

# FAIRMONT STATE ROADMAP

RETURN-TO-WORKPLACE GUIDE



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# A MESSAGE FROM CHIEF SWAIN, DIRECTOR EMERGENCY MANAGEMENT

Dear Colleagues and friends,

I think we can all agree that the last several months have been similar to riding a rollercoaster with a blindfold on—some high points, some low points, sharp unexpected turns, and the entire experience at a rocket fire pace. And while it was an experience that we will never forget, we did it together. We made it to today, and now we plan for the future.

My team, in consultation with the Marion County Health Department, has developed this guide for employees to return to the workplace. We all know it will not be the same place that we left. We will have new health and safety protocols to follow, new paths to follow through buildings, and new ways of doing the once mundane tasks. But we will remain focused on the goal of providing in-person services and education as-long-as it is safe to do so.

From the very beginning, the university's policies and protocols for responding to the COVID-19 pandemic have been rooted in safety for our students, our faculty, our staff, and the public. The goals for our response are to protect the entire Falcon Family and ensure that we can safely resume operations and classes this fall.

In addition to our local health department, our plans are aligned with city and county orders and ordinances, as well as with Governor Jim Justice's phased reopening model. Our plans also follow recommendations from the federal government, the Centers for Disease Control and Prevention, and the West Virginia Department of Health and Human Resources.

Because our knowledge and understanding of the COVID-19 virus continues to evolve, this document will also continue to be updated as we learn and adapt to new threats and opportunities. This may not be a straight path forward. We likely will have some stops and starts, so your flexibility and understanding will be essential to our success.

If you have employment questions or comments about returning to the workplace, please consult with your supervisor or e-mail [hr@fairmontstate.edu](mailto:hr@fairmontstate.edu). You can also visit Fairmont State's COVID-19 website, [www.fairmontstate.edu/covid19](http://www.fairmontstate.edu/covid19).

Please contact the Emergency Management Staff for questions regarding all other matters related to the COVID-19 safety protocols: Chief Swain at (304) 367-4157 and/or Craig Crimm at (304) 367-4290.

Chief Matt Swain,  
Director Emergency Management

A handwritten signature in black ink, appearing to read 'M. Swain', with a stylized flourish at the end.

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# RETURNING TO ON-SITE WORK LOCATIONS



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# PHASED STAFFING PLANS

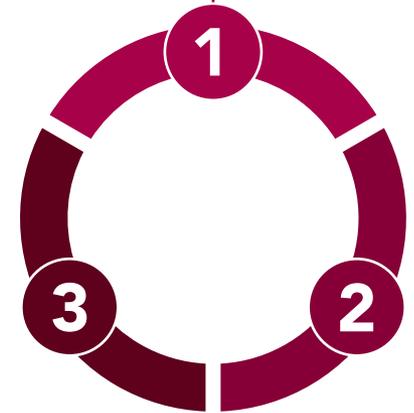
Through a “Phase-In” process, Fairmont State will be returning staff to on-site in a coordinated process to ensure appropriate physical distancing, guidance regarding use of PPE (personal protective equipment) and adherence to public health guidelines for COVID-19. At this time, the University has not been able to confirm the availability of COVID-19 based testing upon your return to campus. However, we continue to communicate with the Marion County Health Department to ensure that appropriate steps are being taken to minimize any spread of this pandemic.

Department Leadership is currently working on recommendations of how and when to bring each unit back to campus. Those plans will then be reviewed by the Emergency Management team. Once approved, this plan will be communicated to you, prior to your return.

**Fairmont State University plans to safely return to campus for the beginning of the fall term including face-to-face classes. University Leadership will continue to monitor state and federal recommendations for higher education institutions on how to safely return.**

To lessen the potential for exposure while we are transitioning employees back to campus, a deliberate process of increasing the number of people on campus (density) to meet physical distancing requirements will be implemented. Therefore, some units that can continue to effectively work remotely may be given a later return to campus date than other units.

As staffing on site increases and operations expand, officials will closely monitor the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.



# FALCONS COME BACK—PHASED REOPENING PLAN

Until assigned to a phase by their supervisor, employees should continue to telecommute or work adjusted schedules as instructed.

## PHASE I - COORDINATED MOVE-OUT OF ALL RESIDENCE HALLS

MAY 8-18, 2020 (1st Round Complete) / JUNE 14, 2020 (2nd Round Complete)

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## PHASE II - LIMITED EMPLOYEE RETURN TO CAMPUS

BEGINS JUNE 1, 2020

Phase two will allow for limited staff to return to campus from June 1-30. This phase will be focused on staff in Hardway Hall, Colebank, and the Turley Center. These locations have been identified due to staff members immediate need for access to files and systems in order to execute their job duties efficiently. Only those employees identified as “Phase II” Workers will be permitted on campus. All other employees must continue to request access to areas on campus through their supervisor and Chief Swain.

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## PHASE III - FALL TERM RETURN TO CAMPUS\*

Phase III will be executed in a two part process where staff will be returned to campus from **JULY 1-15 and JULY 16-AUGUST 3**. Staff will be notified of their specific return date by their supervisor. Faculty will report on August 3.

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\*Employees who may be at higher risk for severe illness from COVID-19 may continue to telecommute until Phase III, with supervisor approval. Requests to telecommute beyond Phase III may invoke the interactive process under the Americans with Disabilities Act (ADA), may require physician documentation, and may be assessed for a reasonable accommodation and/or undue hardship on the department or the university.

# STAFFING OPTIONS

## PRIOR TO RETURN TO WORK ON AUGUST 3\*

Once staff members have been instructed to return to work on site, and **PRIOR TO AUGUST 3**, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

- **REMOTE WORK:** Staff who can work remotely to fulfill some or all of their work responsibilities may continue to do so until August 3 to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the staff supervisor, may be done on a full or partial day/week schedule, as appropriate.
- **ALTERNATING DAYS:** In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.
- **STAGGERED REPORTING/DEPARTING:** 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 physical distancing requirements. To comply with current social distancing guidelines, all employees should wear masks when within six feet of other individuals.
- **TRAFFIC FLOW:** Separate entries and exits will be designated for larger, heavily used buildings. Personnel workflow and physical structure also may be adjusted to limit crossover in entrances, hallways and common spaces. Individuals will be asked to walk to the right in common hallways, corridors and paths.



\*As CDC, the State of West Virginia and Marion County Health Department guidance changes, this date may be extended to ensure compliance with all guidelines.

# HEALTH & SAFETY GUIDANCE



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# PERSONAL SAFETY PRACTICES

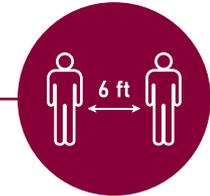
ALL EMPLOYEES must adhere to the following preventative actions.

## WASH YOUR HANDS OFTEN.



- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Hand sanitizing dispensers will be placed in campus buildings with a priority placed on common areas like public entrances and elevator lobbies.

## AVOID CLOSE CONTACT.



- Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about 2 arms' length) from other people. Remember that some people without symptoms may be able to spread the virus.
- Avoid shaking hands.
- Do not enter other employees' personal workspaces.
- Reduce high-touch exposures by propping open interior doors where feasible.
- Do not gather in large groups.

## UTILIZE PERSONAL PROTECTIVE EQUIPMENT TO COVER YOUR MOUTH AND NOSE.

- The University will require all faculty, staff, students, and visitors to wear face coverings or masks while on campus when social distancing cannot be observed. However, even when social distancing is possible, masks are encouraged.
- The University will require the use of face coverings in classrooms at all times.
- The University has ordered a reusable mask for every employee. A distribution plan will be shared later.
- All physical distancing protocols will be adhered to, to the extent possible, including maintaining a safe distance apart (usually six feet) and practice good personal hygiene.
- Always wear a face covering in any work situation where you cannot adequately physically distance yourself from others. However, the face covering is not a substitute for physical distancing. See the Appendix for guidance from the Centers for Disease Control and Prevention regarding making, wearing and cleaning cloth face coverings.
- Wear a face covering when you go out of your personal workspace. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.



## COVER COUGHS AND SNEEZES. ●

- As noted above, face coverings should be worn in situations where you cannot engage in proper social distancing. However, if you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Stay home if you are sick. Sick employees should consult with Human Resources regarding the Certification of Illness or Quarantine process. An employee may also be eligible for leave related to COVID-19. The Families First Leave Application form should be completed to determine whether this leave process applies and, if applicable, can be used during this period instead of medical documentation when absent due to illness or leave related to COVID-19: <https://www.fairmontstate.edu/FFCRA-Form>



## CLEAN AND DISINFECT. ●

Clean and disinfect frequently touched surfaces daily.

- Cleaning will be increased in high-traffic areas and high-touch surfaces. These areas include, but are not limited to the following: entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).



- Minimize the sharing of office equipment to the greatest extent possible. Disinfecting cleaner will be provided, upon availability and as requested, and employees are encouraged to frequently wipe down office common spaces, including countertops, conference tables and chairs, light switches, drawer handles, phones and copiers. To request disinfecting cleaner, contact [facilities@fairmontstate.edu](mailto:facilities@fairmontstate.edu).
- Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.
- If surfaces are dirty, clean them with detergent or soap and water before disinfection. Then, use a household disinfectant. The U.S. Environmental Protection Agency has a list of products that meet its criteria for use against the virus that causes COVID-19. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours.



# SPECIFIC SITUATIONS



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## WORKING IN OFFICE ENVIRONMENTS ●

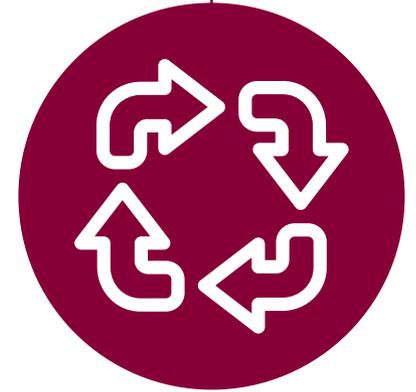
The Emergency Management Team has reviewed floor plans and placed signage to assist employees in the proper use of rooms to ensure social distancing, and minimize exposure. If your area needs additional assessment, based on your use of the particular space, please contact the Emergency Management Team (Chief Swain and/or Craig Crimm) for additional guidance.

In coordination with Emergency Management, Departments should assess open work environments, meeting rooms, and classrooms to institute measures to physically separate and increase distance between employees, other co-workers and customers. Emergency Management may:

- Place visual cues such as floor decals, colored tape or signs to indicate to visitors where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Place one-way directional signage to ensure when walking in common corridors, stairwells or hallways employees walk to the right to ensure social distancing.

If you work in an open environment, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room.

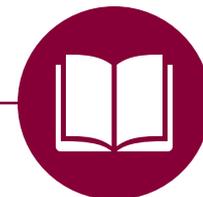
If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).



Masks/face coverings should be worn by all employees in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.

## IN THE CLASSROOM ●

Everyone is required to wear a mask while in the classroom. Social distancing should also be observed where possible. Cleaning supplies in the form of a refillable spray bottle of cleaning solution (rated to kill the coronavirus) and a microfiber cloth will be located in each classroom and lab. Cleaning solution will be refilled as needed by our custodial team. However, if the cleaning supplies are missing or need replenished, please send an email to [facilities@fairmontstate.edu](mailto:facilities@fairmontstate.edu).



## RESTROOMS ●

Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.



## ELEVATORS ●

Due to physical distancing requirements, no more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.



## MEETINGS ●

Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Webex, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. For questions regarding how to set-up rooms according to current guidelines, please consult with the Emergency Management Team.

During your time on site, you are encouraged to communicate with your co-workers as needed by e-mail, instant message, telephone or other available technology, rather than face-to-face.



## MEALS ●

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining out, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments will be meeting requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements.

Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.



Office kitchens and breakrooms may not be used for communal gathering or dining in.  
Sanitize your hands before and after using shared appliances like refrigerators and microwaves.  
After use, wipe appliances down, if supplies are available, and immediately wash your hands.  
Use of communal coffee pots are discouraged.



## **BUILDING ACCESS**

All buildings will continue to be secured to limit entry to employees only until further notice. Do not hold or prop open exterior doors for any other person.

Unless prior approval is given by Emergency Management, no visitors or guests will be permitted in University buildings through at least July 31, 2020, and perhaps longer.

## **BUSINESS AND PERSONAL TRAVEL**

At this time, all work-related and non-essential travel has been suspended. Additional guidelines will be provided once travel has resumed.

Employees who travel for personal reasons may be required to quarantine, and/or be tested, prior to returning to work.



## **MENTAL AND EMOTIONAL WELL-BEING**

The University's Employee Assistance Program (EAP), REACH, provides counseling and resources for all employees. The program is available 24 hours a day, 7 days a week by calling (800) 950-3434. REACH's online resources may be accessed by setting up an account at <https://mylifeexpert.com/login>. To create a new account, you will be asked to provide a "company code". The company code is "fairmont."



# OTHER RESOURCES



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- If you have employment questions or comments about returning to work on site, please e-mail [hr@fairmontstate.edu](mailto:hr@fairmontstate.edu).
- If you have questions regarding the COVID-19 Safety Protocols, please contact the Emergency Management Staff: Chief Swain at (304) 367-4157 and/or Craig Crimm at (304) 367-4290.
- For details about the university's overall response to the COVID-19 pandemic, visit [www.fairmontstate.edu/covid19](http://www.fairmontstate.edu/covid19).
- For information about the State of West Virginia's response, visit the West Virginia Department of Health and Human Resources website at <http://www.dhhr.wv.gov/COVID-19> or call their information hotline at 1-800-887-4304.
- For federal guidance from the Centers for Disease Control and Prevention (CDC), visit <http://www.cdc.gov/coronavirus/2019-nCoV>.
- If you are experiencing fear or stress created by COVID-19, contact the University's Employee Assistance Program, REACH through its online resources at <https://mylifeexpert.com/login>. To create a new account, you will be asked to provide a "company code". The company code is "fairmont."
- For directions for making, wearing and cleaning cloth face coverings, see the CDC's "Use of Cloth Face Coverings to Help Slow the Spread of COVID-19," which is also available in the Appendix of this guide. Watch the Surgeon General's video. Visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

As with prior Fairmont State publications, these materials are meant to be consistent with guidance published by the federal, state, and local governments and the associated health agencies. This document is reflective of the relevant scientific and medical information available at the time of publication. These materials are not and should not be used as a substitute for medical or legal advice. Rather, they are intended as a resource for use in coordination with applicable government and related institutional policies and guidelines, and they remain subject to further revision as available data and information in this space continue to emerge and evolve.

NOTE: The lists are not exhaustive. Further, the above link(s) are being provided as a convenience and for informational purposes only. They do not constitute an endorsement or an approval by Fairmont State University, and Fairmont State bears no responsibility for the accuracy, effectiveness or legal status of the content of these external sites or for that of subsequent links. Please contact the individual site owners for answers to questions regarding content.



# APPENDIX



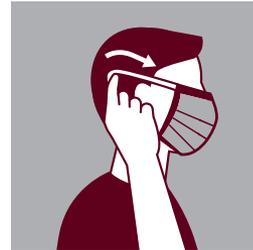
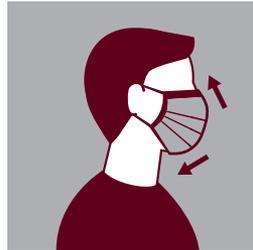
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# USE OF CLOTH FACE COVERINGS TO HELP SLOW THE SPREAD OF COVID-19

## HOW TO WEAR CLOTH FACE COVERINGS

### CLOTH FACE COVERINGS SHOULD:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape



## CDC RECOMMENDATIONS FOR HOMEMADE CLOTH FACE COVERINGS

The use of simple cloth face coverings can slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional public health measure.

Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

For additional information, please refer to the Centers for Disease Control and Prevention's Coronavirus (COVID-19) webpage at [CDC.GOV/CORONAVIRUS](https://www.cdc.gov/coronavirus)

