

Moraine Valley Community College

SAFE RETURN TO WORK



Moraine Valley
Community College

EMPLOYEES RETURN TO CAMPUS

**Campus Safety & Security
Human Resources**

Revised Sept. 22, 2020

*First Issued July 1, 2020
Revised: July 13, 2020
Revised: Aug. 3, 2020
Revised Sept. 15, 2020*

Please note:

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

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WORKPLACE EXPECTATIONS & GUIDELINES

The safety and health of employees is of utmost importance to effectively serve our students and our community. The following are recommended practical guidelines that align with the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) as well as other standard producing organizations such as the Occupational Health and Safety Administration (OSHA), the National Institute for Occupational Safety and Health (NIOSH) and the National Research Council (NRC).

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

These general recommendations are applicable to all college facilities and locations. Any exceptions must be authorized by the Executive Leadership Team. Additionally, all applicable laws must be observed. If there is a conflict between the recommendations in the guidelines and the applicable law, the college must follow the applicable law.

STAGES OF REOPENING & STAFFING

As necessary for mission-critical operations and/or work that cannot be conducted remotely, the college will phase in a return of staff over time in a coordinated, department-to-department process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and testing capabilities for COVID-19. The college divisions and departments will assess in-person staffing needs on an ongoing basis based on operational needs, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated to employees through their respective dean, director, and vice president.

As the need to limit the number of people on campus for the purposes of adhering to social distancing requirements will continue for some time, all employees who can effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No area or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the respective dean, director, and vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the Executive Leadership Team will monitor and assess the health and safety of the campus, as well as existing policies and procedures to mitigate health and safety risks. If necessary, tighter restrictions and reduced staffing may need to be implemented again.

Stages of Reopening

The following chart outlines a series of stages to provide general guidance relative to the gradual re-introduction of employees to campus. These stages do not supersede the State of Illinois' Restore Illinois Phases. Moving between stages will be determined by the college president based on the current Illinois Phase and CDC guidelines. Presently, the college is following the CDC health assessment guidelines for colleges and universities, issued on June 30, 2020. Protocols will be updated as new CDC guidelines are published. These stages provide institutional-level guidance for deans, directors, and vice presidents as they manage operations and staffing needs for their departments and divisions. Each department has its own plan, which has been published to MVConnect.

<p>Overall</p>	<ul style="list-style-type: none"> • Startup, preparing the campus facilities, communications, signage, sanitization protocols.
<p>Stage 0 (April/May 2020)</p>	<ul style="list-style-type: none"> • Only critical personnel on-site and only when required. • Balance of staff works from home/remotely. • If an employee needs something from the office, coordinate with vice president and police department. • Complete a self-screening using the CampusClear app before arriving on campus.
<p>Stage 1 (June/July 2020)</p>	<p>“Soft Opening” with limited access (while risk of infection exists)</p> <ul style="list-style-type: none"> • Employees may visit the office for limited periods with specific tasks/goals to be performed on-site. • Complete a self-screening using the CampusClear app before arriving on campus. • Face coverings/masks and adherence to sanitization guidelines required. • Encourage working from home/remotely for broad employee base. • Employees with adjacent open workspaces will coordinate to avoid conflict (e.g., alternate day and staggered schedules).
<p>Stage 2 (August 2020)</p>	<p>Broader Opening of Facilities (while risk of infection exists)</p> <ul style="list-style-type: none"> • Employees may visit/work in the office for increasingly longer periods. • Same policies as Stage 1.
<p>Stage 3 (TBA)</p>	<p>Resume unrestricted staffing of campus buildings</p> <ul style="list-style-type: none"> • Envisions a return to new normalcy. • Expand innovative work practices. • Continue telework. • Maintain flexible/creative scheduling.
<p>Special Needs</p>	<ul style="list-style-type: none"> • People with special needs/risks will be treated on an individual basis to address concerns following Families First Coronavirus Response Act guidelines.

Considerations When Phasing Employees Back to Campus

- Work that can be done remotely will be done remotely.
- Deans, directors, and vice presidents will determine essential or critical work and then determine who returns to campus based upon the work and/or who is able to work remotely.
- Individuals who cannot work remotely or on campus in their regularly scheduled positions will be reassigned to other areas that need assistance. That reassignment will be done remotely, if possible, or on campus as needed.
- Employees who meet one of the exceptions in the Families First Coronavirus Response Act should be assigned to work remotely, if possible, but return to campus ultimately depends on the work function, not the person.

Staffing Options to De-densify the Workplace

Remote Work: Those who can fulfill their work responsibilities remotely may continue to work remotely to reduce the number of individuals on campus or within department offices. These remote work arrangements, which must be approved by the dean, director, and vice president, can be done in a full or partial day/week schedule as appropriate. Employees working remotely are required to follow the provisions of the college's Temporary Telework Procedures and/or Telework Board Policy, which can be found on the [Return to Work page in MVConnect](#).

On-Campus: Once the staff members who will be instructed to return to work on campus have been established, departments will follow their department's return to campus plans, posted on the college portal, to maintain required PPE protocols, social distancing measures and reduce population density within buildings and workspaces.

Flexible Scheduling/Alternating Days: To limit the number of individuals and interactions among those on campus and within department offices, departments may schedule partial in-person staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

For example: Split the workforce in areas/departments that can work remotely

- Team A – works Monday/Wednesday in office, Tuesday/Thursday remotely
- Team B – works Tuesday/Thursday in office, Monday/Wednesday remotely
- Teams A & B alternate office/remote on Friday

Staggered Shifts: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Critical Teams/Functions/Programs

- Critical teams/functions/programs should not be in the same area at the same time
- Ensure separation of critical teams/functions for contingency planning
- Identify critical co-located teams/functions
- Follow a team separation plan – different shifts, physical separation, alternate work locations
- Plan and execute business continuity/contingency plan if one group of the team is quarantined

SOCIAL DISTANCING & PHYSICAL SPACES

Social Distancing Protocol

Social distancing is a simple yet very effective mechanism to prevent potential infection that relies on physical distance to help keep employees safe and healthy. This includes but is not limited to workspaces, cafeterias, common areas, entrance/exit areas of work locations, and offices.

In practice this means:

- Staying 6 feet away from others
- Eliminating contact, such as handshakes or embracing coworkers or visitors
- Avoiding touching surfaces touched by others to the extent feasible
- Staying at home if you are coughing, sneezing or appear to be sick
- Avoiding anyone who is coughing, sneezing or appears to be sick
- Conducting meetings of all sizes remotely
- Following the Governor's phase plans for meeting capacities

Buildings, Workspaces, Offices, and Seating

The following guidelines will be considered and implemented if appropriate and feasible:

- Place signage at building entrances with general instruction of expectations.
- Use designated building access points for entering and exiting.
- When possible, create/designate one-way hallway configurations which are clearly marked.
- Mark the floor where people can stand (elevators, reception areas, etc.). Place divided lines in hallways to promote distance and awareness. Contact Campus Operations for assistance.
- Post signage in high traffic areas to remind people not to stand and talk. Contact Marketing and Communications for assistance.
- As needed, post signage about the desired position, where to stand or sit, may be placed in each workstation. Contact Marketing and Communications for assistance.
- As needed, an employee density map/seating chart should be created to identify the maximum number of employees per workplace area.
- Whenever possible, workstations should be arranged to allow separation of six feet, which might require movement of furniture. Contact Campus Operations for assistance.
- Where employees work in a cubical formation, the floor should be marked off as a guide to prevent employees from breaching the social distancing gap.
- Face-to-face desk layouts should be avoided.
- In cases where it is not possible to separate desks adequately, place Plexiglas, screens or other barriers in workspaces where people must face each other or are unable to be 6 feet apart. Contact Campus Operations for assistance.
- Install Plexiglas barriers at high-visited areas such as reception desks and check-in points. Contact Campus Operations for assistance.
- Post maximum occupancy in common break areas and configure furniture to accommodate appropriate physical distancing.
- Encourage single occupancy in work rooms.

- Turn off drinking fountains; bottle-filling stations are permissible.
- Eliminate shared appliances, like coffee makers and water coolers.
- Eliminate reusable kitchen items and cleaning tools; use single-use options.
- Eliminate high-touch items like pens, magazines, etc.
- Employees must follow a clean-desk policy so that non-essential items (ex. pictures, desk accessories) are not stored on the desk, but rather enclosed in cabinets or drawers, to allow for ease of cleaning by custodial staff.
- Employees are to be strongly encouraged to disinfect their own work space multiple times during and at the end of their work day/shift, giving special attention to common surfaces such as desks, monitors, keyboards, laptops, chairs, dividers, chair arm rests, equipment, etc.
- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.
- As availability permits, hand sanitizer should be available at entrances and high-traffic spaces.
- Interaction to exchange information must follow distancing practices.
- Implement a no visitor policy or limited visitor policy by appointment only.
- Greet others without physical contact.

Meetings

- Virtual meetings will be held whenever possible.
- If meetings cannot be conducted virtually, try to keep participation to fewer than 10 participants with social distancing maintained. In no instance should the maximum number exceed the Governor's current phase plan.

Breaks/Lunch Break

Breaks and lunch breaks must be scheduled to ensure social spacing and proper hygiene. Start and end times of lunch periods should be staggered to limit the number of people within the lunch area at a given time.

Recommendations include:

- When reasonable and practical, employees can eat at their desks, in their car, or outside away from others.
- When cafeteria service returns, do not allow any self-service in the cafeteria area
 - Post capacity
 - Place a permanent mark on the floors to ensure proper distance anywhere where there is a line
 - Place signage on tables to ensure proper social distancing in each seat

Restroom Usage

- Number of individuals accessing a restroom at one time should be limited based on size of the restroom and the ability to maintain at least six feet distance between individuals.
- If needed, a bathroom usage schedule could be established for employees by each department, but common sense should be the rule.
- Hands should be washed thoroughly afterward.
- Cleaning intervals will be increased to ensure a clean environment.
- Paper towels should be used instead of air dryers to avoid spreading germs.
- As available, hand sanitizer stations will be placed outside restroom entrances.

PREVENTATIVE MEASURES & MATERIALS – CLEANING/DISINFECTING/PPE

Campus Operations and Purchasing are responsible for procuring and maintaining the appropriate supplies of cleaning/disinfecting supplies and personal protective equipment (PPE):

- The college will maintain an adequate supply of soap, disinfecting spray, hand gel, paper towels, tissue and PPE.
- At a minimum, campus sites should have a 30-day supply of disinfectant and PPE.
- Each department will be provided with cleaning supplies and PPE for employees to use as needed.

Masks/Face Coverings

Moraine Valley will require all employees to wear a mask or face covering when on campus.

- Face masks are an important risk mitigation strategy where social distancing cannot be consistently practiced and can reduce COVID transmission risk from sick yet asymptomatic employees overall.
- The college will provide each employee with three cloth masks, one for use, one for back up and one for the laundry. Cloth masks, either college provided or employee provided, must be laundered after daily use.
- Disposable masks will be available as needed as backups. Masks, both repeat use and disposal, can be acquired through Campus Operations.
- One-time use masks should be disposed of in any lined trash can. Custodians remove trash daily.
- Masks must be worn properly covering both the nose and mouth.
- Properly worn face mask usage is required on campus. No one can go unprotected. Those not in compliance may be subject to disciplinary proceedings.

Gloves/Hand Washing

Moraine Valley does not require or recommend that all employees wear gloves with exception of custodial staff. Areas such as Shipping and Receiving, Mailroom and Bookstore should wear gloves when handling packaging.

Employees should increase their frequency of handwashing, which is the better defense against any virus.

- Gloves are not recommended for general protective use because they create a false sense of security as people are more likely to touch contaminated surfaces. However, if an employee requests gloves, they will be provide through Campus Operations.
- Handwashing should occur for at least 20 seconds. Follow guidelines at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
- For those required to wear gloves based on the nature of their work, proper removal takes training. Contaminated gloves must be removed properly; instruction will be provided.

General Cleaning

- The college will follow, monitor and review existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas.
- Any changes to the scope of cleaning, disinfectants, etc., will result in revisions to this document.
- All workspace areas, including offices, conference rooms, breakrooms, cafeterias, restrooms, classrooms, labs, and other areas will be routinely sanitized.
- Signage in workspaces and common areas will promote worker safety through emphasizing basic infection prevention measures, including hand-washing.

Disinfection Measures

The college has established a sanitary baseline for daily sanitation based upon CDC guidelines. The college will be disinfected prior to and after anyone returning to work. The college will:

- Provide, as per CDC guidelines, custodial services, PPE and practice appropriate techniques for cleaning and disinfecting common, non-clinical spaces.
- Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces.
- Safety Data Sheets (SDS) are updated/procured and located in the Campus Police Department for all employees to review. Preferably where the chemicals are stored and with the binder labeled as "Safety Data Sheets".

General Disinfection Measures:

- This checklist is implemented to reduce the risk spreading any infection.
- The cleaning steps outlined below are taken routinely, based on frequency mentioned, to disinfect workplace surfaces, chairs, tables, etc. and protect employees.
- Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary.

Disinfection Frequency in Workspaces and Offices

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	General objects that are used or touched often	Doors and windows, handles, keypads, faucets, sinks and bathrooms	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	At least 4 times per day
2	Offices, desk and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
3	Cafeteria	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
4	Tableware	Forks, knives and spoons		Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
5	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
6	Transport vehicles	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Before and after each use
7	All floors and walls	All general floors and walls at site		Mop	Periodically, where frequently touched; mop hard surfaces daily

10 ***Deep-Cleaning and Disinfection Protocol***

A deep-cleaning protocol is triggered when an active employee is identified as being COVID-19 positive based on testing. Deep cleaning will be performed as soon after the confirmation of a positive test as practical and follow OSHA and CDC guidelines, which recommends waiting 24 hours before cleaning and disinfecting to minimize potential for exposure to respiratory droplets and closing the campus or affected building, as appropriate, for a minimum of two days. If 24 hours is not feasible, wait as long as possible. Operations can resume once the cleaning and disinfecting are completed per CDC guidelines.

While the scope of deep cleaning is presumed to be the full campus, it may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, e.g. the positively tested employee's presence on campus was limited to one building. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, campus sites may shut down for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Identify an approved external company to carry out the deep cleaning activity. At a minimum, this company must have:
 - Trained personnel to clean, disinfect and dispose of hazardous waste
 - Proper equipment and PPE to perform the task
 - All necessary procedures and local authorizations or permits to perform disinfection services and managed any wastes generated
 - Use of approved COVID-19 disinfectant chemicals to perform this activity
 2. The Campus Operations department will coordinate and supervise the cleaning and disinfection process. They must ensure that:
 - There is a specific plan and strategy to clean all site, machinery/equipment, common areas, offices and any typical areas where employees interact
 - Only authorized people can access the site during the cleaning operation
 - All third-party team members are using any required PPE and that it is also properly disposed of at the end of the process
 - Assure that employees are made aware that the work areas have been disinfected
- Note: For the college's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies, more aggressive cleaning solutions and performed by an external third party.*
3. Personal Protective Equipment (PPE) requirements for the deep cleaning team:
 - The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination, and disposal of PPE.
 4. Disposal
 - At the end of the process, the cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

APPROVAL TO WORK ON CAMPUS & SELF SCREENING PROTOCOL

Campus Clear Self Screening App

As part of Moraine Valley's comprehensive strategy for controlling the spread of COVID-19 on campus, the college is using Campus Clear, a daily self-screening app. Use of Campus Clear is required to gain access to campus buildings. Campus Clear is available for both Apple and Google devices through their respective app stores. Once registered using your Moraine Valley email, enable notifications. The app will notify you once daily to take the self-screening survey. The survey only needs to be taken on days you will be coming to campus. A self-screening also can be completed through the Campus Clear website.

Employees

Pre-authorized college employees may be allowed on campus on a limited basis to complete work that cannot be done remotely. These interim protocols have been established to facilitate immediate needs.

Employees who need to complete work on campus must:

1. Complete a self-screening using the CampusClear app before arriving on campus. If you received a Not Cleared for Campus message, do not come to campus. Employees should notify their supervisor and the COVID-19 Coordinator at covid19reporting@morainevalley.edu or **708-608-4319** to determine next steps.
2. If you have received a Good to Go message, call campus police at **(708) 974-5555** upon arrival to campus to unlock building entrance, as needed.
3. Read and follow the Office Safety Instructions below while on campus:
 - Staff must stay home if they are feeling sick.
 - Staff must wear masks at all times.
 - Staff must exercise proper social distancing in the office, maintaining at least 6 feet and not facing one another, if possible.
 - Restroom breaks need to be staggered and limited to one person, if possible.
 - Manage lunch breaks to provide social spacing and proper hygiene. Stagger start and end times to limit the number of people within the lunch area at a given time.
 - Staff must use their assigned workstation, which must be least 6 feet away from each other.
 - Staff will be prohibited from using other workstations besides their own.
 - No congregating will be allowed (including anywhere in the breakroom or the copy room).
 - Before leaving, disinfect workstation (i.e. keyboard, mouse, desk, file cabinets, etc.) with Clorox disinfecting wipes provided.
 - Staff will notify Susan Tuxford, campus operations/cleaning crew, at **(708) 608-4218** that the office has been used and needs to be deep cleaned for use again the next day.
 - Failure to follow these protocols will result in revoked access to campus.

Students

Students will be allowed on campus to complete their coursework and/or attend appointments with college staff. These students must complete a self-screening using the CampusClear app before arriving on campus each day they are on campus. Only students with a “Good to Go!” pass will be permitted on campus. They will show the instructor the “Good to Go!” pass upon entering the classroom. If a student displays a Not Cleared for Campus message, direct them to immediately leave campus. They should contact their faculty members for instructional information, and the COVID-19 Coordinator will be in contact with them.

Some students do not have the capability of using an app on their phones and may opt to use the Campus Clear website. They will show you the You are Good to Go pass from their email. For students who do not have technological capabilities, paper visitor Health Assessment forms will be available in your classroom for their use.

Classroom safety instructions:

- There will be no more than 10 people total in a room, including the instructor(s).
- Students must stay home if they are feeling sick.
- Students must wear masks at all times.
- Students must exercise proper social distancing in the office, maintaining at least 6 feet and not facing one another, if possible.
- Restroom breaks need to be staggered and limited to one person, if possible, and proper hygiene followed.
- Students must provide their own water bottle and lunch. Water refill stations are available as are vending machines.
- No congregating will be allowed.
- Failure to follow these protocols will result in revoked access to campus.

All student COVID-19 cases will be referred to the COVID-19 Coordinator who will contact students with instructions on how to proceed. The coordinator also will notify all individuals who came in close contact with the affected student. For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. After notifications are made, the coordinator also provide follow-up and direction on a safe return to campus.

Visitors/Contractors

Visitors/Contractors are required to complete a self-screening using the CampusClear app before arriving on campus and must wear masks. The visitor must show their campus host the “Good to Go!” pass to enter campus. In the event a visitor does not have technological capabilities, use the paper visitor Health Assessment form.

Employees and Students COVID-19 Reporting and Return to Campus

Self-Quarantine Guidance

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom, if available.
- Do not allow any visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you're going to the right place and taking the necessary precautions.
- Wear a face covering/mask if you must be around other people, such as during a drive to the doctor's office.
- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds and if that's not available, clean with a hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. According to the CDC, these include "counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables."
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you'll need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

Employee Benefits

Blue Cross Blue Shield Telehealth

Moraine Valley Community College's medical plan includes virtual doctor visits for employees and their dependents who are enrolled in Moraine Valley's medical plans. Board Certified doctors, counselors, and psychiatrists are available 24/7.

Families First Coronavirus Response Act (FFCRA)

COVID-19 Special Leave Policy: This policy applies only to the 2019 Coronavirus pandemic (COVID-19), and employees are not required to use other accrued and unused leave before taking emergency paid sick leave.

Employee rights under the FFCRA can be found at: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

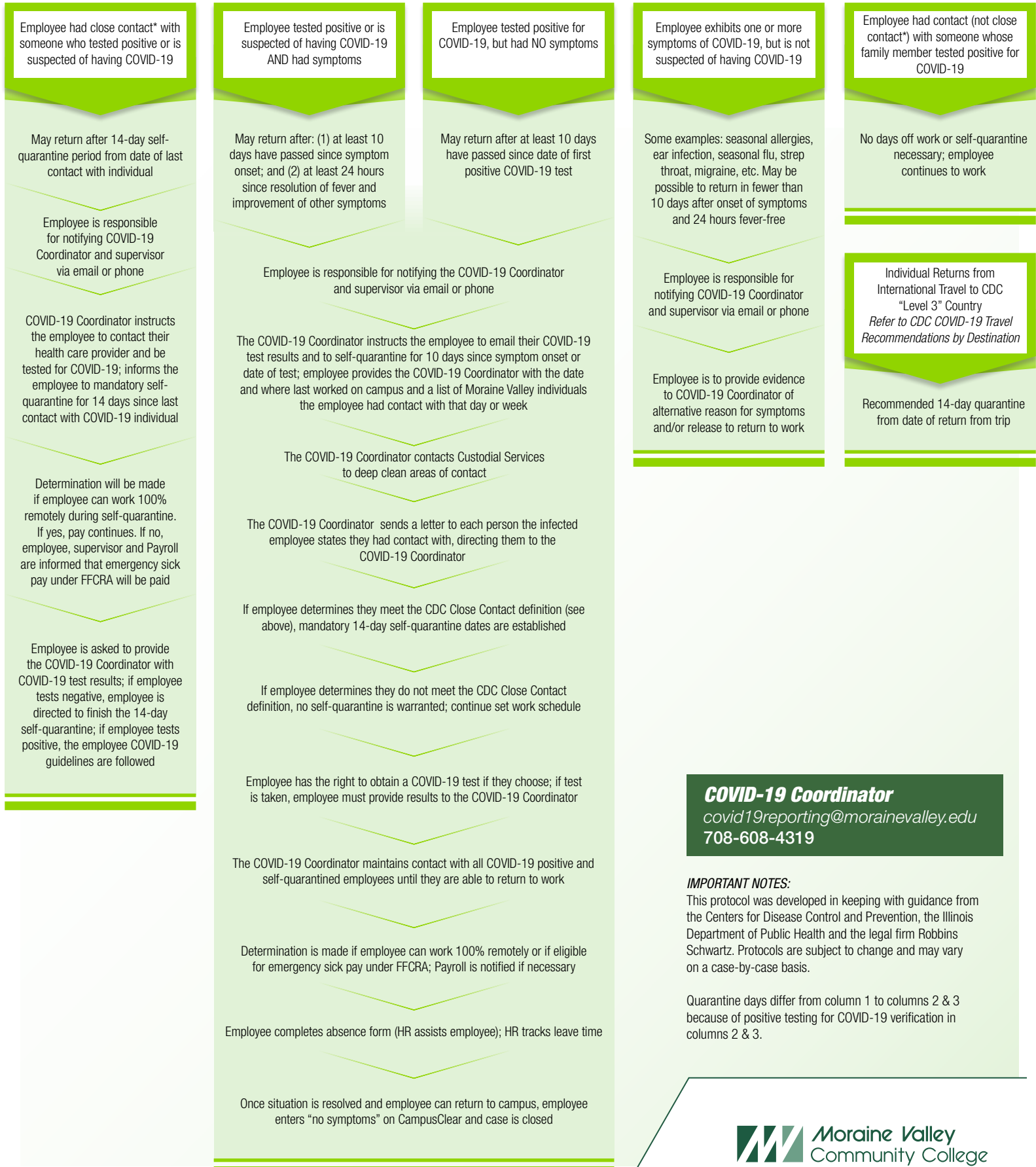
Moraine Valley is committed to ensuring a safe and healthy environment for our employees. In response to the recent pandemic, any employees who are exhibiting symptoms of the virus and/or are under quarantine (self and/or directed) may take expanded paid sick leave for up to 10 scheduled workdays.

Employees who have questions or need to utilize this special leave policy should contact Human Resources at humanresources@morainevalley.edu or **(708) 974-5704**.

Employee Flowchart Protocol for COVID-19 Reporting and Return to Work

Use of the Campus Clear App, a self-screening strategy for controlling the spread of COVID-19, is required to gain access to campus.

* For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.



COVID-19 Coordinator
 covid19reporting@morainevalley.edu
 708-608-4319

IMPORTANT NOTES:
 This protocol was developed in keeping with guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the legal firm Robbins Schwartz. Protocols are subject to change and may vary on a case-by-case basis.

Quarantine days differ from column 1 to columns 2 & 3 because of positive testing for COVID-19 verification in columns 2 & 3.



Student Flowchart Protocol for COVID-19 Reporting and Return to Campus

Use of the Campus Clear App, a self-screening strategy for controlling the spread of COVID-19, is required to gain access to campus.

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COVID-19 Coordinator

covid19reporting@morainevalley.edu
708-608-4319

IMPORTANT NOTES:

This protocol was developed in keeping with guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the legal firm Robbins Schwartz. Protocols are subject to change and may vary on a case-by-case basis.

Quarantine days differ from column 1 to columns 2 & 3 because of positive testing for COVID-19 verification in columns 2 & 3.

RETURN TO WORK ON-CAMPUS ORIENTATION

It is very important that all college employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19. Supervisors must also be training on how to manage employees during this time when there are varying ways in which employees will work. A training plan has been developed and structured to effectively disseminate this information to employees. All employees should complete training prior to returning to work on campus. A separate training plan will be developed for supervisors.

The orientation training will consist of the following:

- College's COVID-19 Response
- Signs and symptoms of COVID-19
- Daily self-screening for symptoms
- Isolation protocol for symptomatic employees
- Social distancing measures
- Personal hygiene
- Disinfection measures
- Families First Coronavirus Response Act

Employees can access the Return to Campus training on the [Return to Work page in MVConnect](#).

The college also has multiple training modules available for employees to view through SafeColleges. Interested employees should contact Human Resources for more information.

SURVEYS & FEEDBACK

Employee engagement and feedback is critical to the continued health and safety of our campus. Institutional Research and Planning will periodically survey staff and students.

BOARD OF TRUSTEES

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