face covering is not a substitute for social distancing. Employees are required to practice social distancing at all times when possible.

Examples of places where a mask/face covering is required:

- Classrooms
- Restrooms
- Dining halls
- Rusty Musket
- Campus provided transportation including the College golf if occupied by more than one person
- Office spaces
- Hallways
- Residence hall common areas/hallways
- Elevators
- Sports and athletic venues
- Any other indoor or outdoor space where there may be interaction with others

A mask/face covering is not required in personal spaces, such as:

- A personal vehicle
- An employee's private office space if the employee is alone
- Any personal residence owned by the College
- Any College vehicle used by only one person

The College will provide every employee with masks. Employees may also bring their own face coverings from home, if desired. The CDC currently recommends that cloth face coverings should be washed after each use.

Proper wearing and removal of face masks is important to limiting the spread of COVID-19. Follow these guidelines for wearing a mask/face covering:

- Wash your hands before putting on the 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 your sure can breathe easily

Also remember to wash and take off you mask/face covering properly:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together

- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing
- Place covering in the washing machine or hand wash

Information about how to make your own cloth face mask and proper washing techniques, are available from the CDC online at:

<https://www.youtube.com/watch?v=tPx1yqvJgf4>

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

Meetings

Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Zoom, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. Although employees have returned to campus for in-person work, employees are encouraged to communicate with co-workers and students as needed by e-mail, instant message, telephone or other available technology, rather than face-to-face.

Meals

Employees are encouraged to take food back to their office areas or eat outside, if this is reasonable for your situation. Employees should not congregate in office kitchens and/or breakrooms. Wash or sanitize your hands before and after using shared appliances like refrigerators and microwaves. After use, wipe appliances down and immediately wash your hands. Employees should not share food or utensils and use of communal coffee pots and water fountains is discouraged.

Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Employees must wash their hands thoroughly afterward to reduce the potential transmission of the virus.

Elevators

No more than 1-2 people should be in an elevator at a time; please use the stairs whenever possible. If using the elevator, wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers, if possible. Wash hands or use alcohol-based hand sanitizers upon departing the elevator.

Breaks

Employees should social distance when taking breaks together and/or should stagger their breaks.

Shared Equipment

Employees should not share headsets or other objects that are near the mouth or nose. The sharing of electronic equipment/devices is discouraged, but if sharing is necessary, such devices should be disinfected before each use if the electronic equipment/device could have been used by another individual.

College Business Domestic and International Travel

College-related domestic business travel for GSC employees will be extremely limited and require prior approval by the Provost. All travelers on College business are required to wear masks/face coverings and practice social distancing. Travelers should follow all CDC travel recommendations as provided in Personal Domestic and International Travel section below.

Employees traveling domestically outside of West Virginia for College business, excluding employees who commute to work, are subject to a 14-day self-quarantine/self-monitoring period upon their return.

College international business travel is suspended until further notice.

Personal Domestic and International Travel

Personal domestic and/or international travel remains a personal choice. Because travel increases risk of infection and spreading COVID-19, staying home is the best way to protect yourself and others.

All employees are advised to avoid all non-essential out-of-state travel for personal reasons. Additionally, College community members are advised to avoid travel to high-incidence areas within the state and are encouraged to avoid large gatherings of 100 or more people. The College understands that this advice may pose a hardship for some members of our community and further understands that some employees may have personal circumstances that lead to travel. The College asks our community members to be mindful of their responsibility to others, to research community-spread at their planned destination, and to follow all applicable travel safety recommendations.

Travelers are strongly encouraged to follow the CDC's guidance for travelers, which includes, but is not limited to: practicing social distancing, wearing a face covering, washing hands frequently, and using drive-throughs and curbside service for food whenever possible. Before travelling away from a local community on personal business, employees are encouraged to review the CDC's *Considerations for Travelers-Coronavirus in the US* available online at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Because travel advice and high incidence areas change constantly, employees are encouraged to consult the following resources prior to travelling for the latest information:

<https://dhhr.wv.gov/COVID-19/Pages/travelers.aspx>
<https://dhhr.wv.gov/COVID-19/Pages/default.aspx>
<https://dhhr.wv.gov/COVID-19/Documents/COVID-19%20Guidance%20--%20Vacation%20Travel%206-19-20.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Travelers must follow state and local travel restrictions. For up-to-date information and travel guidance, check the state or local health department at the departure location, along the travel route, and at the planned destination. While a person is traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures. Travelers should regularly check for updates as they travel.

BPH recommends state residents with plans to vacation in a crowded area be extremely cautious, practice social distancing, and wear a face mask, and those who have traveled or are traveling to a large or crowded vacation area to self-monitor/quarantine for 14 days upon return.

All personal international travel is strongly discouraged by the College and the U.S. Department of State. The College recommends that individuals strongly consider the risks of personal travel internationally, as the public health situation continues to evolve.

Annual leave requests will be determined in accordance with Glenville State College Board of Governors Policy ([GSC Personnel Policy 17](#)). Employees are encouraged to be asked about the purpose for leave when they request annual leave. If an employee intends to use annual leave to travel out of state or to an area of high incidence within the state employees are encouraged to inform their immediate supervisor in advance for a discussion of whether such leave and the resulting quarantine or self-isolation period may interfere with the needs of the College so the College can create a contingency plan.

Public and Private Third-Party Transportation

Employees using public or private third-party transportation for any type of travel should take steps to protect themselves. Information about protecting yourself when using various types of transportation is available online from the CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html#PublicTransit>
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Mental Health

Optum, part of UnitedHealth Group, operates an Emotional-Support Help Line. Professionally trained mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum's Emotional-Support Help Line number is 866-342-6892 and is open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members. Employees who do not participate in the PEIA group health insurance plan may contact the WVU Medicine United Summit Center at (304) 623-5666, Extension 5850.

Other Personal Safety Options

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. It's especially important to wash your hands:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Inside your home: Avoid close contact with people who are sick.
- If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread the virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping your distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- 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.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Use a household disinfectant. A list of products that meet the Environmental Protection Agency's criteria for use against the novel coronavirus SARS-CoV-2, the virus that causes COVID-19 is available online at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance and the guidelines in this document if symptoms develop.

Useful Links

State of West Virginia Guidance

Office of the Governor-Executive Orders

<https://governor.wv.gov/Pages/WV-COVID-19-actions-and-executive-orders.aspx>

WV Office of the Governor Guidance Documents

<https://governor.wv.gov/Pages/The-Comeback.aspx>

WV Department of Health and Human Resources COVID-19 Information

<https://dhhr.wv.gov/COVID-19/Pages/default.aspx>

COVID-19 Testing

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

Prevention

Know the signs and symptoms of COVID-19 messages

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Encourage daily self checks, know what to do if sick

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

Myth busting messages

<https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>

Messaging related to respiratory hygiene, hand hygiene, staying home when sick, physical distancing/social connections

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Face covers during any social interaction

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

FFCRA Poster

https://www.glenville.edu/sites/default/files/2020-04/FFCRA_Poster_WH1422_Non-Federal.pdf

Information About Individuals Who are at an Increased Risk for Severe Illness

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html