



## COMMUNICABLE DISEASE POLICY – COVID 19 September 14, 2020

Cedar Crest College is committed to providing a healthy and safe learning and working environment. In cooperation with the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allentown Health Bureau, the College has implemented the steps necessary to maintain a safe working environment that minimizes risk and helps to stop the spread of infection on campus, while maintaining the continuity of business operations.

This policy is only in effect for a specified communicable disease (infection) pandemic time period of which the dates will be determined by the President and Chief Financial Officer/Chief Operating Officer and in conjunction with the guidance from the state of Pennsylvania.

Pennsylvania has identified three phases for COVID-19 operations: Red, Yellow and Green.

<b>RED PHASE:</b> <ul style="list-style-type: none"><li>• Life sustaining businesses only</li><li>• Schools are closed for in-person instruction</li><li>• Most child care closed</li><li>• Stay at home orders are in place</li><li>• Large gatherings are prohibited</li></ul>	<b>CEDAR CREST COLLEGE:</b> <ul style="list-style-type: none"><li>• No in person classes</li><li>• Only essential personnel permitted on campus</li><li>• Instruction and student services are delivered online</li><li>• Remote work for campus community</li><li>• Fitness center and RAC closed</li></ul>
<b>YELLOW PHASE</b> <ul style="list-style-type: none"><li>• Telework continues where feasible</li><li>• Schools are closed for in-person instruction</li><li>• Child care open with worker and building safety orders</li><li>• Stay at home restrictions lifted, with continued aggressive mitigation</li><li>• Gatherings larger than 25 prohibited</li></ul>	<b>CEDAR CREST COLLEGE:</b> <ul style="list-style-type: none"><li>• No in person classes; course delivery continues in accordance with state guidance</li><li>• On campus work begins to resume in phases, in accordance with safety protocols and social distancing practices</li><li>• Staffing plans allow for flexibility, staggered work times and alternating schedules to maintain social distancing practices</li><li>• Fitness center and RAC remain closed to public</li></ul>

<p><b>GREEN PHASE:</b></p> <ul style="list-style-type: none"> <li>• Businesses open following CDC and PA Department of Health Guidelines</li> <li>• Aggressive mitigation orders lifted</li> <li>• Individuals continue to follow CDC and PA DOH guidelines</li> </ul>	<p><b>CEDAR CREST COLLEGE:</b></p> <ul style="list-style-type: none"> <li>• In person classes may resume</li> <li>• Campus re-opens</li> <li>• Continue to follow CDC and PA DOH guidelines (social distancing, etc.)</li> <li>• Monitor public health indicators and maintain flexibility in the event of return to yellow or red phase</li> </ul>
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**REPORTING KNOWN OR SUSPECTED COVID-19**

Due to the contagious nature of COVID-19, it is necessary for the College to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of COVID-19. Faculty and staff must notify Human Resources (610-606-4666 x4636) or email [humrscs@cedarcrest.edu](mailto:humrscs@cedarcrest.edu). As required by law, Cedar Crest College will report all necessary information to the Allentown Health Bureau and/or PA Health Department. Every effort will be made to ensure confidentiality of information received as part of this policy and to protect the privacy of all parties involved.

**TRAVEL TO CDC or DEPARTMENT of HEALTH WARNING AREAS**

Travel for college business to areas defined as high risk by federal, state or local orders is not recommended and requires consultation with the individual’s respective cabinet member. Employees who, for personal reasons, must travel to countries rated by the CDC list as Level 3 or PA’s list of states with high numbers of COVID-19 cases should be cautious and follow safety protocols while traveling. Any employee who has traveled to a state or country on either of these lists may be asked to quarantine upon return to Pennsylvania, in accordance with federal and state guidelines. Where possible and appropriate, a negative COVID test may be taken as a substitute. Please consult Human Resources about your travel plans.

**SYMPTOMATIC or SICK EMPLOYEES:**

Any employee who has symptoms of the infection **must stay at home**. Any employee who reports to work and shows signs of the infection is to be sent home immediately. Employees should consult with their personal healthcare professional or local health system regarding their symptoms and the potential for testing. Symptoms of COVID-19 and Return to Work Guidelines are included at the end of this policy.

Absences for the infection will not be classified as excessive absences that would otherwise be subject to disciplinary action. In the case that an employee is absent from work for ten consecutive work days or more, or hospitalized and/or resulting

complications, the employee will be required to provide a medical release in order to return to work. All information related to the reason(s) for an employee's absence due to an infectious disease, are kept confidential to the extent protected by applicable laws.

Employees who must stay at home with infectious symptoms will be paid according to the policies currently in place regarding sick leave. Employees who may need to be out of work due to personally being infected may also qualify for Family and Medical Leave of Absence (FMLA) and should contact Human Resources for more information.

Employees who exhibit symptoms of COVID-19 and need to be out of work may also be eligible for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA) and should contact Human Resources for additional information.

### **EMPLOYEES LIVING WITH FAMILY MEMBERS WITH SUSPECTED OR KNOWN COVID-19**

Employees should also stay home if the employee has a household member at home with COVID-19. The employee should remain in self-isolation for any period designated by the CDC, Pennsylvania Department of Health, or Allentown Health Bureau. During a self-isolation period due to a household member with the disease, employees are expected to continue working remotely (if possible) in order to receive their regular pay and benefits, provided that they submit evidence supporting the requirement of self-isolation. Employees with a family member impacted by COVID-19 may also be eligible for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA).

### **SITUATIONS INVOLVING SCHOOL OR CHILD CARE CLOSURES**

If an employee's dependent child's school is closed or child care is unavailable due to COVID-19 conditions, the employee may want to remain at home with the child. Children cannot be brought on campus. Employees who must stay at home with a child whose school is closed or whose child care is unavailable may utilize any accrued paid time off (vacation, floating holiday or personal time) or they may qualify for Emergency Paid Sick Leave (EPSL) and/or Emergency Family and Medical Leave of Absence (EFMLA) under the FFCRA. Employees may apply for EPSL or EFMLA by contacting Human Resources and submitting the required documentation. Employees who are not eligible for EPSL or EFMLA may use all accrued vacation, floating holiday and personal time should they need to remain home to care for a child as a result of COVID-19. Remote work guidelines may also apply and are subject to approval.

### **EMPLOYEES WHO MAY BE AT RISK FOR MEDICAL REASONS**

Employees who may need to self-isolate or require other arrangements for preventive health reasons should contact Human Resources and submit documentation indicating the need for self-isolation or alternate work arrangements. The documentation will be reviewed and considered under the College's ADA Policy.

### **OTHER LEAVE OF ABSENCE**

Employees who do not fall into any of the above categories and who refuse to report to work out of concern for contracting the communicable disease will be permitted to have

an unpaid leave of absence after exhausting all accrued vacation, floating holiday and personal time. The maximum time period that an employee will be eligible for this type of unpaid leave is four (4) weeks.

### **Symptoms of COVID-19**

Information from the CDC states that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 and should stay home from work:

- Cough
- Shortness of breath or 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. Pink eye has also been linked with COVID-19. If you have any of the above symptoms in conjunction with a fever and/or dry cough, you should stay home. Employees should consult with their personal health care professional or local health systems regarding their symptoms and the potential for testing.

### **GUIDELINES TO RETURN TO WORK AFTER COVID-19 ILLNESS OR SUSPECTED (presumed) COVID-19 ILLNESS (includes tested and non-tested individuals)**

- ✓ At least 10 days have passed since symptoms first appeared
- ✓ No fever for at least 72 hours with medications (such as acetaminophen, ibuprofen, etc.). It is recommended that the body temperature not be above 100 degrees Fahrenheit (PA Department of Health order states  $\geq 100.4$  should be sent home).
- ✓ After at least 3 days following resolution of symptoms (fever, cough, shortness of breath). Indicators of this may include:
  - Ability to take 3 deep breaths without coughing
  - Ability to climb a flight of steps (10 to 12) without significantly more shortness of breath than the person's usual baseline
  - No coughing during a 5 minute conversation
  - If prior hospitalization with COVID-19, wait 7 days after resolution of symptoms

Note: Fatigue or any other symptoms (than listed above) beyond mild residual may require a greater period of home recovery time and any worsening symptoms should be medically reassessed. COVID-19 illness may vary significantly in severity and time to recovery, and there will be individual factors that must be considered in the process.

- ✓ A note from the individual's personal health care provider, if obtainable

## **PERSONAL SAFETY PRACTICES for RETURNING TO CAMPUS**

- **FACE MASKS/CLOTH COVERINGS** or Personal Protective Equipment (PPE): Employees are required to wear a face mask, cloth covering or other PPE while working on campus when in the presence of others and in public areas on campus. Disposable, single use masks will be provided by the College, if needed. Employees are encouraged to bring their own mask/covering, for personal safety and health reasons, and also to reduce the need for the College to purchase additional masks, which are in short supply. Single use face masks should be disposed of after each use and cloth coverings must be washed after each use.
- **PHYSICAL DISTANCING:** Practicing physical distancing is one of the best ways to slow the spread of COVID-19. Since people can spread the disease even before they know they are sick, it is important to stay away from others when possible, even if you do not have symptoms. Wearing a mask is not a substitute for physical distancing. Follow these distancing practices to help protect everyone from getting sick:
  - Stay at least 6 feet apart (about 2 arms' length) from other people at all times
  - Do not gather in groups
  - Stay out of crowded places and avoid large gatherings
  - Adhere to staffing plans that support distancing by limiting the number of employees in an area at a given time. Staffing plans allow for remote work, staggered shifts, alternating schedules, and other means to maintain physical distancing practices.
- **HAND WASHING:** Employees should wash hands frequently for at least 20 seconds with soap and water (or use hand sanitizer if soap and water are not available). Wash hands after being in public spaces, blowing your nose, coughing, sneezing, or touching your face. Avoid touching your eyes, nose and mouth and wash your hands after touching your face. Use paper towels or tissues to open doors when exiting restrooms and for other high-touch surfaces, such as door handles. Refrain from shaking hands, high fiving, fist bumping or other such physical contact.
- **ILLNESS:** Employees **MUST** stay home if feeling ill or if exhibiting symptoms of COVID-19. Employees who begin to feel ill while at work should go home immediately.
- **PRACTICE RESPIRATORY ETIQUETTE:** Cover mouth and nose when coughing or sneezing. Use the inside of your elbow when sneezing or coughing and immediately wash your hands.
- **HYDRATION:** Maintain excellent hydration throughout the work day. Increase consumption of water and other hydrating liquids to maintain health and wellness.

- **MEETINGS and GATHERINGS:** In person meetings should allow for adequate physical distancing and should fall within established guidelines (no more than 10 people initially, increasing to 25, etc. as allowed). No large meetings are permitted. Food and beverage should not be served at meetings unless single serve and pre-packaged. No communal platters or utensils are permitted.

### **RELATED POLICIES**

Sick Leave

ADA Policy

Family and Medical Leave

Remote Work Guidelines

Families First Coronavirus Response Act