

Colby

EMPLOYEE RETURN-TO-CAMPUS PLAN
SUMMER 2020





EMPLOYEE RETURN-TO-CAMPUS PLAN

As we prepare for an August start to the academic year, Colby College will welcome the return to campus of additional employees who have been working remotely since March. The College continues to be guided by the principles of protecting the health and safety of the Colby and local communities while offering our distinctive, in-person academic experience. We aim for all employees (with some exceptions for those granted accommodations to work remotely) to return to campus so that we may best serve our students.

The health and safety of our community will depend greatly on the personal responsibility of those who return to campus and on these guidelines being followed and applied consistently. Colby will continue to monitor national, state, and local conditions and adjust phasing elements as appropriate.

Return of employees during all phases will be under the direction of vice presidents and deans, in consultation with supervisors and managers.

PHASE 1: JUNE 1-JULY 3

Expected increase: *Small*

Optional return for those who had been working remotely

PHASE 2: JULY 6-JULY 31

Expected increase: *Small*

Primarily staff members who work in direct support of students (e.g. Dean of the College staff)

PHASE 3: AUG. 3-AUG.14

Expected increase: *Significant*

Primarily staff whose work is necessary to prepare for the return of students (e.g. dining services, financial services, human resources, the libraries, and athletics). If possible, the College anticipates piloting its testing program and introducing the daily self-assessment application at some point in this phase.

PHASE 4: AUG. 17

Expected increase: *Nearly complete*

Majority of staff on campus with some exceptions for remote work; launch of complete testing, symptom screening, and contact tracing protocol for employees and students.

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



FREQUENT CLEANING



WEAR A FACE COVERING



WASH YOUR HANDS

HEALTH AND SAFETY PRECAUTIONS

- **Face Coverings** Colby requires those on campus to wear cloth face coverings:
 - In buildings, except in one's private office. This includes common areas, hallways, stairwells, and elevators;
 - Outside when physical distancing cannot be maintained or is likely to be difficult to maintain.

Colby will provide cloth face coverings, and employees may also bring their own. Everyone must carry a face covering while on campus. This requirement is consistent with Maine's orders on face coverings. It also applies to approved visitors.

- **Prevention** CDC individual prevention guidance continues (e.g., wash hands, socially distance, cover mouth and nose if sneezing or coughing, etc.).
- **Symptoms** In addition to contacting their supervisor, any employee with COVID-19 [symptoms](#) as identified by the CDC should contact their physician. Employees should keep their supervisors updated, including how their work status is impacted. If an employee develops symptoms while at work, they should leave campus immediately. If they are unable to leave, they should be isolated until arrangements can be made for their safe transport from campus.
- **Notice; contact tracing** Employees must notify supervisors as soon as possible if they develop symptoms. Approved visitors are also required to provide notice to Director of Safety Wade Behnke (wade.behnke@colby.edu; 207-859-5504) if they develop symptoms following a visit to the College. The College will engage in contact tracing based on the particular circumstances and will coordinate its efforts with the Maine CDC if the person tests positive for COVID-19.
- **Confidentiality** The health information the College receives from employees is confidential and will only be used, shared with those who need to know, and retained in accordance with federal and state laws.

GUIDELINES FOR RETURN

- **Coordination, work plan** Supervisors/managers will work with employees to develop appropriate work plans for their areas. For example, if two employees are returning to work on campus but share a workspace in which they cannot distance, their supervisor might create a work plan in which employees work on alternate days or hours. Timing of shifts may also be adjusted. Supervisors/managers will also work with staff and Facilities Services, as needed, to develop plans for restroom use.
- **Health self-screening** On a daily basis, employees must assess themselves for COVID-19 symptoms and determine whether they present a possible risk based on a self-assessment checklist, which is [online here](#). Any employee who exhibits symptoms is prohibited from coming to campus and must notify their supervisor immediately. Except for Bon Appétit employees, who are subject to separate protocols from the company, Colby will not screen or test employees upon arrival until phases 3 and 4.
- **Accommodations and leaves** Some employees who are needed on campus now may not be able to return due to a disability. Others may face family or personal circumstances where they are considering requesting a leave. Because each person's circumstances are unique, employees seeking such assistance should contact Human Resources as soon as possible to address their needs.
- **Vacations** Because of the completion of work needed to ensure a successful return to campus in the week of August 17, use of vacation time should be coordinated with managers and supervisors.

CAMPUS FACILITIES

- **Buildings** Academic and administrative buildings will be open for employees to return to work on campus, with a ColbyCard required for access.
- **“Public” building spaces** Cotter Union/Pulver Pavilion, Miller Library, the Colby Museum of Art, Bill & Joan Alford Main Street Commons (including the Chace Forum), and the athletics center will remain closed to the public, but they will be open to those faculty and staff who have offices in them. The mailroom and bookstore will continue to be open to faculty, staff, and students.
- **Labs** Labs will remain open for faculty use, subject to a limit of one person in a lab at a time.
- **Dining** Roberts Dining Hall will be open for both on-campus students and employees to eat meals. Please maintain distance and adhere to instructions about traffic flow, cleaning, etc.
- **Outdoor facilities** Colby's outdoor facilities are open to students, staff, and faculty for personal and informal use or exercise, subject to distancing requirements and prohibitions on gatherings of

more than 10 people (fewer is better). These facilities cannot be used by teams or for organized group activities in these early phases. Animals are not permitted on the athletics fields.

CONTINUATION OF OTHER SAFETY POLICIES

- **Meetings** Although the state's guidelines on the size of gatherings have been relaxed, and larger gatherings are now permitted, virtual meetings will continue to be encouraged. If an in-person meeting is necessary, it should be limited to settings where distancing guidelines can be met. In-person meetings should not exceed 25 people, even if distancing guidelines can be met.
- **Travel** College-sponsored travel remains prohibited. If personal travel outside of Maine, Connecticut, New Hampshire, New Jersey, New York, or Vermont is required, employees must notify Director of Safety Wade Behnke (wade.behnke@colby.edu, 207-859-5504) and self-quarantine off campus for 14 days upon return, or self-quarantine until supplying a negative test result from a PCR test taken no less than three days following the return to Maine.
- **Visitors** The College's restrictions on visitors remain in place. While recognizing that our outdoor facilities and walking routes are used for personal and informal exercise, generally, visitors are not permitted on campus. Any exceptions require approval by the appropriate vice president or dean, and visitors may need to supply information or a recent COVID-19 test before coming to campus. This includes vendors, suppliers, and any others scheduled to provide professional services to Colby. Visitors will also be required to comply with the guidelines in this document, including wearing face coverings.

WORK ENVIRONMENT

- **Department Assessments** Departmental leaders should assess their work areas to determine reasonable options to establish a six-foot office space plan where feasible, which may include realignment of furniture through creative spacing, signage to limit use (number of people in break rooms, bathrooms, lobby spaces, etc.), taped lines or barriers to ensure social distancing requirements are adhered to, etc. Supervisors should also consider the use of temporary acrylic hygiene guards, the location of hand sanitizer stations, tissues located to help minimize frequent touching of surfaces (e.g., elevator buttons, door handles, copiers, coffee machines, etc.). If departmental leaders need assistance, they should contact Facilities Services. Faculty chairs and directors should reach out to the Provost's Office to coordinate an assessment.
- **Building Evaluation** College leadership will carefully consider work plans in buildings where multiple departments share spaces to ensure coordinated efforts and to maintain a safe number of employees in specific buildings on any given day.

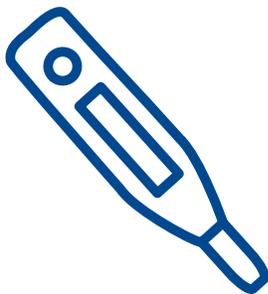
- **Cleaning** Facilities Services will remain focused on cleaning all critical touchpoints. Sufficient cleaning supplies (disinfectants, wipes, hand sanitizer, etc.) need to be available in each department and may be ordered by departments through W.B. Mason. Each division should implement tailored cleaning needs beyond what Facilities provides (e.g., file cabinets, door handles, copiers, and other items utilized during the workday).

NON-COMPLIANCE

- **Non-compliance** Those employees and approved visitors who fail to adhere to the guidelines will be required to leave campus and may be subject to other corrective action based on the circumstances.

OTHER INFORMATION

- **Communication** Departmental leaders and supervisors should communicate and reinforce these guidelines with returning employees as much as possible. Educating those on campus will be important to everyone's safety and the success of each phase.
- **Other information** To the extent that return-to-campus guidance conflicts with information in the Staff and Faculty Handbooks, the return-to-campus guidance takes precedence.
- **Questions** Questions about this guidance are strongly encouraged and should be directed to an employee's supervisor, departmental leader, or the Office of Human Resources.



SELF SCREENING



KEEP YOUR DISTANCE



PREVENTION

