



WHEELING UNIVERSITY

Wheeling University Fall 2020 Return to Campus Plan

Addendum A

COVID-19 Guidelines & Protocols for Faculty & Staff

In coordination with CDC information, WU provides the following guidelines on how to protect yourself and others from COVID-19 illness. These measures support the philosophy that the best way to prevent illness is to avoid being exposed to the virus. The virus is thought to spread mainly through close contact from person to person and may even be spread by people who are not showing symptoms. All faculty and staff are expected to fully comply with the policies, protocols and procedures outlined in this document as part of Wheeling University's Return to Campus Plan. Failure to do so may result in corrective action.

Symptom Monitoring Requirements

Faculty and staff who have been instructed to return to the workplace must conduct daily symptom monitoring on the LiveSafe App before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a local County Health Department to be eligible to report to work. Established symptoms by the U.S. Centers for Disease Control and Prevention (CDC) include one or more of the following*:

- Cough
- Shortness of breath/difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

*This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. All CDC references are supported by information provided by the U.S. Centers for Disease Control and Prevention.

If you have any symptoms, you should wear a face mask to avoid possible virus transmission to others. You should also self-isolate until cleared by a local County Health Department to return to work.

According to the CDC, "COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19."

The CDC has indicated that individuals with certain health conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (people age 65 and older)
- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Immunocompromised conditions (such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
- Severe obesity (BMI 40+)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

Faculty and staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish



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to seek ADA Reasonable Accommodations related to returning to the workplace should call Interim Director of Human Resources, David Tomanio, PhD, MBA, SPHR at 304-243-2639.

Employee Screening Procedures

All employees reporting to campus will be required to have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Additionally, all employees will undergo COVID-19 testing prior to the return of any residential students.

Each employee will be screened upon arrival to campus by a Public Safety employee using a touchless forehead/ temporal artery thermometer. **Any employee who has a fever at or above 100.4° Fahrenheit or who is experiencing coughing or shortness of breath will be sent home.** The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- he/she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- any respiratory symptoms (cough and shortness of breath) have improved; AND
- at least 10 days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his/her immediate supervisor for further direction.

COVID-19 Testing Requirements

All faculty and staff are required to undergo COVID-19 testing prior to the return of residential students on campus. Testing options are available through the Ohio County Health Department and should be arranged in coordination with the Office of Human Resources. An employee has the right to refuse COVID-19 testing. However, they do not have the right to expose others. Any employee refusing to test must self-quarantine at home for 14 days, keeping a symptom log that is to be shared confidentially with the Director of Human Resources. Quarantine may be lifted after the 14-day period has expired if there is no manifestation of symptoms.

Face Masks/Cloth Face Coverings

Face masks or face coverings must be worn by all faculty and staff working on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain, such as meeting rooms, common work spaces, and classrooms. Appropriate use of face masks/coverings is critical in minimizing risks to you and others and is not a substitute for social distancing. According to the CDC, types of face masks/coverings include a cloth face covering, disposable mask, medical-grade surgical masks, and N95 Respirators.

While all faculty and staff are required to wear face masks/coverings in the abovementioned settings, disposable masks will be provided by WU, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. Individuals may also wear a cloth face covering, which will help WU reduce the need to purchase additional masks, which are in short supply. Cloth face coverings should only be worn for one day and should be properly laundered before use again.

Use and care of face coverings

- Wash your hands or use hand sanitizer prior to handle the face mask/covering
- Put the mask/covering on your face, ensuring that it fits over your nose and under your chin
- Place band behind your head or place the loops around your ears
- Avoid touching the front of the face mask/covering



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Taking off your face mask/covering

- Do not touch your eyes, nose, or mouth when removing your face mask/covering
- Wash your hands immediately after removing

Care and storage of your face mask/covering

- Disposable masks must not be used for more than one day and should be placed in the trash after use
- Cloth face coverings should not be used for more than one day at a time and should be washed after use with regular clothing detergent before the first use and after all subsequent uses
- Keep clean face masks/coverings stored in a paper bag when not in use

Gloves

The CDC recommends wearing gloves when you are cleaning or caring for someone who is sick but is not necessary in most other situations. Instead, everyday preventative actions are recommended for hand cleanliness, such as social distancing, and washing your hands with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% alcohol. Healthcare workers and others in high-risk situations should use gloves as part of PPE (Personal Protective Equipment).

Social Distancing

Social distancing is one of the best practices to avoid being exposed to the COVID-19 virus and in helping to slow the spread. Since people can spread the virus before they know they have it, keeping a safe distance between you and others is important. Faculty and staff should follow these CDC social distancing practices:

- stay at least 6 feet (about 2 arms' length) from others
- do not gather in large groups
- stay out of crowded places and avoid mass gatherings

As a general rule, you are urged to limit close contact with anyone outside your household.

Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place; after blowing your nose, coughing, or sneezing; after using the restroom; before eating; and when visibly soiled. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol. When applying sanitizer, cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Office/Workspace Disinfection

Wheeling University custodial standards will provide the cleaning of office and workspaces based on CDC guidelines. However, it is always best to practice additional care in your own work area by wiping down commonly used surfaces and objects.

High Traffic Offices/Areas

In order to facilitate contact tracing, all areas that have high interaction and traffic will be monitored via a sign-in sheet or visitors log. Sanitary stations will be placed in designated high traffic areas.

Sneezing/Coughing Hygiene

Always cover your mouth and nose with a tissue when you sneeze or cough, or use the inside of your elbow. Be sure to throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol.

Reporting COVID-19 Policy Violations

Individuals may confidentially report any violations of the outlined COVID-19 Policies and Guidelines through the LiveSafe App.