

Re-Opening Tiger Nation

COVID-19 Return-to-Work

Guide for Benedict College

Employees



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Content Informed By and in Compliance with:



Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

Focus

Our overall focus will be the continued reduction of the spread of COVID-19 to protect our staff, faculty and students, and that will mean that in all that we do the following will serve as our guiding principles and focus areas are:

Guiding Principles

- Prepare the Physical Campus
- Manage & Control Access Points
- Social Distancing is Top of Mind Always (TOMA)
- Reduce Touch Points
- Prepare the Workforce
- Communicate and reinforce the BEST of BC



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WHAT WE ARE DOING?



- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- All employees will be required to wear masks or appropriate face coverings
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Hallways and stairways are marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.



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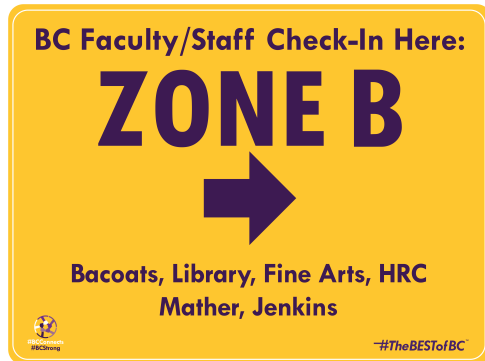
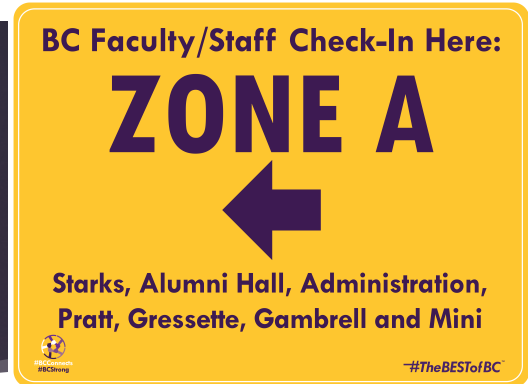
WHAT CAN YOU DO?

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if you desire.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



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Frequently Asked Questions



Do I have to answer medical questions when reporting to work?

ZONE Check-in. According to guidelines from SCDHEC and CDC, daily check-ins are required for faculty, staff, and visitors to campus.

ZONE check-in locations will be set-up on campus where staff and faculty can complete a self-check health form regarding COVID-19 symptoms, including temperature monitoring. Staff and faculty will complete an electronic form that will sent to a protected cloud server only accessible by the employee and HR. Entry to your work area will only be permitted to those who have completed the Zone check-in process.

Employees who refuse to complete the process, will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.



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Frequently Asked Questions

What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your Division Vice President.

What should I do if I feel sick?

Employees who feel ill should notify their Division Vice President per the company policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave (Family First Cares Act) that may be available. Contact Human Resources for more information.



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Frequently Asked Questions



Do I have to wear a mask at work?

All faculty, staff, students and visitors, including third party vendors, are **required** to **wear face coverings/masks** at all times while in public spaces or shared spaces on campus (see appendix on CDC guidelines for face coverings and masks). If you have a medical condition that restricts you from wearing one, please contact Human Resources.

Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, virtual meetings are encouraged. Whenever possible, replace in-person meetings with virtual meetings. If a virtual meeting is not possible, in-person meetings will be limited to groups of 10 or less, and social distancing will be maintained. Policies for in-person meetings must be adhered to:

- At the conclusion of the meeting, the meeting room must be cleaned using disinfectant wipes and sanitizer that are available in the room.
- Do not share ink pens or other high-touch items
- A participant sign-in sheet must be completed
- Meeting rooms must be requested and reserved 24 hours in advance



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Frequently Asked Questions

How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, HR will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.

Do I have to pay the health insurance premiums that I missed while I was not working?

Employees are responsible for paying their portion of health insurance premiums that were missed while on unpaid leave or furlough. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You should contact your Human Resources department to make arrangements for these payments.



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Frequently Asked Questions

How will employees know when they need to return to on-campus work?

Each division Vice President has created return to campus plans to include accounting for the number of personnel in the department, physical work setting to allow for proper social distancing, work activities needing to be prioritized, and level of service needed to provide to constituents as campus begins to open as part of a five phase plan.

Employees will receive communication from their respective Vice President regarding the anticipated date of return to on-campus work, including a timeline to prepare for that transition.

Additionally, in preparation of returning to campus, all employees will be required to review a return to work document on the BC website **“Re-Opening Tiger Nation” section**. This presentation will provide ways to return to the campus in the safest way while protecting the health of our co-workers, students and visitors. An Employee Acknowledge Form will be provided and will be housed in HR.



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Frequently Asked Questions

What if I am in a high-risk group for COVID-19 or care for a household family member who is at risk?

Employees are not required to disclose if they are in a high-risk category based upon preexisting medical condition. If an employee considers him or herself to be high-risk for COVID-19 based on the CDC guidelines and have concerns regarding returning to on-campus work, the employee may voluntarily discuss with his or her division Vice President or HR. If an employee voluntarily discloses, this information will be kept confidential in accordance with Benedict's personnel policies.

Each situation will be individually evaluated in compliance with the existing guidelines of ADA, FMLA, and FFCRA (Family First Coronavirus Response Act).



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Frequently Asked Questions

Will food be available on campus for purchase during the reopening phases?

Retail food establishments in the Student Center will be closed until further notice. Plans are still being worked on regarding "To Go" meals in the cafeteria for students.

Meals and luncheons provided by departments should be avoided if possible. If a necessity, meals should be boxed. Disposable plastic ware must be used.



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Frequently Asked Questions

Will employees be allowed to travel for business purposes during the return to on-campus work phases?

Non-essential business domestic and international travel is temporarily suspended. Employees should be mindful of COVID-related travel advisories for personal and essential business travel. Any mission-critical exceptions must be approved in advance by the appropriate senior administrator. We continue to monitor all federal or state mandates regarding travel both international and domestic and will provide updates as needed.



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Frequently Asked Questions

Will telework options remain available for employees who are not scheduled to return until later in the summer?

Benedict College, on an individual and as needed basis, will continue to evaluate and offer temporary telework to faculty and staff as an option to continue working, as determined by their division Vice President. This option is contingent on the needs of the business, in particular as the school moves through various phases of re-opening. During temporary remote work options, employees should plan to be available during normal business hours to perform their regular tasks, as well as to attend meetings virtually. Employees working remotely may be required to report to campus at certain times such as for certain meetings and may be asked to return to their regular, in-office work location with short notice. Any request for accommodation for a disability should comply with the Americans with Disability Act. As always, non-working time away from the office should be coordinated with and approved by supervisors regardless of whether you are working on campus or virtually.



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Frequently Asked Questions

Will employees be required to provide a doctor's note now that we are returning to on-campus work if they have been ill?

Employees may be asked to provide a fit for duty certification as outlined in Benedict's Return to Work policy. Due to COVID-19 impact to the health care system, it may not be reasonably possible to obtain a doctor's note from your health care provider. Therefore, employees should communicate any changes in their work status and their ability to perform their job duties to their direct supervisor to determine needed documentation for a return to campus.



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Frequently Asked Questions

What if I have childcare issues that prevent me from reporting to on-campus work when requested?

Employees should discuss with their Vice President issues regarding availability to report for on-campus work, including for childcare. It is encouraged that employees who are asked to return to on-campus work should talk with their childcare provider to look at options that may be available. Employees are also encouraged to refer to the Family First Coronavirus Response Act (FFCRA)

Employees should not bring their children or other family members to the workplace to respect the health and safety of co-workers. This approach is critical to being able to maintain social distancing at all times.



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ACKNOWLEDGEMENT

My signature below indicates that I have been made aware and that I agree to comply with the **COVID-19 Reopening Practices and Protocols for Benedict College.**

Name (Last, First, MI):

Department:

Date: ____/____/ 2020

[Fillable PDF](#)

