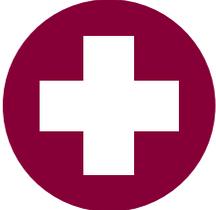


Q. HOW DO EMPLOYEES KNOW WHEN THEY ARE TO RETURN TO WORK ON SITE?

- 
- A. Fairmont State University plans to safely return to campus for the beginning of the fall term including face-to-face classes. Employees will return to campus in phases. Each department supervisor is creating a return-to-workplace plan for review by the Emergency Management team. Once your unit's plan has been approved, your supervisor will contact you via e-mail and/or phone at least one week before your expected return.
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Q. WHAT IF AN EMPLOYEE BECOMES ILL WITH FEVER, COUGH OR OTHER CONCERNING SYMPTOMS?

- 
- A. Employees who are sick should seek medical assistance as appropriate and remain out of the workplace until symptoms disappear. Sick employees should consult with Human Resources regarding the Certification of Illness or Quarantine process. Employees will not be permitted to return to work while exhibiting COVID-19 symptoms including: fever (100.4°F or higher), or a sense of having a fever; a new cough, new shortness of breath, or new sore throat that cannot be attributed to another health condition; new muscle aches (myalgias) that cannot be attributed to another condition or a specific physical activity. Employees diagnosed with COVID-19 should immediately inform their supervisor and Human Resources.
-

Q. WHAT IF AN EMPLOYEE BELIEVES HE/SHE HAS BEEN EXPOSED TO COVID-19?

- 
- A. If an employee is in close contact with someone with COVID-19 and/or develops symptoms of the virus, they should call their healthcare provider and tell them about the symptoms. The healthcare provider will decide whether the employee needs to be tested.

If an employee lives in a community where there is an ongoing outbreak of COVID-19 and the employee develops symptoms (as noted above), he/she should call their healthcare provider and tell them about the symptoms. Stay home if COVID-19 symptoms develop and go home immediately if symptoms occur at work.

Q. WILL ALL EMPLOYEES BE TESTED FOR COVID-19 BEFORE RETURNING TO WORK ON SITE?

- 
- A. 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.



Q. WILL THERE BE DAILY HEALTH CHECKS/TEMPERATURE SCREENINGS FOR EMPLOYEES?

- A.** Under current conditions, employees will not be asked to participate in daily health checks or temperature screenings. The CDC considers screening employees an optional strategy. However, the University is considering the possibility and will advise if there is a change in protocol.



Q. DOES THE UNIVERSITY HAVE THE CAPABILITY TO DO ANTIBODY TESTING TO FIND OUT IF EMPLOYEES HAVE ALREADY BEEN EXPOSED TO COVID-19?

- A.** At this time, the University has not been able to confirm the availability of COVID-19 based testing, including antibody testing. 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. Antibody testing is not currently being recommended by the Marion County Health Department because depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection. It is also unclear if those antibodies can provide protection (immunity) against being infected again.



Q. WHAT ABOUT LEAVE IF AN EMPLOYEE OR IMMEDIATE FAMILY MEMBER HAS BEEN DIAGNOSED WITH COVID-19?

- A.** Stay home if you are sick. Sick employees should consult with Human Resources regarding the Certification of Illness or Quarantine process. An employee who is sick, or whose family members are sick, may be entitled to Family and Medical Leave Act (FMLA) leave under certain circumstances. These circumstances may include a virus such as COVID-19, where complications arise that create a "serious health condition" as defined by the FMLA.

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>



Q. CAN THE UNIVERSITY PROHIBIT AN EMPLOYEE FROM COMING TO WORK ON SITE IF THE EMPLOYEE IS KNOWN TO HAVE CONTRACTED COVID-19 OR TO HAVE HAD CLOSE CONTACT WITH SOMEONE WHO HAS?

- A.** Yes. The University is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, including requiring that employees not come to work on site if they have been diagnosed with, or have been exposed to, COVID-19.



Q. WHAT IF AN EMPLOYEE HAS BEEN TOLD BY A HEALTHCARE PROVIDER THAT THEY NEED TO BE ISOLATED OR QUARANTINED DUE TO EXPOSURE?

- A.** If an employee has been told to isolate or quarantine, they should work with their supervisor to determine whether Telecommuting options are available. Supervisors should consult with Human Resources to assist with this assessment if they are unclear how to handle work-from-home arrangements for staff or faculty.

If telecommuting is not feasible for the impacted employee, the employee will use sick leave, vacation and/or compensatory time, when available.

If the employee has exhausted all paid leave balances, the employee may be placed on administrative leave for an amount of time to be determined by the University, based on the paid-leave provisions of the Families First Coronavirus Response Act. Additional information can be found at: <https://www.fairmontstate.edu/FFCRA-Poster> and <https://www.fairmontstate.edu/FFCRA-Form>

Supervisors should consult with Human Resources regarding approval of administrative leave. The University may require authorization from a healthcare provider provided to Human Resources before the employee may return to work on site.

Q. WHAT IS THE PLAN FOR THOSE EMPLOYEES WHO ARE CONSIDERED HIGH RISK FOR CONTRACTING COVID-19?

- A.** Employees who may be at higher risk for severe illness from COVID-19 may continue to telecommute until Phase III of the Return-to-Workplace plan, with advance approval from their supervisors.

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. You should discuss any medical concerns you have with your supervisor, your physician and/or Human Resources.

Q. IF AN EMPLOYEE HAS BEEN ADVISED TO QUARANTINE BY THE UNIVERSITY, WHEN ARE THEY ABLE TO RETURN TO WORK?

- A.** The Centers for Disease Control and Prevention places return-to-work criteria for employees into two categories—symptoms-based and test-based.
- Employees who have been off work due to COVID-19 symptoms only (not confirmed by a test) may return when they are fever free for 72 hours without fever-reducing medications and at least 10 days without any symptoms.
 - Employees who have been tested for COVID-19 may return when the employee retests negative on two separate tests at least 24 hours apart.



Q. WILL THE UNIVERSITY PROVIDE FACE COVERINGS?

- A.** The University has ordered a reusable mask for every employee. Unless and until those masks arrive, employees should supply their own mask for use while on campus. A distribution plan will be shared later.



Q. WILL THE UNIVERSITY PROVIDE CLEANING SUPPLIES FOR OFFICES?

- A.** Offices will continue to be cleaned through the University's custodial cleaning staff. Increased levels of disinfecting of high-touch areas is also being coordinated. Upon request, as available, cleaning solution and microfiber rags will be provided for high traffic areas and/or classrooms. To request cleaning supplies, please send an email to facilities@fairmontstate.edu.



Q. WILL THERE BE A "DEEP CLEAN" OF CAMPUS FACILITIES BEFORE EMPLOYEES RETURN TO WORK ON SITE, AND WILL CLEANING MEASURES REMAIN RIGOROUS AFTER WE RETURN?

- A.** If your workspace has been unoccupied for 7 days or more, it will not require anything beyond a normal, routine cleaning before you return to work on site. Most employees have been telecommuting for the past couple of months and the virus that causes COVID-19 has not been shown to survive on surfaces longer than 7 days. The University's housekeeping staff has been wiping down and disinfecting high-touch surfaces since the beginning of the pandemic, and will continue to do so. These high-touch surfaces include, but are not limited to entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).



Q. WILL CLASSROOMS BE SANITIZED BETWEEN EACH CLASS AND WILL THERE BE EXTRA OR SHORTER CLASS TIMES TO ALLOW FOR THIS CLEANING?

- 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 cleaning contractor. However, if the cleaning supplies are missing or need replenished, please send an email to facilities@fairmontstate.edu.



Q. IF BUILDINGS ARE LOCKED, HOW WILL EMPLOYEES GAIN ACCESS TO THEIR WORKSPACES?

- A.** Employees should contact the University Police Department if they have any issues with gaining access to their workspaces. The University Police Department can be reached at (304) 367-4157.



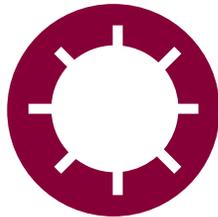
Q. WILL CASUAL GATHERING AREAS BE ELIMINATED?

- A.** Yes, to ensure adherence with social distancing guidelines and help eliminate the potential for spread of COVID-19, office kitchens and breakrooms may not be used for communal gathering or dining in.



Q. WHY CAN'T I CONTINUE TO TELECOMMUTE INDEFINITELY? MY JOB CAN BE DONE REMOTELY, SO I DON'T REALLY NEED TO BE ON SITE.

- A.** Fairmont State's business model is a high-touch, brick-and-mortar University that offers a full campus experience. This personal interaction is at the heart of what we do. Our students and our community expect us to be here to provide educational and other services in person.



Q. IF I HAVE A VACATION SCHEDULED, AM I STILL ABLE TO GO?

- A.** You may go on your vacation, provided your supervisor has approved the request. Dates of previously approved annual leave may need to be altered to ensure appropriate coverage. Please confirm with you supervisor.

Once your vacation dates are confirmed with your supervisor, you may be asked to complete the online Voluntary Travel Registration Form upon returning to campus <https://www.fairmontstate.edu/forms/voluntary-travel-reporting>. This form is intended to allow the University to monitor our travel footprint and share critical information with State and/or Local officials to assist in the control of spread.

Depending on your destination and activities, you may also be required to be tested for COVID-19 and/or to telecommute for 5-14 days before returning to work on site. Your supervisor and representatives of Human Resources, and the Office of Emergency Management will work together to determine the necessary course of action based on current public health guidelines.



Q. SHOULD CLOTH FACE COVERINGS BE WASHED OR OTHERWISE CLEANED REGULARLY? HOW REGULARLY?

- A.** Yes. They should be routinely washed.

Q. HOW DOES ONE SAFELY STERILIZE/CLEAN A CLOTH FACE COVERING?

- A.** A washing machine should suffice in properly washing a cloth face covering.

Q. HOW DOES ONE SAFELY REMOVE A USED CLOTH FACE COVERING?

- A.** Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.