

## General Human Resources Guidance Return to Work (COVID-19)

Delgado Community College leadership is following guidelines from the Center for Disease Control and Prevention (CDC) to help protect the health and safety of the Delgado community. Below is general guidance along with frequently asked questions (FAQs) to help employees manage this ever-changing situation.

Prior to your return to work, your Supervisor will be providing you with the dates and times you will be scheduled. Upon your return to work, below are a few things you can expect.

- There will be a designated entry point for each open location beginning at 7:30 am until 9:30 am. After 9:30 am, you will need to make special arrangements with your Supervisor and Campus Police to be granted entry.
- At the entry point a Police Officer will take your temperature and collect the completed [Wellness Screening Form](#) (attached)
- Everyone on the campus or site must be wearing a mask or face covering
- Employees must comply with social distancing rules according to the CDC guidelines of at least 6 feet at the workstations and the common areas.
- You will be issued a wrist band each day once you have been cleared for entry on to the campus or site
- You will be referred to Human Resources (see below) if you have a temperature over 100.4 or if you have symptoms of COVID-19 or have been in contact with anyone who has/had COVID-19
  - Human Resources Staff Assignment
    - Francine Miguel 762-3022 – City Park Campus
    - Debra Gilbert 762-3036 – City Park Campus
    - Eliana Oda 762-3037 – Charity Nursing School
    - Aiesha Carter 762-3292 – West Bank Campus
    - Krystal Griffin 762-3095 – Sidney Collier Site /Maritime Center
    - Jessie Crais 762-3034 - River City Site/ Jefferson Site
    - Natasha Wedley 762-3043 - Overall HR Questions

**Stay at home if you are sick** – Per the guidance from CDC, employees should stay home if they are sick.

**Keep in contact with your supervisor** – When things happen that are likely to impact your work schedule, employees should communicate directly with their supervisors to manage these situations.

**Communicate** - if you have questions regarding or concerns, please contact your Supervisor or Human Resources.

### Links for Tools and Resources:

[The Coronavirus Crisis: Tools for Tough Times](#)

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

<https://www.dol.gov/agencies/whd/fmla/pandemic>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>



**COVID-19 WELLES FORM**

To be completed daily, prior to any on-campus activity

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_ Campus/Site \_\_\_\_\_

1. **Temperature taken at point of entry:** \_\_\_\_\_

2. **Do you have a cough?**            Yes            No

3. **Are you Short of Breath?**            Yes            No

If yes:

When? \_\_\_\_\_

Have you been in contact with a healthcare provider? Yes            No

4. **Have you traveled in the past 14 days?**            Yes            No

If yes:

Where? \_\_\_\_\_

When? \_\_\_\_\_

5. **Have you been in contact with anyone who has been diagnosed with COVID-19?**            Yes            No

If yes, when: \_\_\_\_\_

6. **Have you been in contact with anyone that has had a cough, shortness of Breath or a fever in the past 14 days?**            Yes            No

If Yes, when:

\_\_\_\_\_

\_\_\_\_\_

## Guidelines for Supervisors & Managers Regarding COVID-19

These frequently asked questions are being provided in an effort to guide you on navigating the return of your employees to the Delgado Community College workplace. Supervisors and Managers should remain flexible as we transition employees back to work. Keep in mind the information below.

*Managers and supervisors must:*

- Encourage employees to remain home when they are sick.
- Take steps to provide scheduling options to assist employees at this time. For example, allow employees to work remotely, if possible, adjust start and end work times, and approve leave when needed to assist employees' who are transitioning back to the work place.
- Ensure each of your workstations are visibly labeled for social distancing according to CDC guidelines.
- The established Leave of Absence process will be used for any leave request that is not COVID-19 related.
- Communicate with Human Resources if you have questions regarding COVID-19.
- Be alert to employee communications and absences due to COVID-19. Refer any potential situation to Human Resources immediately
- Consider holding meetings virtually using the Microsoft Teams and/or Zoom to reduce gatherings of 10 or more.
- Maintain confidentiality, and if an employee is exhibiting symptoms of COVID-19 or has been confirmed to have COVID-19.
- Ensure employees are wearing face masks or face coverings at all times while on campus. If your employee has a private office, they may remove their face mask while in the office alone. Upon the entrance of another employee ALL face mask or coverings should be worn.
- Consider your employees a "new hire" when returning to work. Welcome them back!

Links to Tools and Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- [The Coronavirus Crisis: Tools for Tough Times](#)
- <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
- <https://www.dol.gov/agencies/whd/fmla/pandemic>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

## FREQUENTLY ASKED QUESTIONS

*(subject to change)*

### LEAVE

1. May employees use annual leave, sick leave, or other type of leave to avoid working?

**Delgado employees requesting leave other than COVID -19 related issues should follow the established leave process.**

2. Is the COVID-19 virus a Family Medical Leave Act (FMLA) qualifying condition and will an employee be able to use FMLA Leave?

**FMLA Leave may be available in relation to the employee illness or the illness of a qualifying family member. Please refer the employee to Human Resources so that we may assess the employee's need.**

3. How does an employee enter their COVID-19 leave on their timesheet?

**The employee would enter it as regular sick leave on their timesheet. Human Resources, in coordination with Payroll, will make the appropriate adjustment on the employee's timesheet who has been approved for the leave.**

4. Who do I contact if an employee may qualify for the COVID-19 leave?

**Please refer the employee to Human Resources.**

5. What should I do if my employee's child school or childcare provider is closed and they need to be absent from work?

**Please refer the employee to Human Resources as they may qualify under the expanded family medical leave.**

### ILLNESS

6. If an employee indicates they have symptoms of COVID-19 or a confirmed case of the COVID-19 virus, may they work remotely?

**Human Resources must be notified of all employees who may have or exhibit symptoms of COVID-19 and Human Resources will work with management to coordinate, if this is possible.**

7. If an employee begins to experience symptoms of COVID-19 while at work, what should I do?

**The employee should be referred to contact Human Resources and immediately send the employee to seek medical attention. The Supervisor/Manager should notify Human Resources and Facilities.**

8. If an employee states that they have a medical condition that prevents them from returning to work, what should I do?

**The employee should be referred to contact Human Resources, as the employee may qualify for the Expanded FMLA. The Supervisor/Manager should notify Human Resources immediately.**

9. If an employee states and shows concern that they were fine when they arrived at work, but since then they are beginning to feel ill?

**Human Resources must be notified of all employees who state this. The employee will be informed that they need to seek medical attention immediately and provide Human Resources with their medical documentation. Further conversation with the employee will continue to navigate the process of returning the employee back to work, when cleared.**

**The employee's timesheet is to be coded as sick time, until a final determination of COVID-19 is made.**

## **SAFETY**

10. If an employee states questions and shows concern about the depth of cleaning that has taken place in their work area?

**The Supervisor/Manager should contact Facilities Planning to receive clarification of the most recent cleaning of the work area.**

11. If an employee inquires about designated areas to avoid and what has been labeled as safe?

**The Supervisor/Manager should work with Building Services/Custodial staff to ensure that the area has been cleaned and labeled according to CDC and Department of Health guidelines.**

## **DAILY MANAGEMENT**

12. How do I manage breaks - meals?

**Suggested Protocol: While ensuring social distancing, here are a few suggestions.**

**Have employees:**

- \*Turn off their computer during their break/lunch**
- \*Clear space from daily work during break/lunch**
- \*Clock in-out and notify management, with possible signage**
- \*Create "Out to Lunch" signage**

**The Manager/Supervisor should post a lunch schedule for their entire work group.**

13. If an employee asks about their work schedule with varied locations – in office/remote and working a normal work week?

**Educate the employee that although the work location is shifting back to working in the office while maintaining remote working, the expectation is that a normal work week will continue.**



## Business & Administrative Affairs

# **BUILDING SERVICES COVID-19 RETURN PLAN** **Training, Inventory, Disinfection and Cleaning Protocols**

*As of Thursday April 30, 2020*

Delgado's Business Services Department has devised this plan of action to ensure the safe return of faculty, staff and students in support the College's COVID-19 Return Strategy.

## **I. STAFF TRAINING**

### **A. Training Goals**

- 100% of all housekeeping staff will be trained on proper cleaning protocols as provided by Center for Disease Control (CDC) guidelines, as evidenced by participation/sign-in documentation and training materials.
- 100% of all housekeeping staff will be trained on the proper wearing and disposing of PPE, as evidenced by participation/sign-in documentation and training materials.

### **B. Training Schedule**

- **Delgado Staff Training** - Training conducted by Scott St. Pierre, Delgado Risk Management and Safety Manager and Brian Rosenthal, Delgado Health Services in the Student Life Center on Friday, May 1, 2020.
  - **Training Topics:**
    - 1) CDC guidelines-specific COVID-19 Cleaning of high touch surfaces, best practices-cleaning and disinfection, hand sanitizing, hand washing, and protecting students and staff during times of high concern, correct utilization of PPE
    - 2) Locations of Bodily fluid decontamination kits
    - 3) Proper procedure for alerting supervisors of contaminations
    - 4) Proper phases of PPE utilization
    - 5) Correct process to utilize, remove and dispose of contaminated PPE
    - 6) Correct process to utilize when documenting cleaning rotations of areas
    - 7) Correct chain of command when a contamination has been suspected.

- **Goodwill Staff Training** – Training conducted by Goodwill Safety Officer as well as Delgado Community College
  - COVID-19 Training session topics on cleaning/sanitizing and PPE utilization will be directed by the College’s Building Services Department and presented through Goodwill organization.
  - Goodwill to provide College with documentation of sign-in/ participation documentation and materials, all COVID-19 cleaning and PPE presentations, and video confirmation of training being performed and training topics.
  - Training must also include correct utilization of cleaning chemicals, rags, mops, and mop buckets, as well as correct chain of command when a contamination has been suspected.

## **II. INVENTORY**

### **A. Inventory Goals**

- Thorough inventory of cleaning supplies and PPE conducted, as evidenced by inventory logs and documentation.
- Each department/unit of the College’s campuses and sites will have sufficient cleaning supplies and PPE, as evidenced by inventory logs and documentation for each location.

### **B. Cleaning Supplies and PPE Inventory** – Inventory conducted on Thursday, April 30, 2020, in Building Services Warehouses.

- Physical count of all COVID-19 related supplies and equipment conducted.
- Acquire arrival dates of supplies on back order
- Finalize logistics of delivering COVID – 19 supplies to the College’s 7 locations
- Compile inventory spread sheet to Vice Chancellor for Business and Administrative Affairs (VCBAA)
- Follow through with VCBAA’s recommendations to complete emergency purchases or alternatives to back order supplies

## **III. CLEANING AND DISINFECTION**

### **A. Cleaning and Disinfection Goals**

- 100% completion of initial sanitizing and disinfecting of all classroom, offices, hallways, rooms, and restrooms of every location utilizing CDC guidelines prior to faculty, staff, and students’ return.
- Strict adherence to established plan for frequency of cleaning high traffic areas utilizing CDC guidelines following faculty, staff, and students’ return.

## B. PRE-OPENING - Cleaning and Disinfection Schedule

### ▪ Pre-Opening Cleaning Areas - By May 15, 2020

***Initial Deep Cleaning and Sanitization of All Buildings and Spaces*** to include but not limited to the following:

- (1) Elevator (walls, elevator push bottoms, floor, tracks)
- (2) Trash/recycle cans
- (3) Doors (handles and knobs, push bars, glass)
- (4) Water fountains
- (5) Light switches and electrical receptacles
- (6) Pantries (surfaces, microwaves, refrigerators, tables)
- (7) Restrooms (door handles, doors, ceiling vents, mirrors, sinks, under the sink, under toilet, partitions, soap dispensers, tissue holders, paper towel dispensers, hand dryers, faucets)
- (8) Offices, conference rooms (all working surfaces, desk, chair arm rest, chair legs, under desk legs, exterior credenzas, exterior cabinets, cabinet handles, doors, pictures)
- (9) All common area copy machines and office equipment that is used by various individuals, focusing on touch screens and high touch areas.
- (10) Gym (equipment, showers, lockers)
- (11) Interior staircase handrails, lobby door handles, conference room door handles, refrigerator/freezer handles
- (12) Microwave doors and button panels, break room cabinet handles, coffee bar, café sink handles
- (13) Edge vacuuming, disinfect kitchenettes tables in all floors, clean walls (within 72" of individual's use)

### ▪ Schedule for May 4 – 13, 2020

- 1) Clean and disinfect all surfaces, high touch areas, offices, ancillary areas, computer labs, classrooms and restrooms utilizing hand cleaning method
- 2) Stock all restrooms and classrooms with supplies
- 3) Install hand sanitizer and cleaning rags in all computer labs and other assigned areas (*disinfecting wipes if in stock*)

### ▪ Schedule for May 7 – 8, 2020

- 1) Disinfect Administration Building utilizing fogging method
- 2) Restock all supplies and install hand sanitizer in designated areas

### ▪ Schedule May 11-14, 2020



- 1) Disinfect all hard floor surfaces by auto scrubbing, mopping and burnishing
- 2) Vacuum all carpet hallways remove stains where possible
- 3) Disinfect all hallways and walls using fogging method

- **Schedule May 14 – 15, 2020**

- 1) Cleaning any remaining chemical residue from all surfaces
- 2) Prepare the college for re-opening

### C. POST-OPENING - Cleaning and Disinfection Schedule

- **Post-Opening Cleaning Areas - Beginning May 18, 2020 and Thereafter**

- 1) Policing and restock restrooms, sanitize commodes and sinks
- 2) Clean and disinfect food services areas
- 3) Police and sanitize break and lounge areas
- 4) Empty and remove food waste and overfilled trash containers
- 5) Empty tenant waste receptacles, spot mop / clean spillage
- 6) Empty common area and common use waste containers
- 7) Sweep, vacuum lobby and common corridors
- 8) Clean main lobby and entrances
- 9) Police and clean common areas and elevator lobbies
- 10) Clean elevators, police exterior areas and entrances
- 11) Spot clean common use glass
- 12) Spot clean hard and carpeted areas, ceiling vents, vending machines
- 13) Disinfect all stairwells onsite
- 14) Clean carpets, ATM machines and dusting
- 15) Complete vacuum, buffing and polishing
- 16) Perform glass and metal polishing
- 17) Clean elevator (walls, elevator push bottoms, floor, tracks), light switches, door handles, lobby door handles
- 18) Disinfect all office/cubicles in use, refrigerators/microwaves, security/parking offices, and all kitchenettes/ table tops in use
- 19) Clean common area copy machines and office equipment that is used by various individuals, especially focusing on touch screens and high touch areas

- **Schedule Beginning May 18, 2020 and Thereafter**

- 1) Restrooms cleaned and sanitized 4 times per day
- 2) Elevators buttons cleaned and sanitized 4 times per day
- 3) Stair railings cleaned twice per day
- 4) Water fountains and ATM machines cleaned 4 times per day
- 5) Computer labs cleaned after each student leaves
- 6) Offices cleaned daily
- 7) Hallways cleaned daily
- 8) Entrances cleaned daily

**D. Cleaning and Disinfection Protocols – COVID-19 CDC Guidelines for initial and ongoing sanitization and disinfection to be utilized.**

- **Staff Personal Protective Equipment (PPE)/ Hand Hygiene and Precautions**

- 1) As per the CDC, the risk of exposure to cleaning staff is inherently low; however, cleaning staff must wear disposable gloves and gowns, where possible, for all tasks in the cleaning and disinfection process, including handling trash.
- 2) Gloves and gowns are to be compatible with the disinfectant products being used.
- 3) Additional PPE might be required based on the cleaning/ disinfectant products being used and whether there is a risk of splash.
- 4) Gloves and gowns must be removed carefully to avoid contamination of the wearer and the surrounding area.
- 5) Hands must be cleaned after removing gloves - by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- 6) Gloves should be removed after cleaning a room or area that is suspected to be contaminated.
- 7) If gowns are not available, coveralls, aprons or work uniforms are to be worn during cleaning and disinfecting.
- 8) Reusable (washable) clothing must be laundered after use.
- 9) Hands must be cleaned after handling dirty laundry.
- 10) Follow normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- 11) Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance.
- 12) Delgado ensures workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standards.
- 13) The College complies with OSHA's standards on Bloodborne Pathogens, including proper disposal of regulated waste, and PPE.
- 14) Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to the supervisor.

▪ **Protocol for Cleaning Hard (Non-porous) Surfaces**

- 1) If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- 2) For disinfection, most common EPA-registered household disinfectants should be effective.
- 3) Building Services will utilize products that are EPA-approved for use against the virus that causes COVID-19
- 4) Building Services will follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- 5) Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface.
- 6) Building Services will follow the manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Cleaning staff must:
  - Check to ensure the product is not past its expiration date.
  - Never mix household bleach with ammonia or any other cleanser.
  - Utilize unexpired household bleach, which is deemed effective by the CDC against coronaviruses when properly diluted. A Bleach solution is prepared by mixing:
    - ❖ 5 tablespoons (1/3 cup) bleach per gallon of water OR
    - ❖ 4 teaspoons bleach per quart of water

▪ **Protocol for Cleaning Soft (Porous) Surfaces**

- (1) For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- (2) *After cleaning* - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- (3) Otherwise, Building Services will use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

- **Protocol for Cleaning Electronics**

- (1) For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- (2) Follow the manufacturer's instructions for all cleaning and disinfection products.
- (3) If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- (4) Dry surfaces thoroughly to avoid pooling of liquids.

- **Protocol for Cleaning Linens, Clothing, and Other Laundered Items**

- (1) In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry or curtains.
- (2) Wash items as appropriate in accordance with the manufacturer's instructions.
- (3) If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- (4) Dirty laundry that are suspected of contamination must not be washed with other items.
- (5) Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

- **Protocol for Cleaning and Disinfecting Surfaces and Items Suspected of Contamination**

- (1) All areas suspected of contamination must be closed off.
- (2) Immediately contact outside cleaning company to schedule cleaning
- (3) Outside company must clean and disinfect all areas and items such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) suspected of contamination by the confirmed case focusing especially on frequently touched surfaces.