

**SJC Position Analysis
Hierarchy of Risk**

Department	Group	Job Titles	# of Employees Per Job Title	Risk Level	Workplace Controls				
					Engineering	Administrative/Safety	Alternative Work Arrangement		PPE
							Yes or No	Rationale	
Academic Affairs		CLO	1	Low	Staff have individual office space, one office is large to allow for social distancing, the other office is small and can occupy one person safely, the desk in the primary office area has been moved within the space to allow for additional social distancing	Employees participate in virtual meetings, safety signage is in the workplace, hand sanitizer is readily available	Yes	This work can be completed in a telecommute work arrangement. At times, the work may require employees to return to the office, i.e. to attend events, meetings, and to address departmental operational needs	Face coverings
		Associate Dean	1	Low			Yes		
		Director	1	Low			Yes		
		Exec Associate Administrator	1	Low			Yes		
		Coordinator	1	Low			Yes		
Academic Center for Excellence		Director	1	Low	Front desk is smaller to allow for more space, tables and chairs will be set strategically, will allow for 4-5 students at one time	Peer tutors will work through Google Meet, Sharepoint Drive for accommodation needs, Google meetings with students and faculty, Google meetings with the majority of students and ACE staff, Brightspace, Ace staff will stagger time in the office per week, all services will be online, safety signage in the workspace	Yes	This work can be completed in a telecommute work arrangement. At times, the work may require employees to return to the office, i.e. in person support, special programming, etc.	Face coverings, face shields for ADA accommodations, N95 face coverings on hand if needed
		Program Manager	3	Low			Yes		
		Graduate Assistant	1	Low			Yes		
		ACE Coach	2	Low			Yes		
Admissions	Traditional	CEnO	1	Low	Employees have individual office spaces, the front desk can maintain social distancing from visitors, the office space is limited to a specific number of guests at one time to maintain social distancing	Prospective students and families will continue to schedule visits to allow for an organized, managed office schedule. Travel for the counselors will be minimal if at all, the office will begin the semester with only two employees in the office to minimize individuals in the office, this may change as the environment continues to be safe, safety signage in workspace	Yes	This work can be completed in a telecommute work arrangement. At times, the work may require employees to return to the office, i.e. in person tours, etc.	Face coverings
		Director/ Associate Director	2	Low			Yes		
		Admissions Counselor	6	Low			Yes		
		Analyst	1	Low			Yes		
		Graduate Assistant	1	Low			Yes		
		Administrative	1	Low			Yes		
	Online College	Associate Director	2	Low	Staff is working in a telecommute environment 100%	Employees engage in virtual meetings, safety signage, hand sanitizer, two identified employees will rotate days in the office each week to stagger the schedule	Yes	There are critical departmental responsibilities and tasks that need to be performed on campus	Face coverings
		OLC Admissions Counselor/ Academic Advisor	10	Low			Yes		
		Associate	2	Low			No		
Athletics	Coaches	Director/ Coaches/ Assistant Coaches	51	Medium	Head coaches either have their own office space or share an office with social distancing, Plexiglass is in shared offices or desks are rearranged facing different directions, have an "in" and "out" door to the athletic department, use the HOF room for meetings due to its large size and proximity to the department	If shared office space, the schedules are staggered as such between full time and part time coaching staff, coaches use alcoholic sanitizer on their hands, meet with student athletes in a larger space vs office, safety signage, frequent cleaning of athletic equipment, coaches will remain offsite the majority if not all the time until their "respective" pre or regular season begins	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to return to the campus dependent on sports seasons, game schedules, recruitment activity, etc.	Face coverings
	Administrative	Assistant Athletics Director	1	Low	Limit office to 2 people at one time with workspace 6 ft apart	These positions require day, evening, and weekend availability, hence, rarely are employees in the office at one time, safety signage	Yes		
		Manager	1	Low			Yes		
	Athletic Trainers	Athletic Trainer	3	Medium	Will limit number of staff in the office at one time		Yes		Face coverings, gloves

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Athletics	Aquatics	Lifeguard	4	Low	The number of people in the pool will be limited per recommended capacity, social distancing is maintained, the locker room is not available to use, each lifeguard has a "side" which allows for up to 15 feet of social distancing, the pool facility has a separate entrance and exit	The use of the pool will be primarily limited to the SJC swim teams with no public use for the start of the academic semester, this may change during the semester depending upon the State of ME and local COVID conditions, safety signage, after the semester begins, the pool may open up to faculty, staff, and student, but will likely remain closed to the greater public until the students are off campus	No	The nature of this work needs to be performed on campus	Face coverings
Brand Studio		CBMO	1	Low	Staff have either individual offices or workspaces that are secluded from routine foot traffic	Virtual meetings are scheduled vs in person meetings, safety signage within the workspace	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to return to the campus dependent on sports seasons, game schedules, recruitment activity, etc.	Face coverings
		Director	1	Low			Yes		
		Manager	1	Low			Yes		
		Developer Vacant	1	Low			Yes		
Campus Life Programming		CSAO	1	Low	Staff has an individual office that allows space for social distancing	Virtual meetings, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employee to return based upon events, departmental operations and needs.	Face coverings
Campus Safety		Director	1	Low	Has an individual office space and can accommodate social distancing	Virtual meetings, safety signage	No	The nature of this work needs to be performed on campus	Face coverings, vinyl gloves
		Assistant Director	1	High	Has a shared office space and can accommodate social distancing	Virtual meetings, safety signage, and much work time will be staggered to minimize shared office space	No		
		Supervisor	1	High			No		
		Security Officer	10	High	Tempered glass in dispatch at the guest window, the two rooms in the dispatch area supports social distancing	Installation of sanitizer dispenser in dispatch, dispatch office will occupy 3 people at a time to maintain a 6 ft distance, safety signage, will conduct refresher training prior to the students returning as the students have been gone for 2M	No		
Campus Services		Manager	1	Medium	Plexiglass at CS window, floor markers in the lobby, limiting the number of people in the lobby, mailroom, and separation from the IT helpdesk	No longer signing for packages, instead requiring a photo ID, delivery schedule changed for fewer stops, staff clean work area once task is complete, using cordless phones, wear aprons to carry individual pens, scissors, tape, etc., safety signage throughout the workspace, vendors ring a bell to announce arrival vs walking in unexpectedly, WB Mason - stopped desktop delivery, deliveries go to Campus Services for less overall vendor contact	No	The nature of this work needs to be performed on campus	Face coverings, gloves
		Shift Leader/ Assistant	2	Medium			No		
Counseling Center		Director	1	Low	Staff have individual offices and workspaces, wastebins with lids for discarded tissues, reconfigured office space for 6 ft distance, plexiglass at reception desk	Provide hand sanitizer at doors; no drop in or walk in appointments; provide telehealth care and deliver from office or from home - depending on PRT recommendations; modify consent form to include COVID-19-related disclosures to Dean and Health Center Director; remove all fidget toys and high touch items from common areas; arrange for all clinical paperwork to be completed online; safety signage; in-person emergency evaluation/risk assessment will be socially distanced and with parties masked	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to return based upon departmental operations and needs.	Face coverings
		Clinician	2	Low			Yes		
		Coordinator	1	Low			Yes		
		Administrative	1	Low			Yes		

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Facilities	Maintenance	General Maintenance	6	Low	Indoor workspace promotes 6 ft distancing, floor markers are placed, directional arrows for foot traffic, these precautions are within campus buildings where Facilities employees work, Plexi glass at the front desk, lab technician maintains social distancing in work environment	Signage is visible throughout the indoor workspace promoting safety, work is conducted in and outside the Facilities building allowing minimal staff to be in the same location at one time, all service providers are delivered keys outside the service building upon arriving at SJC, call when arriving and done, keys are returns	No	The nature of this work needs to be performed on campus	Face coverings, gloves, hardhats, goggles, knee pads, bloodborne pathogen kits, protective lab PPE, etc.
		Manager	1	Low			Yes		
		Director	1	Low			Yes		
		Assistant Director	1	Low			Yes		
		Administrative	1	Low			Yes		
	Grounds	Groundskeeper	3	Low		No			
	Maintenance	Lab Technician	1	Medium		Safety signage, social distancing	No		
Housekeeping	Housekeeper	17	Medium	Adhering to SOPs as it relates to COVID-19 protocols, 3 shift cleaning schedulings limit contact with students and employees, will report to work areas when arriving on campus vs the facilities building, will have access to ADP mobile clocking to reduce the number of people at the timeclock, any work related tools and supplies, i.e. keys, will be delivered to the housekeepers daily upon arrival to their workspace, lunch will be at Pearson's or Baggot street to promote social distancing vs the Facilities break room	No	The nature of this work needs to be performed on campus			
Faculty	Faculty	Professor	144	Low	Removal of seats in classrooms to limit number of in-person students, Faculty have individual offices or workspaces that are secluded from foot traffic, offices that are large enough to accommodate social distancing will do so, small offices are limited to one person in the office at a time, lab environments are conducive to closer contact with regards to teaching activities, diligence is required to return to a social distance as soon as possible after the activity	Hyflex learning model is adopted: half the students in person, half remote, upgraded technology in all classrooms, stagger and repeat labs as necessary, cleaning supplies in classrooms for students and faculty to use at the start of class, safety signage and sanitizer dispensers	No	The expectation is that Faculty will perform their teaching duties with the Hyflex learning model. This allows all students to receive in person instruction.	Face Coverings
	Sciences Faculty	Professor	16	Medium	No				
	Nursing Faculty	Professor	26	Medium	No				
		Clinical Faculty	16	Medium	No				
	Administrative (Vacant)		0	Low	The position works alone in an office, social distancing is available if someone enters the office	Safety signage	No	The nature of this work supports Faculty and students, as a result, the work is performed onsite	Face Coverings
Finance		CBFO	1	Low	Employees have individual office space or a workspace that is secluded from foot traffic, if meetings need to be held in an office space, there is room within the offices to maintain social distancing	Employees stagger shifts to minimize the number of people within one specific workspace, the printer will be moved from a general space to a more closed area to limit the number of individuals at the printer	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to return based upon departmental operations and needs.	Face Coverings
		Controller	1	Low			Yes		
		Manager	1	Low			Yes		
		Accountant	2	Low			Yes		
		Coordinator	1	Low			Yes		
		Specialist	1	Low			No	Due to the nature of this position, it must be performed on campus	

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Food Operations		Director/ Assistant Director	2	Low	Plexiglass at food counters at Pearson's and Baggot, removal of tables and chairs, self service and stantions are removed, table placement changes in the back kitchen area, when the weather is warmer, outdoor eating will resume with picnic tables and umbrellas, new additional indoor eating space is in Mercy (the old bookstore), able to add a few additional tables	Grab & go service, no self service options, meal pick ups and online ordering, placement of floor markers, adherence to SOPs for the food service operations, COVID screening in daily line ups, screening call outs with qualifying questions to confirm potential risk, increase in available food service hours of availability to accommodate student, schedule changes of staff, continued training for staff	Yes	The nature of this work needs to be performed on campus, during break periods, management level staff may have the option to telecommute depending upon department needs	Face coverings, vinyl gloves are food grade, slip resistant footwear, hair restraints (baseball hat or hairnet), elbow length gloves if working in deep sink area	
		Manager	2	Low						Yes
		Kitchen Staff	17	Low						No
		Dining Room Staff	7	Low						No
Health & Wellness	Health & Wellness Center	Director	1	High	The Health & Wellness Center is located in the O'Connor building for ample space. This space offers one floor for exam rooms, an entire floor dedicated to symptomatic students, and a floor reserved for COVID-19 positive cases. Plexiglass is at the receptionist desk, and there are individual offices and workspaces that allow for social distancing, separate entrance and exit from the workspace.	Limit number of students allowed in health center waiting room, sick students remain in O'Connor until further results, appointments are scheduled for students vs drop to control the foot traffic, removal of high touch items, hand sanitizer dispensers, ionizer in the lab to purify the air for staff in the lab who conduct testing, weather permitting - testing will be outside	No	The nature of this work needs to be performed on campus	Gloves, N95 face masks, face shields, gowns	
		Registered Nurse	3	High						No
		Administrative	1	High						No
		Alfond Center	Associate Director	1	High	Has an individual office space at the Health & Wellness Center and the AC (as needed),	All meetings and exercise classes are virtual	Yes	This position may telecommute at times, due to the nature of the work, the incumbent will be onsite the majority of the time	Gloves, N95 face masks, face shields, gowns
			Fitness Instructor	2	Low	The fitness room, dance room, gym, and indoor track allow a certain number of participants per space to maintain social distancing, Plexiglass is at the welcome desk, gym equipment is repositioned and select equipment is not used to maintain social distancing, floor tape is applied to restrict walking in certain areas	All fitness areas require participants to register online to use the space (45m timeslots), participants will undergo health screen questions prior to entering the Alfond Center, signage is posted in the fitness areas to encourage social distancing, cleaning, and proper hygiene techniques (handwashing), the Alfond Center is employing SJC protocols and CDC guidelines for gym environments (more rigorous due to the nature of activity), an employee is located in the fitness room to ensure adherence to COVID-19 protocols including cleaning	No	The nature of this work needs to be performed on campus	Face masks and gloves as needed for cleaning
Human Resources		CHRO	1	Low	Staff have individual office space or a workspace that is secluded from foot traffic, if meetings need to be held in an office space, there is room within the offices to maintain social distancing	This department will institute a procedure for scheduled appointments to minimize the number of drop ins and manage the foot traffic, during high volume periods (start of semester), "windows" of time will be scheduled allowing employees (students) to drop by with employment questions and paperwork (weather permitting this may be done outside the HR department), hand sanitizers are installed at the front door and kitchen area, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings	
		Director/ Assistant Director	2	Low						Yes
		Data Analyst	1	Low						Yes
		Coordinator	2	Low						Yes
Information Technology		CIO	1	Low	Staff have individual offices or workspace that is secluded from others, in offices that are shared social distancing is in place, Plexiglass at IT Helpdesk window, spots on floor to indicate where people can stand, changes in cube location w/in SJC Hall, onsite, NOTE: Kareem	Although social distancing is maintained in a shared workspace, a rotational schedule for Staff coverage will limit the number of individuals in the space, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings, gloves	
		Manager	4	Low						Yes
		Programmer	5	Low						Yes
		Technical Support Staff	2	Low						Yes

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Institutional Advancement		CAO	1	Low	Employees have individual office spaces, the front desk is able to maintain social distancing from visitors, phoneathons will take place in Xavier 3rd floor vs HOF to provide separation and social distancing, retrieval of mail is critical, stephanie, may drive in May/June	Staff schedules are staggered for coming into the office for minimize the number of people in the office, minimal auto travel at this time , hand sanitizers will be installed	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings
		Senior Director	1	Low			Yes		
		Director	1	Low			Yes		
		Manager	2	Low			Yes		
		Officer/Analyst/Administrative	4	Low			Yes		
Learning Commons	Library	Senior Director	1	Low	Employees have individual offices or a workspace that maintains social distancing, Plexiglass at service desk, have closed stacks - students go online and request items, staff gather the items, scan them in advance, and send the student an email when their request is fulfilled, removed chairs from tables to facility social distancing	Google Meet will be used to assist students with reference and material gathering, library services will transition to online, including Brightspace support, cleaning protocols are established and include cleaning the "high touch" areas once an hour, a "72 hr minimum holding period" for returned books before they are released, at the start of the academic year	Yes	This department may operate in telecommute capacity provided ample staffing coverage is in the physical library space	Face coverings, gloves
		Librarian	5	Low			Yes		
		Library Aid	1	Low			No		
	Instructional Technology	Director	1	Low	Staff have individual office space or a workspace that is secluded from foot traffic, if meetings need to be held in an office space, there is room within the offices to maintain social distancing	Virtual meetings to replace in person meetings, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings
		Designer/Specialist/Administrator	3	Low			Yes		
Mission Integration		CSMIO	1	Low	Staff has an individual office that allows space for social distancing	Virtual meetings, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employee to return based upon events, departmental operations and needs.	Face coverings
Mission Aligned Businesses		Director	3	Low	Staff have either individual offices or a workspace that is secluded from foot traffic, workspace accomodates social distancing	Safety signage, social distancing	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employee to return based upon events, departmental operations and needs.	Face coverings
		Administrative	2	Low			Yes		
Mercy Center		Director	1	Low	Office space already accomodates 6ft distancing, desk areas in open space will have floor tape is signify 6ft, lounge space furniture maintains social distancing	Staff will meet with students by appointment to limit the number of people within the space, Mercy Center hours extend into the evening to allow for more students to meet with staff, Mercy Center offers online events for more students to access the activities, off campus activities will be carefully considered by the Director to ensure guidelines are met related to safety, safety signage, hand sanitizer dispenser	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employee to return based upon events, departmental operations and needs.	Face coverings
		Chaplain	1	Medium			Yes		
		Graduate Assistant	1	Medium			Yes		

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President's Office	President	1	Low	Staff have either individual offices or a workspace that is secluded from foot traffic, workspace accommodates social distancing, office door remains shut unless a visitor arrives	Virtual meetings replace in person meetings, safety signage within and outside the workspace	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employee to return based upon events, departmental operations and needs.	Face coverings	
	Administrative	1	Low			Yes			
Registrar's Office	Director	1	Low	Floor markers for two offices to promote 6 ft social distancing, move laptop and PC to another area of the wrap around desk set up to establish 6 ft distance and ability the shut the door, signage to limit only necessary individuals to enter student services	Limit number of people in waiting area, straggered physical file transfer is done for OLC students, extra face coverings available for visitors who may not have one, have a collection basket for students to place documents and staff can retrieve easily, clean and dirty pen procedure, transition paper forms to online forms	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings	
	Associate/ Assistant Director	3	Low			Yes			
Student Engagement & Residential Living	Director	1	Low	Staff have individual office space, if meetings need to be held in an office space, there is room within the offices to maintain social distancing	Virtual meetings are performed vs in person meetings, up to 95% of meetings with students are virtual, safety signage	Yes	This work can be completed in a telecommute work arrangement. At times, work will require employees to work on campus based upon departmental operations and needs.	Face coverings	
	Associate Director	1	Low			Yes			
	Area Coordinator (1 Vacant)	1	Medium			Yes			
Student Enrollment Services	Dean	1	Low	Staff have individual office spaces or workspaces that are secluded from foot traffic, Plexiglass at the window Student Services window, directional arrows for entering and leaving the Student Services lobby area, copier will be moved to the back left side cubicle in the SFS side to eliminate foot traffic at the printer and promote social distancing, use classroom space to meet with prospective families to provide ample room	Limit number of people in waiting area, leverage extra desk at front area for backup coverage to avoid sharing of equipment and mouthpiece on headset	Yes	This department may operate in telecommute capacity provided ample staffing coverage is at the Student Services area to assist students	Face coverings	
	Director/Officer	2	Low			Yes			
	Associate/ Representative	3	Low			Yes			

** Revised January 2021

** Job Title and Risk Level Numbers – Staff: 91 Low, 12 Medium, 7 High; Faculty: 2 Low, 3 Medium

** Student employees will assume the the risk level and workplace controls identified within their respective departments. Managers of "employees" (faculty, staff, students) are expected to inform the employees of the workplace controls within their given workspace, respond to

** The number of employees in each job title represents the data on record when this information was revised. The employee number will likely fluctuate depending on department needs.