

SKIDMORE

Reopening Safety Action Plan – Quick Guide

Skidmore College has created a comprehensive Reopening Safety Action Plan (the Plan), which employees should review before returning to work. It can be found on the Skidmore COVID-19 website. Employees whose responsibilities can be covered remotely should continue with the current arrangement. However, the Plan provides guidelines for those employees whose responsibilities require a presence on campus. The purpose of the Plan is to prevent individuals who are unwell from entering campus and to minimize the risk of infection for all members of the College community. Questions should be directed to the Human Resources hotline at **518-580-5801** or **hr@skidmore.edu**. This Quick Guide is intended to provide highlights of the Plan as a tool for employees and managers, but is not intended to replace the more comprehensive Plan.

Things *everyone* must do:

- Stay at home when sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Take your temperature daily and provide a daily health certification.
- Maintain social distancing.
- Wear appropriate face masks in common areas or when social distancing is not possible.
- Maintain a continuous log of every person who you may have had close contact with.
- Report potential exposure to COVID-19 to Human Resources.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Disinfect your individual work areas, shared equipment, vehicles and tools.
- Follow bidirectional foot signs.
- Conduct meetings virtually.
- Do not permit personal and nonessential visitors.

Things *managers* must do:

- Ensure that employees who can work remotely continue to do so.
- Notify Facilities Services at facilities@skidmore.edu and Human Resources at hr@skidmore.edu with the date of occupancy and occupancy levels.
- Obtain appropriate personal protective equipment (PPE) for your department from Campus Safety at campus-safety@skidmore.edu.
- Obtain EPA-approved disinfectant materials from Facilities at facilities@skidmore.edu.
- Confirm that employees complete daily health certifications.
- Ensure that employees' workspaces have a distance of at least 6 feet from other workspaces.
- Suspend all nonessential business travel.
- Ensure occupancy in workspaces is no more than 50%.

Things *everyone* should *know*:

Facilities will maintain cleaning of all outer-office, bathroom and common areas daily. Employees who are in a high-risk group may request an accommodation by contacting Human Resources.