

# Saint Joseph's College Policy Guidebook

## Human Resources

**Section Name:** The Work Environment

**Section Number:** 4.15

**Effective Date:** 4/1/2020

**Revision Date:** 7/23/2020, 9/23/2022

### SUBJECT: COVID-19 Infectious Disease Control Policy

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#### **Purpose:**

The purpose of this policy is to ensure the health and safety of our employees, students, visitors, and vendors.

Coronavirus disease 2019 (COVID-19) is a respiratory illness and considered to be contagious. Symptoms for this disease may include the following: fever, cough, shortness of breath and/or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

The Centers for Disease Control and Prevention ([CDC](https://www.cdc.gov)) provides a comprehensive website which includes new and current symptoms, protocols, and safety measures to reduce the risk of infection.

#### **Applicable to:**

All Employees

#### **Practice:**

In light of COVID-19, Saint Joseph's College has adopted the following **recommendations** to minimize potential exposure of employees to COVID-19 in the workplace:

- Wear an appropriate face covering such as a well-fitting mask or shield when conditions warrant this practice
  - Managers may require employees in their areas to wear a face mask if they feel conditions warrant such actions
- Practice social distancing (maintaining a minimum of 6 feet distance from others)
- Wash hands often with soap and warm water for at least 20 seconds
- Avoid touching their eyes, nose, and mouth
- Cover coughs and sneezes with a tissue or the inside of the elbow
- Conduct virtual meetings and trainings instead of in-person meetings when appropriate
- Support College and department protocols in place to minimize the potential risk of COVID-19 as instructed

**Stay Home if a Positive Test Result is Received:**

Employees should notify the Health & Wellness Center ([healthcenter@sjcme.edu](mailto:healthcenter@sjcme.edu)), their supervisor and Human Resources if they test positive for COVID-19. The Human Resources department will provide instructions regarding current work protocols (including isolation time) while employee is not at work on campus. Specific CDC practices will be followed to ensure the employee is aware and following activities related to their health and wellbeing. After the designated isolation time, an employee must provide a negative COVID-19 test result to the Health & Wellness Center, who will then release them to return to their campus workplace. Current Pandemic Response Team guidelines will be the mainstay for determining when an employee may return to work.

**Close Contact Exposure While On Campus:**

Employees who are considered “close contacts” of a person on campus who tested positive for COVID-19 will also be tested. The definition of a “close contact” can be found [here](#) on the CDC website.

- The College will inform those who have had close contact with a person diagnosed with COVID-19 at the College. That person must schedule a COVID-19 test at the Health & Wellness Center within 3-5 days following the identification. That person must also wear a mask in all public indoor spaces until they receive notification of a negative test result.
- In the event the employee declines the College’s request to be tested as part of this program, the employee will not be allowed to work and will be placed on unpaid leave. Depending upon the circumstances, this may lead to disciplinary action including and up to termination.
- Confidential records will be maintained documenting the testing activity.

**Report Potential Exposure:**

Employees should notify the Health & Wellness Center ([healthcenter@sjcme.edu](mailto:healthcenter@sjcme.edu)), their supervisor and Human Resources if they have been in contact with someone outside the SJC community who has a confirmed case of COVID-19, even if the employee is asymptomatic.

- That person must schedule a COVID-19 test at the Health & Wellness Center within 3-5 days following the identification. That person must also wear a mask in all public indoor spaces until they receive notification of a negative test result.

**Working from Home:**

Depending upon an employee’s position and responsibilities, the option to work from home, or telecommute, may be possible. Considerations to this include, but are not limited to, the use of technology in a specific role, the need to access paper files, documents, and perhaps a specific physical workspace to complete tasks, and the expectations of our constituents as it relates to the College’s purpose and services. For example, while students live on or commute to campus, there is an expectation that meals will be prepared and served on campus and course instruction will be provided in a physical classroom setting. While the means of

“delivery” of these activities may change, i.e., Hyflex instruction and minimal self-serve stations within food operations, the high-level service will remain with as little disruption and change as possible to our students.

At this time, employees should be following all guidance from public health officials, state and local governments and the College regarding work from home policies and requirements. The College will determine an appropriate course of action as it relates to applicable telecommute work arrangements. Any employee participating in such an arrangement is required to complete a Telecommuting Acknowledgment and Agreement form.

Supervisors may modify job responsibilities, if possible, to enable employees to work from home. If a quarantine period is enacted, employees are expected, if able, to work from home if applicable based upon their specific position.

**Applying for Positions:**

Saint Joseph’s College will not discriminate against any job applicant or employee based merely on the individual being diagnosed with COVID-19. However, the College reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the College finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace.

All employment decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

**Retaliation Prohibited:**

Saint Joseph’s College will not take adverse action against an employee for exercising their rights under applicable laws.