

Fort Peck Community College

Covid-19 Return to Work Protocol – May 26, 2020 (subject to updates)

1. Managing employee numbers

Large volumes of employees and students returning to a shared classroom and office space represents a huge risk for the spreading and contracting of viruses. Managing the number of students and employees during the summer months is critical to protecting student and staff health as well as returning to campus instruction in the fall. All FPCC Directors/Supervisors will plan a staggered reintroduction to the office/workplace for their department(s). The plan should maximize coverage across roles and support employee social distancing.

- a. Arrange employee work schedule that supports social distancing recommendations;
- b. Ascertain institutional and departmental goals & objectives are being met;
- c. Post employee work schedule.
- d. Departments directly working with students are advised to request instructional learning times with faculty if needed.

2. Social Distancing while at work, office, and classroom space

- a. Six-foot separation: Adjusting desks and chairs to be six feet apart;
- b. Avoiding groups and gatherings: Students are restricted access to common areas; attending class online when possible; and FPCC is committed to minimizing or eliminating shared equipment.
- c. Employees who are sick will be sent home and advised to seek medical assistance and Covid-19 testing;
- d. Entry ways should be locked and secure to control point of entry until classrooms are fully open to the public (Administration will announce) and contact notice posted on all doorways and website to support controlled access.
- e. non-employees on campus – contact with non-employees on campus is a major concern. Social distancing is especially important during these instances. Until otherwise notified, all campus visitors must adhere to the following guidelines
 - a. Call the individual they need to see (the direct number and directions will be posted on the main entryway at all buildings). Note: If employee is not available, the visitor will be directed to call the buildings main point of contact who will take the information or message, all information will be noted on the sign posted at each main entry.
 - b. Employee will then go to the main entrance and unlock the door for the visitor, offer them a mask and gloves, secure the entryway and take them to their office.
 - c. Social distancing will be practiced during all contacts, i.e., six feet separation, etc.
 - d. When the meeting is concluded, employee will walk the visitor to the main entry way and secure the lock after visitor leaves.
 - e. All non-employees will fill out the contact tracing form each time they enter any building on the campus. The contact tracing form will include their full printed name, signature and current contact information. The contact tracing log will be secured at each main entry way. Visitors will also have their temperature taken and the results added to the contact tracing log located at each main entry.

3. Physical Workplace and Classroom Setup

- a. Employees: Prior to employees returning to work, Directors/Supervisors will assess their department workspace and make necessary arrangements to support employee social distancing.
 - i. If desks, chairs or tables need to be relocated, make arrangements with FPCC maintenance department. Work orders are available on the FPCC website at www.fpcc.edu.

- b. Student Learning: Administration at Fort Peck Community College toured campus building and determined that prior to students any campus learning the Academic WP for Instruction and Vocational Education will assess academic department workspace, and classrooms and make necessary arrangements to support student social distancing.
 - i. If desks, chairs or tables need to be relocated, make arrangements with FPCC maintenance department. Work orders are available on the FPCC website at www.fpcc.edu.

4. High-Risk Employees and students

High-risk employees are encouraged to contact the FPCC President to ensure their safety during the return to work phase. High-risk/vulnerable employees may fall under the following:

- a. Older employees;
- b. Students and employees with special conditions or illness;
- c. Pregnant employees or employees with pregnant spouse/significant other.
- d. Students or employees caring for elderly parents/grandparents.
- e.

Note: the CDC has issued guidance concerning those who are at higher risk for severe illness from COVID-19.

5. Masks and gloves usage

- a. Masks and disposable gloves will be provided, employees will be required to wear masks and gloves if working within 6 feet of others;

6. Sanitation and Hygiene Best Practices

- a. Employees will adhere to best practices for handwashing;
- b. Handwashing reminders will be posted throughout campus;
- c. Regular sanitation of buildings.

7. CDC Recommendations for employees with non-confirmed Covid-19 illness, confirmed Covid-19 situations and the return to the workplace

a. Unconfirmed COVID-19 with illness

Let's say you have an employee or student who has had a fever and cough, but did not get confirmation they were infected with COVID-19. They have fully recovered from their illness with or without medical intervention. Based on the CDC guidelines, you can allow them to return to work only under all of the following conditions:

- least 3 days have passed since recovery, with no fever for a minimum of 72 hours. Employees must have no abnormal temperature for 72 hours *without* the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen)
- Their respiratory symptoms have improved
- 7 days have passed since the beginning of any symptoms

b. Confirmed COVID-19 with *no* illness

What about an employee or student who has been confirmed (tested positive by a medical professional) with COVID-19 but has not become ill due to the virus? They have to remain in isolation following their diagnosis. Based on the CDC guidelines, they should be able to return to work only under all of the following conditions:

- After at least 7 days have passed since the date of their first positive COVID-19 test
- They have not become ill
- For an additional 3 days *after* they end isolation, they continue to limit contact (stay 6 feet away) with others
- They wear a mask or other covering of their nose and mouth to limit the potential of dispersal of respiratory secretions

c. Confirmed COVID-19 with illness not requiring hospitalization

This is an employee or student who has been confirmed (tested positive by a medical professional) with COVID-19 and has become mildly or moderately ill due to the virus. These employees were the ones who self-isolated and medicated at home and did not require hospitalization. Based on the CDC guidelines, they should be able to return to work only under all of the following conditions:

- At least 3 days have passed since their recovery, with no abnormal fever for a minimum of 72 hours. Employees must have no significant temperature for 72 hours *without* the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen)
- Respiratory symptoms have improved
- No continuing illness: the employee exhibits no symptoms of COVID-19
- The employee has had 2 *confirmed negative COVID-19 tests*, administered by a medical professional and spaced at least 24 hours apart

d. Confirmed COVID-19 with illness requiring hospitalization

An employee or student who has been confirmed (tested positive by a medical professional) with COVID-19 and has become ill due to the virus, requiring hospitalization may be at higher risk of shedding (dispersing respiratory secretions) and spreading the infection. The CDC recommends rigorous testing before returning these employees to work since they may experience longer periods of viral detection compared to those with mild or moderate symptoms.

The CDC writes, “Severely immunocompromised patients (e.g., medical treatment with immunosuppressive drugs, bone marrow or solid organ transplant recipients, inherited immunodeficiency, poorly controlled HIV) may also have longer periods of SARS-CoV-2 RNA detection and prolonged shedding of infectious recovery.” For those who have been hospitalized and others in high-risk categories, the contagion may last longer than for others. Further, they suggest, “placing a patient in a setting where they will have close contact with individuals at risk for severe disease warrants a conservative approach.”

The CDC recommends a test-based strategy before returning high-risk and hospitalized employees to work. Employees with conditions that might weaken their immune system may have “prolonged viral shedding after recovery.” The CDC recommends these employees discuss returning to work with their personal healthcare provider to best assess if they pose no threat to coworkers

This may include re-testing to verify they are no longer shedding the virus. Businesses should consider each of these staff members on a case-by-case basis, requiring verified testing and return to work authorizations from the worker’s healthcare professional.

Haven Gourneau
President
Fort Peck Community College
5/19/2020

Fort Peck Community College
COVID-19 Controlled Access Point
Greet the Dawn Building - GTD

In order to keep our staff, students and community members safe, all visitors are asked to follow FPCC visitor access protocol until further notice.

To make contact with the FPCC employee you have business with, please call them on the number listed below. The employee will come to this door and let you in.

You will be asked to wear a protective mask and gloves during your visit on campus. If you do not have a mask or gloves, we will provide them for you.

For COVID-19 Contact Tracing purposes you will be asked to sign-in and provide contact information.

Note: if the person you are here to see does not answer, call the number listed for the main building point of contact indicated below.

Greet the Dawn Contacts

Atkinson, Rose – Business Manager – 768-6317

Baker, Meili – Accounts Payable – 768-6314

Firemoon, Paula – Projects Director -768-6330

Gourneau, Haven – President – 768-6310

Granbois, Debra –Main Point of Contact – 768-6300

Johnson, Olivia – School/Outreach Coordinator – 768-6329

Sears, Kylee – Payroll Manager – 768-6315

Thank you for joining the effort to stop the spread of the COVID-19 virus.