

COVID-19 PLAN FOR EMPLOYEES- PHASE TWO

Eastern Washington University

This plan is designed to meet the requirements of the Governor of the State of Washington's "Stay Home, Stay Healthy" Proclamation and the workplace requirements by Labor & Industries. This plan will remain in place for the duration of those orders.

Limited Access

- During Phase Two of the Governor's Safe Start plan, all buildings at EWU other than the PUB will be closed to the public and will remain locked. Employees will need a key or prox card to access buildings.
- Except for specific activities approved in advance by the Provost, all instructional activities will remain online.

Training Prerequisites for Returning to Campus During Phase Two

Before returning to campus or within the first week of work after returning to campus, all employees must review EWU's Employee Guide for Returning to Campus. This guide will provide training on:

- 1) The signs, symptoms, and risk factors associated with COVID-19
- 2) How to prevent the spread of the coronavirus at work, including the importance of personal responsibility to engage in effective handwashing, covering coughs and sneezes, not touching one's face, and the importance of social distancing
- 3) Process for daily screening and sick employee protocols
- 4) Mask requirements, how to wear a mask, and how to properly care for a cloth mask. The type of mask required and amount of training provided will depend on the exposure risk for the employee's position.
 - a) Low exposure risk (able to maintain six feet of distance from others)- employees will be directed to wear a cloth mask when they are working within six feet of any other individual. Employees are welcome to wear masks at other times.
 - b) Medium exposure risk (able to maintain six feet of distance from others most of the time, but position requires contact with less than six feet of distances several times per day)- employees must wear a cloth mask unless their exposure dictates a higher level of protection under the Department of Labor & Industries rules
 - c) High exposure risk (custodial or law enforcement working with a person who has tested positive for COVID-19)- must use a N95 mask or similar form of protection and receive specialized training from Environmental Health & Safety)
- 5) In cases where employees may share items such as tools, equipment, or devices, employees should wear disposable gloves, where safe and applicable, to prevent transmission of the virus on tools and items that are shared. Disposable gloves should be discarded after a single use.

Employees will also be required to watch a short training video on Canvas.

Social Distancing Requirements in the Workplace

- 1) During Phase Two, employees are required to keep six feet of distance from any other individual, except when performing activities where distancing is impossible (e.g. cash register, law enforcement).
- 2) Workspaces must be rearranged, if necessary, to ensure there is six feet of distance between work spaces.
- 3) Employees are not permitted to share a vehicle with anyone outside of their household. Departments will ensure that adequate sanitation supplies are available in each vehicle.
- 4) In-person meetings are discouraged. If a meeting is held in-person, the room must be arranged in such a way to assure that at least six feet of space separates all participants
- 5) Supervisors must work with staff to alternate break schedules to minimize the chance that more than one person will be present in the lunchroom at a time.
- 6) As needed, supervisors should stagger work schedules to minimize the number of employees arriving or leaving work at the same time.

Screening Protocols & Sick Employee Plan

Each day, employees who are working on site must engage in a self-screening process. This consists of two steps:

1) Step One: Employees should take their temperature at home prior to arrive at campus every day. If an employee has a temperature of 100.4° F or higher, the employee is not permitted to come to campus.

2) Step Two: Employees must assess their own health condition to determine whether or not they have any of the following symptoms:

- A new fever (100.4° F or higher) or the feeling of having a fever
- A new cough that is not because of another illness or condition
- New shortness of breath that is not because of another illness or condition
- Fatigue or muscle aches that are not from exercise or injury
- A new sore throat that is not because of another illness or condition
- New loss of taste or smell

If any employee has any of these conditions, the employee must not come to campus. The employee must notify their supervisor and stay home.

If an employee develops these symptoms while on campus, the employee must immediately notify their supervisor and go home.

Employees are required to stay home while experiencing such symptoms and should not report to work until they have been evaluated by a healthcare provider. The employee can then choose to telecommute or use accrued available leave. If an employee develops symptoms of acute respiratory illness, the employee must seek medical attention and inform Human Resources.

3) Training: all employees who are returning to campus will receive training in the self-screening process.

4) Reminders: the entrance to each building will have a poster reminding employees of the self-screening process and directing them to not enter the building if they answer yes to any of the screening questions.

COVID-19 Exposure Plan

- 1) COVID-19 Exposure Off-Campus: If an employee is informed by the Department of Health, local health department, or their representatives that they need to isolate or quarantine themselves because they had close contact with a person with a confirmed positive case of COVID-19, the employee must follow the health department's isolation/quarantine requirements. The employee must notify their supervisor that they are under health department directives to isolate/quarantine. The supervisor is responsible for reporting this to the Director of Human Resources, Caren Lincoln. To support employees' privacy, supervisors shall not discuss reports of possible COVID-19 with other employees.
- 2) Employee with COVID-19: If an employee tests positive for COVID-19, the employee must immediately notify their supervisor and remain home for 7 days after all symptoms have resolved or for the duration of the recommended quarantine status from a medical provider/health district, whichever is longer. Supervisors must immediately notify the Director of Human Resources, Caren Lincoln. To support employees' privacy, supervisors shall not discuss reports of possible COVID-19 with other employees.
- 3) COVID-19 Exposure On Campus: If an employee, student or visitor notifies EWU that they have a confirmed case of COVID-19 and the person was on campus within the last 14 days, EWU will assist the local health department with contact tracing. In addition to any notifications by the local health district, EWU will provide notice to all employees who were in close contact with the person with a confirmed case of COVID-19 within the last 14 days. This notification will include information about what a person should do based on the CDC Public Health Recommendations for Community-Related Exposure. Close contact is defined as being within 6 feet of a person for a time period of 10 or more minutes. EWU will keep the name of the person with the confirmed COVID-19 case confidential when sharing information with close contacts. EWU will provide such information to the local health district.
- 4) Reporting Other COVID-19 Cases: if an employee becomes aware of an EWU campus community member who has a confirmed case of COVID-19 (such as a student), the employee may report this information by submitting a report at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/. Reports regarding students will be shared with Health & Wellness. Reports regarding employees will be shared with Human Resources.
- 5) Disinfecting the Area: If EWU is notified that someone who has been on campus within the last 14 days has a probable or confirmed case of COVID-19, EWU will immediately cordon off any areas where the person/student/visitor might have worked, touched surfaces, etc. The area will remain cordoned off until the area and equipment has been cleaned and disinfected according to CDC guidelines.

Employee Safety Concerns

- 1) Employees who feel like it is not safe to return to campus and who are able to telecommute, will be permitted to telecommute during Phase Two. If an employee does not feel like working on campus is safe, is not in a high-risk group as described in the Governor's Proclamation 20-46, and is unable to telecommute, the employee may use applicable accrued leave or apply for unemployment benefits.
- 2) For those employees who identify themselves as being in a high risk group, as described in the Governor's Proclamation 20-46, and do not feel safe returning to campus, employees should contact Human resources to explore available options such as teleworking, reassignment, or social distancing measures.

- 3) Employees can report concerns about the safety of the workplace at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/. Employees are protected from being retaliated against for raising safety or health care concerns.

Site Specific Supervisors

Each campus has a person identified as the “COVID-19 Supervisor” for purposes of monitoring the health of employees and enforcing this plan. The following people have been identified as COVID-19 Supervisors:

Cheney: Trent Lutey, Director of Risk Management
Spokane: Nikki Measor, Director of Student Services
Everett: TBD when the area moves to Phase Two
Bellevue: TBD when the area moves to Phase Two