

Interim Return to Work On-site Playbook

At Westmont, it is always a priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our institution. These Frequently Asked Questions describe how we plan to reopen and still keep our faculty and staff safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of supervisors and employees and outlines the steps Westmont College is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to work on-site action plan, Westmont hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all our employees as we ask you to return to work on campus.

We understand that every employee's situation is different and encourage those with specific concerns to reach out to their supervisor and/or HR to discuss alternate arrangements, should they be necessary.

Covenant During Covid

All Westmont employees (faculty and staff) as well as students will be expected to adhere to the Covenant During Covid. The document outlines the expectations for working, living, and learning in community and will be used to hold all community members accountable as the campus repopulates. Find the document on the website at westmont.edu/covid-19.

Returning to Campus

When will employees return to working on campus?

Westmont plans to return employees to work in a safe and phased manner as the COVID-19 pandemic abates. Westmont's phased-in approach will allow for the safe return of employees over time in a coordinated process to ensure appropriate physical distancing. As few employees as possible will provide needed services to reduce the potential of exposure to COVID-19. Employees requested to return to work on campus will be notified by their supervisors. No other employees should return to campus for any reason until receiving notice from Westmont. Employees asked to return to campus should display their Westmont parking permit on their vehicle to enter campus. Contact Campus Safety to obtain a permit if you are a new employee or have a new vehicle.

Will employees need to complete safety training on-site before returning to work?

All employees returning to work are required to complete the Health, Hygiene and Safety for Employees training provided by United Educators. Information on how to access training will be provided to all employees prior to their return. **Employees will not be allowed to return to work unless the training has been completed.**

The training covers the following topics:

- Proper handwashing
- Respiratory etiquette
- Mask wearing and sanitation protocols
- Preventing transmission to vulnerable populations

In addition, faculty and staff will be tested prior to returning to work on campus. Details on testing are included in the Covenant During Covid and in [this protocol](#).

Can employees bring non-Westmont guests or family members on campus if they are working on campus? What about deliveries or other visitors to campus?

Until further notice, all nonessential visitors are prohibited and any interviews and meetings should be conducted virtually. For business-critical visits (e.g., material deliveries), Westmont will take steps to safeguard employees and visitors by:

- Requiring visitors to go directly to their assigned area without unnecessarily interacting with employees.
- Requiring visitors to complete a self-assessment, practice physical distancing and wear a face covering while on campus.

Working Remotely

Can employees continue to work remotely if they have not been asked to return?

Employees should continue working remotely unless they have been instructed by their supervisor to work on-site. Employees who have not been asked to work on-site must not return until they've been asked to do so to avoid a large density of people on campus.

If employees are designated to work remotely, can they come to campus?

No. If employees do not have formal permission to be on campus, they should refrain from entering campus.

Safety Considerations

How will Westmont care for vulnerable employees?

According to the CDC, individuals with certain conditions may be more vulnerable for COVID-19 infection. Those conditions include:

- Older adults (65+ years old)
- Chronic kidney disease undergoing dialysis
- Chronic lung disease and moderate to severe asthma
- Diabetes
- Immunocompromised
- Liver disease
- Serious heart conditions
- Severe obesity

Employees who identify as high-risk or who have high-risk individuals in their household may request temporary accommodations to the extent feasible. The employee need not identify the specific medical condition to their supervisor. Notification to the supervisor that the employee is in a vulnerable population health category is sufficient. Employee should make a request for accommodation to their supervisor and update HR that they have done so. The college will engage in an interactive dialogue with the employee to determine the accommodation needed.

What if an employee with a disability, but who is not in a vulnerable population, feels uncomfortable returning to work?

If an employee who is not in a vulnerable population has concerns about returning to work, the employee should first contact their supervisor to discuss their concerns. Employees who cannot be accommodated may be required to use available time-off accruals (e.g., vacation). Established accommodation processes, including the interactive dialogue, will be followed for employees with a disability that require an accommodation.

What can employees do to reduce the risk of getting COVID-19 while on campus?

The best preventive actions that employees can take are the same as those for preventing flu, including:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick

Interim Return to Work On-site Playbook

- Stay home if COVID-19 symptoms arise
- Cover a cough or sneeze with a tissue. Then throw the tissue in the trash and disinfect hands
- Clean and disinfect frequently touched objects and surfaces and your work areas each day

What should employees know about proper hand-washing hygiene?

Employees should wash hands every 30 minutes (for at least 20 seconds) and regularly use hand sanitizer when soap and water are not readily available. Hands must be washed after any of the following activities:

- Using the restroom
- Coughing or sneezing
- Touching the face
- Blowing the nose
- Cleaning, sweeping, mopping
- Touching an animal
- Before and after eating and drinking
- Before and after starting a shift

What is the daily health assessment, and how do employees complete it?

All employees who have been instructed to return to work must complete a daily health assessment at home on the day the employee wishes to come to campus. The daily health assessment is available via the [Westmont Self-Assessment link](#) and should be completed each day the employee plans to be on campus. Employees must be free of ANY symptoms potentially related to COVID-19.

How should employees complete the health assessment if they do not have access to a computer or smartphone?

Employees should contact their supervisor to request support.

What happens if an employee does not complete the health assessment?

Employees who refuse to complete the daily health assessment and are on campus will be sent home. Employees may use available vacation until they return to work, and they must comply with the daily health screen upon return.

What should an employee do if they do not pass the health assessment?

Employees must be free of ANY symptoms potentially related to COVID-19 in order to work on campus. Employees who do not pass the daily health assessment must immediately:

1. Remain at home or leave campus if they become ill while on campus and not come/return to campus
2. Inform their supervisor who will inform HR that the employee is unable to come to the workplace
3. Contact their healthcare provider for COVID-19 testing and medical care

When can I return to work?

Follow the [CDC return-to-work guidelines](#).

What does Westmont do with health assessment information? How long is the information held, and where is it stored?

Westmont will ensure that appropriate Personally Identifiable Information (PII) data privacy and storage rules and private health information rules (HIPAA) are followed. The data retention process will include the following safeguards:

- Data will be stored separately from any employee files (both physically and within online systems) in a cloud-based, HIPAA-compliant data management system (SmartSheet).
- Employees without appropriate designation will not have access to this information
- Information will be stored for thirty (30) years following the employee's last day of employment at Westmont.

What will happen if an employee tests positive for COVID-19?

Any employee who experiences COVID-19 symptoms while on campus or has tested positive for COVID-19 must notify RISK@westmont.edu as soon as possible. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Westmont will notify impacted employees if there is a confirmed case of COVID-19 in the workplace while maintaining confidentiality of the affected employee. The college may elect to close an office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus and will institute deep cleaning before employees return to that site.

How can employees practice physical distancing?

To effectively practice physical distancing, employees should:

- Keep at least six feet between yourself and another person in all public places including the library, dining commons, outside your private office, etc.

- Avoid close contact, including handshakes and hugging
- Limit in-person meetings

Should employees wear a face covering while on campus?

Face coverings must be worn by all employees working on campus when exiting from their vehicle and while walking to their work site, in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common workspaces and in cubicles, meeting rooms, classrooms, lobbies, parking lots). [Click here for the Physical Distancing Protocol.](#)

One face covering will be provided by Westmont. Disposable masks may only be worn for one day and then must be discarded. Employees may wear a cloth face covering in place of a disposable mask. The fabric design or pattern for cloth face coverings should be appropriate for the workplace.

Should employees wear gloves while on campus?

Per the latest guidelines, gloves are not a requirement for all employees. However, there may be some roles that require the use of gloves, and gloves will be provided to those employees as informed by local guidelines and ordinances. Employees may bring their own gloves if they meet the requirements set by the local guidelines and ordinances.

What is Westmont doing to make sure my work environment is safe?

Employees must do their part to help keep the office as clean as possible by cleaning and disinfecting the workstations and surfaces they use each day. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or copier, microwave, doorknob, etc.), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the college. Offices will have supplies on hand upon repopulation. Use the [Cleaning Supply Request Link](#) to request supplies which are to be delivered the next time the custodial staff is in the building. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

In addition to health and safety measures by employees, Westmont is committed to providing an enhanced cleaning protocol. Custodial Services has implemented enhanced cleaning procedures, including all routine cleaning, and sanitizing of hightouch areas. [Click here for the Cleaning Protocol.](#)

Westmont has ensured that hand sanitizer is readily available in each building. In addition, ventilation has been adjusted to maximize the intake of outside fresh air in buildings equipped with systems that allow this kind of intake.

Are there any guidelines for using equipment on campus that employees should be aware of?

Employees should not share equipment and use only their own equipment (e.g., phones, keyboards). Employees should also clean and disinfect equipment and other objects they frequently touch, including workstations, phones, keyboards, etc., as well as wipe down any areas touched in common areas (e.g., coffee machine, water dispenser, microwave, copier, refrigerator).

Can employees still hold in-person meetings in the workplace?

Until further notice, only essential in-person meetings are permissible. Meetings may not exceed more than 10 people and must allow for physical distancing of six feet between attendees. All attendees must wear a mask or face covering while sharing space in a common room. Where feasible, meetings should be held in whole or in part using the extensive range of available collaboration tools (e.g., Zoom, FaceTime, telephone).

Will the DC on campus be open?

Yes, the DC will be open. Watch your email for information on the available options this fall. Employees are encouraged to take the food back to their office or eat outside. If employees are eating in a work environment (e.g., break room, office), they must maintain a six-foot distance between others. Individuals should not sit facing one another. Individuals should wipe all surfaces (e.g., table, refrigerator handle, coffee machine) after use in common areas.

What are the consequences of not complying with Westmont's guidelines?

Westmont's guidelines are in place to comply with the direction of federal, state, and local authorities, and, more importantly, to protect the health and safety of all on campus. Supervisors will support employees by ensuring that they have a thorough understanding of these requirements. If an individual refuses to complete the required steps to ensure the health and safety of the community, the supervisor will:

- Direct the employee to leave campus/stay home
- Consult HR about the employee's noncompliance
- If refusal to comply continues, the supervisor will consult the appropriate vice president about any additional steps consistent with the policies and procedures associated with the individual's personnel type (i.e., faculty, staff)

Any individual's refusal to complete the necessary steps will be treated as a performance or conduct issue.

Compensation and Benefits Considerations

Will employees be compensated for the time spent on the daily health assessment?

Yes, non-exempt employees should add an additional five minutes to their daily timesheets to comply with the requirement. If the employee believes that it took longer to complete the assessment, the employee should inform their supervisor so the employee is paid for the additional time.

What are employees' time-off options if they are sent home due to exhibiting symptoms or having been diagnosed with COVID-19?

The employee should contact HR by email to discuss time-off options and discuss concerns about their situation. An employee will be permitted to use available paid sick time, vacation and COVID-19 supplemental sick leave. Depending on the employee's individual situation, the employee may be eligible for Family Medical Leave Act/ California Family Rights Act or another form of unpaid leave.

Conclusion

Westmont College looks forward to our employees returning to campus. The COVID-19 pandemic has led to unprecedented workplace changes. As communicated throughout this return-to-work on-site action plan, we are prioritizing the health of our employees as we phase in our reopening of campus.

We will execute on our plan cautiously, following applicable federal, state and local guidance. We also understand that each employee's needs and situations will be different as we reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic will likely require that our return to work plans remain flexible and may need to change quickly based upon the situation. Employees should direct questions regarding this plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect employees from COVID-19, it's important to follow CDC guidance at all times. [For more information, visit the CDC website at www.cdc.gov.](https://www.cdc.gov)