



EMPLOYEE RETURN-TO-CAMPUS PLAN PHASE 1: JUNE 1, 2020 RETURN

General Summary

This document provides a general overview of Phase 1. Specific documents, consistent with this general guidance document, have been developed for managers and employees.

Beginning on June 1, 2020, Colby College will welcome more employees who have been working remotely back to campus. Guiding the process will be the principles the College has emphasized on multiple occasions since March – protecting the health and safety of our Colby community while thoughtfully preparing for the resumption of our academic program – ideally this fall. Throughout the summer, employees will return to campus gradually through phases, with the ultimate goal of having all employees (with some exceptions for those granted accommodations to work remotely) on campus so that we are ready for the opening of the academic year.

Importantly, returning to work on campus in Phase 1 is **optional** for those who are working remotely now and wish to return on June 1. Employees who have been able until now to work remotely may continue to do so for any reason, including if they do not feel comfortable returning to campus at this time. On the other hand, employees who want to return to campus can do so under the Phase 1 conditions outlined below. The College's success in this phase will depend greatly on the personal responsibility of those who return to campus and on these guidelines being followed and applied consistently. These guidelines apply only to this phase.

Information on additional phases of Colby's Return-to-Campus Plan will be communicated in advance of any new phase. There are no defined timetables for these phases. Colby's priority throughout every phase will be the safety of our workforce, their families, and our students and community members.

Fundamental Considerations in Colby's Return-to-Campus Plan

Colby's Return-to-Campus Plan is based on several key considerations. First, since March, the campus has remained open on a limited basis under government orders that permit both support for essential operations and for faculty and staff to facilitate remote learning. This has included faculty offices as well as labs. This plan continues to align with those guidelines in order to build on the support for College operations. Second, conditions may change quickly, and the College is prepared to adapt to changes, including returning to prior restrictions if warranted. In addition to adhering to governmental orders, Colby will continue to monitor the capacity of our local healthcare providers and the trajectories of the virus, as well as critical issues related to testing, contact tracing, personal protective equipment and sanitization supplies, treatments and vaccines, among other factors. Inherent in the Return-to-Campus Plan is Colby's flexibility and ability to adapt to the changing health environment and conditions on campus as they affect our community. In fact, based on campus needs, the College has had staff in facilities, dining services, and security, who could not work remotely, moved from part-time to full-time schedules in mid-May.

PHASE 1 CONDITIONS

Guidelines for Return

- **Who May Return** – Phase 1 is limited to faculty and staff who are working remotely now and wish to return to campus, including those who seek to be on campus sporadically during this phase. Anyone who is working remotely now and for any reason does not wish to return at this time need not return in Phase 1.
- **Coordination, work plan** – Those who wish to return must notify their supervisor before returning to avoid over-crowding or over-capacity in areas across the College. Supervisors/managers should learn each staff member’s readiness to return and, as appropriate, develop work plans for their areas for those who will return. For example, if two employees want to return to work on campus but share a workspace in which they cannot socially distance, their supervisor might create a work plan that has the employees working on alternate days. Timing of shifts may also be adjusted.
- **Health self-screening** – On a daily basis, anyone returning in Phase 1 must assess for themselves for COVID-19 symptoms and determine whether they present a possible risk based on the attached self-assessment checklist. Any employee who exhibits symptoms is prohibited from coming to campus (this is not optional) and must notify their supervisor immediately. Except for Bon Appetit employees, who are subject to separate instructions from the company, Colby will not screen or test employees upon arrival on campus in Phase 1.
- **Medical Conditions; Care for Another** – For Phase 1, those with [underlying health conditions](#) and those needing to provide child or adult care are encouraged to continue working remotely.

Campus Facilities

- **Buildings** – Academic and administrative buildings will be open for their employees to return to work on campus, with ColbyCards required for access.
- **“Public” building spaces** – Cotter Union/Pulver Pavilion, Miller Library, the Museum, Bill and Joan Alford Main Street Commons, and the Harold Alford Athletic Center will remain closed to the public but will be open to those Phase 1 returnees who have offices in those buildings. The mailroom and bookstore will continue to be open to faculty and staff more broadly and to on-campus students.
- **Labs** – Labs remain open for faculty use, subject to social distancing requirements and a limit of no more than one person in a lab at a time.
- **Dining** – Roberts Dining Hall will be open for on-campus students to eat meals. Students must socially distance and adhere to instructions about traffic flow, cleaning, etc. After demonstrating success with this manner of student dining, the College will develop plans to open dining halls to employees on campus.
- **Outdoor facilities** – Colby’s outdoor facilities are open to staff and faculty for personal and informal use or exercise, subject to social distancing requirements and prohibitions on gatherings of more than 10 people (fewer is better). The facilities cannot be used by teams or for organized group activities in this phase. Animals are not permitted on the athletics fields.

Continuation of Other Policies

- **Meetings** – Virtual meetings will continue to be encouraged. If an in-person meeting is necessary, these should be limited to settings where (i) social distancing guidelines can be met, and (ii) with no more than 10 people (fewer is better).
- **Travel** – College-sponsored remains prohibited. If personal travel outside of Maine is required, employees must notify Director of Safety (wade.behnke@colby.edu, 207-859-5504), and self-quarantine off campus for 14 days upon return.
- **Visitors** – Visitor restrictions remain in place. Any exceptions require approval by the appropriate vice president for vendors, suppliers, and any others scheduled to provide professional services to Colby.

Work Environment

- **Department Assessments** – Departmental leaders should assess their work areas to determine reasonable options to establish a six-foot office space plan, which may include realignment of furniture through creative spacing, signage to limit use (number of people in breakrooms, 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.).
- **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).

Personal Hygiene; Illness

- **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 will also be required to provide notice to the Director of Safety (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.

Face Coverings

- **Face Coverings** – Colby strongly encourages those on campus to wear cloth face coverings (where physical distancing can be difficult to maintain, especially in common areas, hallways, stairwells, and elevators.) Employees should carry a cloth face covering while on campus and

exercise their judgment about when and where to use it given the number of people in a building or location and the likelihood that situations could arise where social distancing could suddenly and unexpectedly become difficult. This recommendation is consistent with Maine's orders on cloth face coverings and also applies to approved visitors. It applies to Phase 1; changes may be warranted as the health environment changes and as the number of individuals on campus increases over time.

Accommodations

- **Requests** – Those returning to campus may request accommodations in the workplace. Supervisors should partner with Human Resources as soon as possible to address accommodation requests.

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 the Phase 1 guidelines with returning employees as much as possible. Educating those on campus about these guidelines will be important to everyone's safety and the success of the phase.
- **Other information** – To the extent the 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 or departmental leader or the Human Resources Department.

COVID-19 DAILY SELF-CHECKLIST

Review this COVID-19 Daily Self-Checklist **each day before reporting to work.**

The best solution to combatting COVID-19 is through **prevention** - handwashing, covering your mouth and nose when coughing and sneezing, cleaning, and avoiding close contact with others.

Monitoring symptoms is another important preventive strategy for COVID-19. If you reply YES to any of the questions below, you must STAY HOME, notify your supervisor of the needed absence, and contact your health care provider.

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?

- Yes
- No

Cough?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

New Loss of Taste/Smell?

- Yes
- No

Have you, or anyone you have been in extended close contact with (within six feet for 30 minutes or more), been diagnosed with COVID-19?

- Yes
- No

Have you been placed in quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

If you start feeling sick with any of the above-mentioned symptoms during your shift, phone your supervisor, go immediately home without coming into contact with coworkers, and contact your physician by phone after leaving work.

This guidance is intended for self-screening prior to the start of the workday. It is not intended for people confirmed or suspected COVID-19. Individuals with confirmed or suspected COVID-19 should follow CDC guidance.