

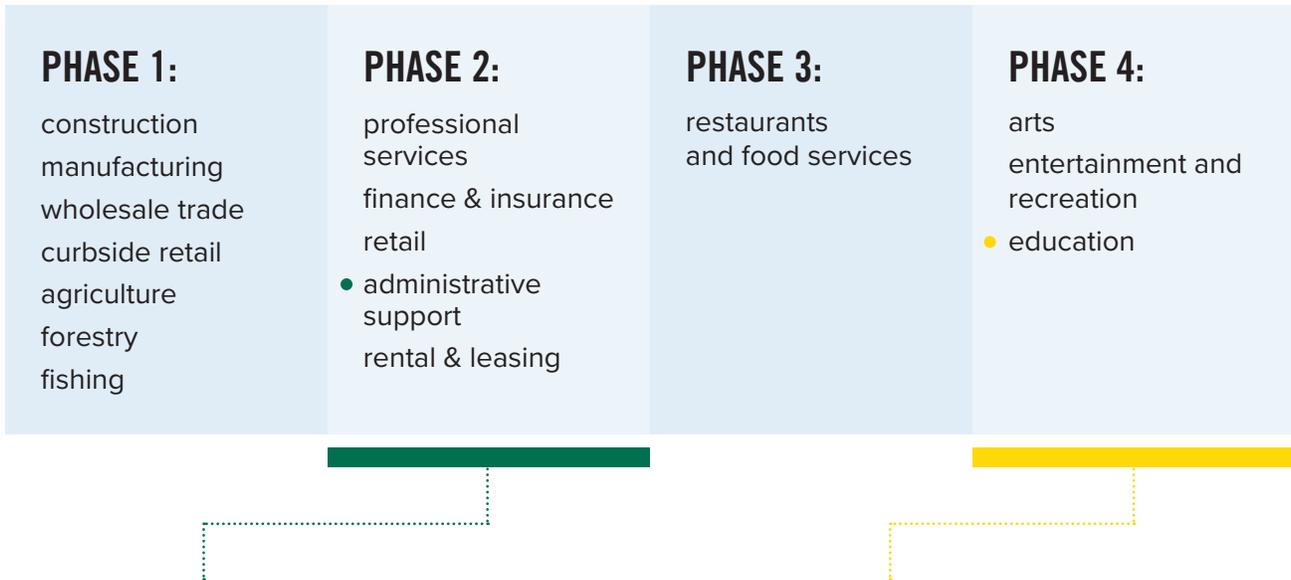
Reopening Safety Action Plan

EFFECTIVE JUNE 29, 2020

Introduction & Purpose

Governor Cuomo announced the end of the New York “PAUSE” effective May 15, 2020, and a gradual reopening plan dubbed “New York Forward.” The plan allows New York to reopen on a regional basis as each region meets certain criteria necessary to protect public health.

Once a region is permitted to reopen, businesses will be able to resume operations in four different phases:



Higher education administration falls under Phase 2, while **full campus reopening** falls under Phase 4.

Employees whose responsibilities can be covered remotely should continue with the current arrangement during Phase 2. However, the College has begun preparations for a phased reopening and return to the workplace, beginning with administrative functions that require a presence on campus. The cornerstone of the College’s reopening plan is the health and safety of employees and other community members. To this end, the College has developed the following Reopening Safety Action Plan (the Plan), which follows the recommendations issued by Center for Disease Control (CDC), the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and state and local health authorities. **Even with this phased reopening, occupancy should be no more than 50% of capacity.**

The Plan includes the following:

I. Preparing and Maintaining Safe Workspaces & Premises

- Preparing the Campus for Reopening
- Cleaning and Disinfection Protocols
- Social/Physical Distancing
- Restriction on Shared Items and Spaces
- Restriction on Nonessential Travel

II. Individual Health & Safety Measures

- Promoting Health and Prevention Hygiene Practices
- Personal Protective Equipment (PPE)
- Communication

III. Process for Mandatory Health Screening

- Daily Employee Health Check
- Daily Health Certification
- Access to Campus
- Failure to Meet Certification Requirements
- Continuous Self-Monitoring
- Suspected Illness
- Reporting of Potential Exposure

IV. Action Plan for Suspected or Confirmed Cases of COVID-19

- Isolation/Quarantine of a Confirmed Individual
- Employees and Other Individuals in Close Contact with Infected Individual
- Cleaning and Disinfection Plan

V. Human Resources COVID-19 Policies

The purpose of the Plan is to prevent individuals who are unwell from entering campus, minimize the risk of infection for all members of the College community and provide a road map for decision-making throughout the reopening process that places safety first. The Plan is focused on health and safety measures pertaining to the return of employees on campus and is subject to change as additional guidance becomes available. This Plan applies to the phased reopening of the College's administration and essential operations that were not subject to the governmental shutdown order. Other health and safety measures pertaining to the return of students on campus will be forthcoming as the College receives further guidance from the CDC and public health authorities. Everyone must share in the responsibility to ensure the health and safety of all College community members by following the requirements of this Plan.

Contact Information

Human Resources developed this plan in collaboration with the College's COVID-19 Working Group and Institutional Policy and Planning Committee. Human Resources is responsible for implementation and monitoring the Plan. Any questions regarding the Reopening Safety Action Plan should be directed to Human Resources on its hotline at 518-580-5801 or hr@skidmore.edu.



I. PREPARING AND MAINTAINING SAFE WORKSPACES & PREMISES

Preparing the Campus for Reopening

Prior to reopening, the College will prepare the physical workspace for the reentry of employees and other individuals allowed on premises. The College will clean all outdoor areas in accordance with existing cleaning practices. Employees should disinfect all outdoor surfaces, such as picnic tables and benches, before and after use.

For indoor areas, the College will clean all areas that have been unoccupied for the seven-day period before reopening. For any areas that have been occupied in the time frame leading up to reopening, the College will clean and disinfect any frequently touched surfaces and objects made of hard and nonporous materials (glass, metal or plastic) and will clean or launder any frequently touched objects made of soft and porous materials, such as carpets, rugs or material in seating areas. To the extent possible, any soft and porous material in high traffic areas shall be removed before reopening.

The College will evaluate and monitor the air exchange in each building to ensure that there is proper air quality throughout workspaces. This is an ongoing process and modifications to the air exchange will be made as necessary.

All College buildings have been evaluated based on hallway widths and projected flow for safe pedestrian foot traffic within buildings and common areas. When possible, the College installed directional signs and arrows to encourage one-way foot traffic for social distancing. After this evaluation, certain spaces in the following buildings have arrows and directional signage to encourage social distancing:

- Palamountain
- Case Center

In all other buildings, pedestrians should travel in single file and maintain social distancing. It is recommended that face masks be worn at all times and are required when the social distancing protocol cannot be maintained. Murray-Aikins Dining Hall and the Williamson Sports Center will be evaluated when Phase 4 is approved.



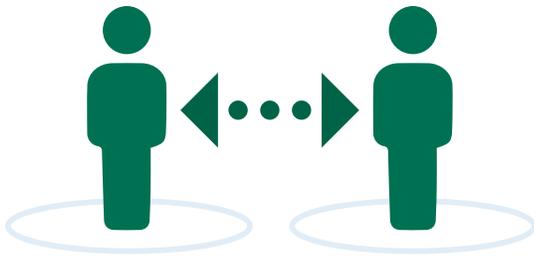
Cleaning and Disinfection Protocol

The College normally maintains the highest standards in regular cleaning and disinfecting practices. The College is intensifying its efforts and implementing enhanced cleaning and disinfection that include the following:

- Before reopening a workspace, department heads will notify Facilities Services at facilities@skidmore.edu and Human Resources at hr@skidmore.edu with the date of occupancy and occupancy levels.
- All frequently touched surfaces in occupied spaces, such as all doorknobs, handles, light switches, countertops, common area tables, fountains, trash cans, hand dryers and paper towel dispensers will be cleaned and disinfected at least daily by Facilities.
- All shared equipment, vehicles and tools must be disinfected by employees, using available EPA-approved disinfectant, before and after use. EPA-approved disinfectant materials can be obtained by contacting Facilities at facilities@skidmore.edu.
- Common areas and office space will be cleaned and disinfected at least daily. Each office employee is responsible for cleaning and disinfecting their workspace frequently throughout the day. To facilitate regular cleaning and disinfection, all nonessential items should be removed from employees' desks and stored in enclosed cabinets or drawers. EPA-approved disinfectant materials can be obtained by contacting Facilities at facilities@skidmore.edu.
- Bathrooms in occupied buildings will be cleaned by Facilities at least once daily or more depending on the frequency of use.
- As detailed below, the cleaning and disinfection of any exposed areas in the event an individual is confirmed to have COVID-19, including but not limited to all heavy transit areas and high-touch surfaces.

The College will maintain cleaning logs that document the date, time and scope of cleaning, and will be filed in Facilities.

Employees will receive information on the College's enhanced cleaning and disinfection protocol upon returning to work and periodically as compliance with the protocol is monitored. Employees and visitors will be notified of the College's cleaning and disinfection practices by posting signs throughout the campus. Employees may use disposable gloves while cleaning and disinfecting their workspace or shared equipment. Disposable gloves will be provided by the College and can be obtained by contacting Facilities at facilities@skidmore.edu. The College will provide additional personal protective equipment (PPE) and training for cleaning staff.



Social/Physical Distancing Protocols

Social distancing protocol requires employees and other individuals on campus to maintain at least a six-foot distance from each other. To ensure appropriate social distancing continues, the College's plan includes the following:

- The College considers six feet of distance to be a minimum for appropriate social/physical distancing.
- Office space occupancy will be limited to ensure compliance with social distancing in all directions.
- Where occupancy limitations are not sufficient to ensure compliance with social/physical distancing, the College may modify, reconfigure or restrict the number of workstations and desks, or require the use of face coverings or physical barriers (e.g., cubicle walls, plexiglass or similar impermeable dividers or partitions).
- Seating areas will be reconfigured and/or restricted so that employees are at least 6 feet apart in all directions.
- The total number of occupants within an office space will be limited to no more than 50% of the maximum occupancy at any given time for a particular area as set by the occupancy as designed.
- Employees who can work remotely may continue to do so at this time unless required to be on premise by the manager. Any employee who disagrees with the determination of their manager should contact Human Resources at the hotline 518-580-5801 or hr@skidmore.edu for assistance.
- Supervisors and managers are responsible for monitoring area occupant density to ensure employees are at least six feet apart in all directions while at their workstation or desk and are not sharing workstations without cleaning and disinfection between uses. They should work with Human Resources to address any concerns.
- Tightly confined spaces, such as elevators, supply rooms, personal offices, vehicles and restrooms, will be occupied by only one person at a time unless all occupants are wearing face coverings, in which case occupancy must be no more than 50% of maximum occupancy or as designed. Occupants should increase ventilation of these areas, such as by opening windows and doors in personal offices, to the greatest extent possible.

Social/Physical Distancing Protocols (continued)

- Face-to-face interaction should be kept to a minimum. Meetings should be conducted virtually whenever possible.
- When necessary, on-site meetings will be limited to the greatest extent possible and will be held in a well-ventilated and large enough space to accommodate 6 feet of separation between attendees. Meetings will be as short as possible.
- Work activities requiring multiple individuals will be limited to the greatest extent possible. When not possible, employees must use appropriate PPE, including face masks that cover both the nose and mouth. If a work activity typically requires a higher degree of protection for PPE due to the nature of the work, employees must continue to wear the appropriate level of PPE for the specific work activity.
- Individuals must avoid handshaking or any other touching when greeting other individuals. Individuals who have inadvertent physical contact with others must wash their hands, following proper hand-washing protocol.
- Employees may not congregate during break or lunch periods. Employees will be notified of appropriate spaces for eating meals and meal periods may be staggered in order to maintain appropriate social distancing. Always stay at least 6 feet apart.
- Personal and other nonessential visitors are not permitted on site. Essential visitors are limited to delivery drivers, third-party repair services, emergency medical services, local authorities and approved visitors.
- Buildings with designated pickup and delivery locations will be established and marked. Contact will be limited to the greatest extent possible during pickup and deliveries.
- Bidirectional foot traffic in narrow aisles, hallways or spaces may be reduced, using tape or signs with arrow. Otherwise, employees are required to wear face coverings in these spaces.
- Social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on campus will be posted. Employees in shared workspaces are encouraged to contact Facilities at facilities@skidmore.edu for assistance in marking six-foot-distance circles around their workstations.
- Appropriate signage will be placed throughout campus to remind individuals of social distancing protocols, to cover their nose and mouth with a face covering when six feet of social distance cannot be maintained, on how to properly store and discard PPE, on proper hand hygiene and cleaning and disinfection guidelines and on how to report symptoms of or exposure to COVID-19.



Restrictions on Shared Items and Spaces

Shared Tools and Equipment. Employees should avoid sharing tools and equipment unless the specific work assignment makes avoidance impossible. When avoidance is not possible, employees must disinfect tools and equipment before and after use. Avoid using others' phones, desks, offices and other work tools. If you must share items, be sure to inform coworkers and disinfect after use. Nonessential shared tools and equipment will be removed or marked as not in use.

Shared Spaces. Employees must maintain a distance of at least 6 feet when interacting in shared spaces, including in office spaces and common areas. Employees in shared workspaces are encouraged to contact Facilities at facilities@skidmore.edu for assistance in marking six-foot-distance circles around their workstations. Smaller shared spaces, such as restrooms and kitchen areas will be limited to use by a single occupant at all times, unless all individuals are wearing acceptable face coverings in which case occupancy must never exceed 50% of the maximum or designed capacity. All counters, handles and other commonly touched surfaces must be disinfected prior to and after use. Nonessential common areas will remain closed.

Shared Vehicles. Generally, occupancy within vehicles will be limited to one occupant. If a vehicle must be occupied by more than one individual, all occupants must wear face masks. All College-owned vehicles will be disinfected before and after use by the employee.



Restriction on Nonessential Travel

Nonessential business travel is currently suspended. The College will closely monitor guidance from local health officials and will resume business travel as soon as it is deemed safe to do so. Employees are strongly discouraged from nonessential personal travel. The CDC continues to recommend individuals stay home as much as possible and practice social distancing. Traveling, even locally, to visit friends and family, increases an individual's chances of contracting and spreading COVID-19. It is possible for someone to have COVID-19 and spread it to others, even if they have no symptoms.

II. INDIVIDUAL HEALTH & SAFETY MEASURES



Promotion of Health and Prevention Hygiene Practices

The following personal hygiene practices have been shown to avoid infection and must be followed by employees and authorized visitors:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing. Hand-washing stations with signage for appropriate hand-washing will be available in all lavatories and kitchen areas.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Department heads may request hand sanitizer bottles through Facilities at facilities@skidmore.edu. Hand sanitizer stations will be arranged near the following locations:
 - Each building entry
 - Stairwell door entry in buildings
 - Elevator entry
 - Time clocks
- Do not share utensils, cups or water bottles. Common water containers should not be in use during this phase. Shared dishware in break rooms and kitchenettes will be removed.
- Bring food from home and do not share.
- Employees are encouraged, but are not required, to stay on the premises during break or lunch periods. Employees who leave campus are strongly encouraged to practice social distancing and appropriate hygiene practices while off campus and to use hand sanitizer prior to reentering their building.



Personal Protective Equipment (PPE)

Required PPE will be provided to any employee or authorized guest at no cost. Face mask and gloves will be available at Campus Safety.

Department heads should contact Campus Safety at campus-safety@skidmore.edu to make arrangements to pick up the face masks and gloves. Employees should contact their manager to obtain a face mask or gloves.

Face Masks. Appropriate face coverings must be worn when in common areas such as hallways, stairways and restrooms or when social distancing is not possible, including times of brief interaction between co-workers and authorized visitors.

Employees working alone in their office or vehicle do not need to wear masks, but anytime someone is within 6 feet of another person, their face mask must be on. A cloth face covering, disposable mask or face shield may be worn, and employees are permitted to bring their own face coverings. If an employee has a medical condition that limits their ability to wear a mask in accordance with state requirements, the employee should contact Human Resources to request an accommodation.

Face coverings must be cleaned daily or replaced after use or when damaged or soiled and may not be shared. Face masks must be stored in a paper or plastic bag or a box when they are not being used and must be carried with employees when moving through workspaces.

Gloves. Gloves may be worn if multiple individuals are touching like surfaces, such as a printer or copier, and will be provided by the College. When gloves are not used, employees must sanitize or wash hands before and after contact.

Face Shield. Certain employees may require an alternative to a face mask. Employees who require a face shield instead of a face mask should contact Human Resources at 518-580-5801 or hr@skidmore.edu.



Communication

To ensure the College and its employees comply with communication requirements:

- The College will post signage throughout campus to remind employees and approved visitors to adhere to proper hygiene, social distancing rules, appropriate use, storage and disposal of PPE, cleaning and disinfecting protocols and how to report symptoms of or exposure to COVID-19.
- The College will regularly communicate updated information to employees by email and maintain updated information on the College's COVID-19 website. The College will also continue the HR Hotline to answer any questions related to the College's reopening and this Plan.
- Department heads will require employees to maintain a continuous log of every person, including employees and visitors who may have close contact (under 6 feet) with other individuals at their work areas, excluding deliveries that are performed with appropriate PPE or through contactless means. Close contact is defined as a meeting or discussion lasting a minimum of 15 minutes. Incidental or brief contact, such as passing in the hallway, is not considered a recordable event. The intent is to establish an accurate record for traceability.
- The College will immediately notify state and local health departments if an employee tests positive for COVID-19. Both the College and the employee will cooperate with contact tracing efforts, including notification of potential contacts, such as workers and approved visitors who had close contact with the individual, while maintaining confidentiality required by applicable law.

III. PROCESS FOR MANDATORY HEALTH SCREENING

Daily Employee Health Check

Stay Home When Sick. Employees must take their temperatures prior to coming to work each day. If an employee does not have a thermometer at home, they must go to Campus Safety prior to entering their building to have their temperature checked. Employees and other individuals with any of the following symptoms must stay home from work and not enter the work site:

- Fever (100.4°F or higher) or feeling feverish (chills, sweating)
 - Cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Headache
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell
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These symptoms are similar to the flu, and in either case, individuals who are sick should stay home. If any individual believes they have been exposed to COVID-19 and/or develops a fever and symptoms, such as cough or difficulty breathing, they should immediately call their health care provider for medical advice. Any individual who tests positive for COVID-19 or has symptoms of COVID-19, must notify Human Resources. The College will maintain the confidentiality of any employee who reports a medical condition, including a COVID-19 infection.

Daily Health Certification

Employees can enter their building if they do not register a temperature of 100.4°F degrees or greater and can certify that they:

- Have not been in close contact with a confirmed case of COVID-19 within the past 14 days
 - Have not had a fever or felt feverish in the past 14 days
 - Have not experienced any new respiratory symptoms including a sore throat, cough or shortness of breath, in the past 14 days
 - Have not experienced any new muscle aches or chills in the past 14 days
 - Have not experienced any new change in their sense of taste or smell in the past 14 days
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Employees must submit a certification to Human Resources by accessing the form that is available at www.skidmore.edu/daily-health or with a form as required by a manager before or upon arrival to work each day. For website certifications, Human Resources is responsible for receiving and attesting to having reviewed all employee certifications each day and keeping the certification in HR files. For paper certifications, the department head is responsible for receiving and attesting to having reviewed all employee certifications each day and keeping the certification in department files.

Access to Campus

Any essential visitor seeking access to campus must submit to a temperature check and self-certify via a certification form.

Failure to Meet Certification Requirements

Any individual who registers a temperature of 100.4 degrees or higher or cannot certify to any other above requirements should not come to campus or will not be allowed to remain on campus. Employees will not be permitted to return to work until cleared to return by a health care provider OR completing at least 14 days of self-quarantine and are approved to return to work by Human Resources. Employees who are critical to the operation or safety of the College may be able to return to work sooner if consistent with local and state health department and CDC requirements.

Continuous Self-Monitoring

Employees shall continue to self-monitor throughout the day and must advise their manager or Human Resources if they begin to experience any of the symptoms listed above.

Suspected Illness

Supervisors and managers may separate and direct any employee who indicates they do not feel well or who is demonstrating acute respiratory illness symptoms (cough, shortness of breath, etc.) to work from home, if appropriate, or use paid time off. Any of the above individuals should notify Human Resources immediately.

Reporting of Potential Exposure

Any employee who learn they have been in immediate contact with someone within or outside the workplace who tested positive for COVID-19 must notify Laura Goodwin in Human Resources immediately at lgoodwin@skidmore.edu of the potential exposure. Employees who have been exposed must complete a 14-day self-quarantine before returning to work. If the employee is critical to the operation or safety of an office and is NOT symptomatic, the employee may be approved to return to work sooner following specific state guidelines.

List of Testing Sites

The College is currently not administering COVID-19 tests on campus. A list of testing sites can be found on the College's COVID-19 website or can be obtained by contacting Human Resources at hr@skidmore.edu.

IV. ACTION PLAN FOR CONFIRMED CASES OF COVID-19 ON CAMPUS

Isolation/Quarantine of a Confirmed Individual

Any employee who tests positive for COVID-19 or exhibits COVID-19 symptoms or has close contact with a person who has tested positive for COVID-19 must remain at home until completing 14 days of self-quarantine or is released by a health care provider or public health official.

Employees and Other Individuals in Close Contact with an Infected Individual

The College will notify the state and local health department immediately upon being informed of any positive COVID-19 test result. The College will work with public health officials to identify all individuals who worked in close proximity (within 6 feet) for a prolonged period of time (10 minutes or more to 30 minutes or more depending on the particular circumstances, such as how close the employees worked and whether they shared tools or other items) during the time the employee has symptoms and the 48-hour period before the onset of symptoms or positive test result, whichever is earlier. Those individuals identified by public health officials and/or the College as having close contact with an individual who tests positive for COVID-19 will not be able to return to work until the end of the 14-day quarantine period. Employees who are quarantined must self-monitor for symptoms and seek medical attention if symptoms develop.

Cleaning and Disinfection Plan

In the event an individual tests positive for COVID-19, the College will implement the following response plan if it is less than seven days since the person who is sick visited or used the facility:

- Close off areas used by the person who is sick.
- Increase air circulation in the area.
- Wait up to 24 hours before cleaning and disinfecting the area.
- Close, clean and disinfect all shared areas used by the person who is sick, such as offices, bathrooms, common areas, lobbies, entrances and shared equipment.
- Once the area has been appropriately disinfected, it can be opened for use.
- Individuals without close contact with the person who is sick can return to the workspace immediately after disinfection.

V. HUMAN RESOURCES COVID-19 POLICIES

COVID-19 Leaves of Absence

Employees who are unable to work due to COVID-19 related reasons may be entitled to a leave of absence in accordance with the following:

Emergency Paid Sick Leave – In accordance with New York state law, the College will provide 14 days of paid sick leave for employees who cannot work from home and who are subject to a mandatory or precautionary order of quarantine or isolation. The quarantines covered by New York’s Paid Sick Leave Law are mandatory and precautionary quarantines required by the state of New York, the Department of Health, local boards of health or “any government entity duly authorized to issue such order due to COVID-19.” This would include employees who test positive for COVID-19 (mandatory isolation), employees who have had close contact (6 feet) with someone who is positive (mandatory quarantine) or had proximate exposure to a positive person but has not come in direct contact with a positive person and is not displaying symptoms (precautionary quarantine). Any employee who is subject to a mandatory or precautionary order of isolation or quarantine must notify Laura Goodwin in Human Resources immediately at lgoodwin@skidmore.edu.

Paid Time Off – The leave provisions above are in addition to and do not diminish accrued vacation time. If an employee exhausts emergency paid sick leave and cannot return to work because of their own illness or if an employee needs to care for an ill family member, they may be eligible for disability or paid family leave benefits, which may be supplemented by accrued vacation time in accordance with College policy. See disability benefits and paid family leave policies for additional information regarding these benefits, including how to apply.

Accommodation of High-Risk Individuals – Employees who have been advised by their health care provider that they are in a high-risk group (as defined by the Center for Disease Control) may request an accommodation by contacting Laura Goodwin in Human Resources immediately at lgoodwin@skidmore.edu. Human Resources may request reasonable documentation to support an employee’s request for accommodation. If an employee’s job duties can be performed from home, the College may allow the employee to work remotely as an accommodation unless doing so would cause an undue hardship. If an employee’s job responsibilities cannot be performed remotely, employee will be permitted to use available vacation time and take unpaid leave.

Other Accommodations – Employees may request a remote work arrangement or leave of absence for other COVID-19 related reasons (e.g., unavailability of child care, care giving responsibilities for an at-risk family member) by contacting Laura Goodwin in Human Resources immediately at lgoodwin@skidmore.edu. Human Resources will work with the employee and the employee’s manager to handle each request on a case-by-case basis, taking into consideration the employee’s job responsibilities, the needs of the department and the facts and circumstances underlying the request.

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Human Resources COVID-19 Policies (cont.)

Application of College Attendance & Absenteeism Policies – The College’s attendance and absenteeism policies will continue to apply upon reopening, including attendance expectations, normal call-in procedures and prohibition on excessive absenteeism. However, employees should not view these policies as discouraging staying at home when ill or following a health care provider’s or public health official’s recommendations. Substantiated COVID-19 related absences and other protected leave will not negatively affect employees’ attendance records. Employees are expected to follow normal call-in procedures and to cooperate with any requests for documentation from the College.

Employee Privacy – The College will maintain any information received related to the exposure or diagnosis of COVID-19 as medical records in accordance with the Americans with Disability Act (ADA) and New York State Human Rights Law. Mandated reporting under the Plan is restricted solely to COVID-19 diagnoses and COVID-19 related symptoms and exposures. Employees should not report their temperature readings or any other underlying, preexisting or unrelated medical condition or disability. The College will not keep records of employee temperature readings.

CONCLUSION

The College’s commitment to the health and safety of its employees and other community members does not end with this Plan. The College will continuously monitor this Plan for compliance, will update this Plan as additional guidance is issued by local, state and federal authorities, and will also continue to monitor COVID-19 in the state and region and make operational decisions that put safety first.

Employees are required to abide by all aspects of the Plan and attend all related training as a condition of returning to work. Failure to abide by this Plan is considered a violation of College policy and may result in corrective action, up to and including separation from employment. A copy of this Plan will be posted on the College’s COVID-19 webpage and in each building on campus.



Human Resources

Barrett Center
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Saratoga Springs, NY 12866