Dabney S. Lancaster Community College
Reopening Plan Addendum

In compliance with the July 27, 2020, the Department of Labor and Industry Standard, titled “16VAC25-220, Emergency Temporary Standard, Infectious Disease Prevention: SARS-CoV-2 Virus that Causes COVID-19,” Dabney S. Lancaster submits this addendum to its Reopening Plan.

**Item 1, p. 18, B.1. “Each job task shall be classified according to the hazards”**

All DSLCC employees are categorized as a “medium risk” as described by the Virginia Department of Labor and Industry as “employment that require more than minimal occupational contact inside six feet with other employees, other persons, or the general public who may be infected with SARS-CoV-2, but who are not known or suspected to be infected with the virus.”

DSLCC has taken active steps to create a work environment the reduces direction interaction among college community and maintains safe, hygienic standards.

As described in the DSLCC Reopening Plan, DSLCC will be closed to the general public. Athletics and community events have been cancelled. Most campus instruction will be provided online for the Fall 2020 semester with exceptions made for labs and clinical experiences. Student are encouraged to use Zoom or telephone to receive services such as advising, financial counseling, tutoring, faculty office hours.

For students who do campus to campus, visits will be by appointment-only. Changes have been made to campus labs in order to maintain social distancing at all times. This has been accomplished through use of simulated labs, creation of additional lab sections, and creating lab space through unused lecture classrooms.

Additional precautions have been taken to protect students who visit off-campus locations. Nursing students working in clinical locations will not be placed in red zone or hot spots and will be provided with additional personal protective equipment (PPE) appropriate PPE for the situation; examples include gloves, isolations gowns, face shields. Forestry students will be working on location in out-of-door environments.

All employees coming to campus will follow CDC guidelines for maintaining 6 feet of social distancing, wearing cloth-faced coverings, and washing hands. DSLCC supervisors have worked with employees to provide telework options were possible in order to reduce traffic on campus. Consequently, all employee work locations provide 6 fee or more of social distancing, allow employees along to work in an office location and eliminate shared office space.
Item 2, p. 18, B.2. and p. 20, B.8. “Employers shall develop and implement policies and procedures for employees to report when employees are experiencing symptoms.”

DSLCC employees follow the guidelines provided in the DSLCC Employee COVID-19 Reporting Policy (Appendix A). This form is shared with all DSLCC employees and a copy is kept on the college Intranet. The document provides guidance for employees who experience symptoms consistent with COVID-19 or have been exposed to persons known or suspected to be infected with coronavirus. That guidance directs employees who experience symptoms consistent with COVID-19 or have been exposed to persons known or suspected to be infected with coronavirus to

- Not come to campus.
- Report their condition to their immediate supervisor or to the HR director.
- Practice Social/Physical Distancing and follow CDC Handwashing Guidelines.

Item 3, p. 19, B.4. “Employers shall discuss with subcontractors and companies that provide contract or temporary employees about the importance of employees or other persons who are known or suspected to be infected with the SARS-CoV-2 virus of staying home”

Visitors to DSLCC, including all subcontractors and companies that provide contract or temporary employees, will for the guidelines provided in the DSLCC COVID-19 Contractor-Visitor Form (Appendix B). This form is provided to all contractors and visitors who come to campus. The document provides guidance for contractors and visitors who experience symptoms consistent with COVID-19 or have been exposed to persons known or suspected to be infected with coronavirus. That guidance directs contractors and visitors who experience symptoms consistent with COVID-19 or have been exposed to persons known or suspected to be infected with coronavirus to

- Not come to campus.
- Report their condition to DSLCC Facilities Director or to the HR Director.
- Practice Social/Physical Distancing and follow CDC Handwashing Guidelines.

Item 4, p.22, C.1. “The employer shall develop and implement policies and procedures for employees known or suspected to be infected with the SARS-CoV-2 virus to return to work using either a symptom-based or test-based strategy”

The DSLCC Employee COVID-19 Reporting Policy (Appendix A) also provides guidance to employees who are known or suspected to be infected with COVID-19. Employees who are known or suspected to be infected with COVID-19 will

- Contact their immediate supervisor and the HR Director.
- Quarantine for at least 14-days and not to return to campus until they have successfully completed two negative COVID-19 tests.

Item 5, p. 43, B.10. “training required on infectious disease preparedness and response plans”

The DSLCC Infectious Disease Response Plan is available in the DSLCC Continuity of Operations Plan, which is archived on the DSLCC Intranet. The DSLCC Contagious Disease Policy appears in the DSLCC Catalog and Student Handbook, which is published on the DSLCC website. Student training covering infectious disease and COVID-19 Awareness appears in the DSLCC Reopening Plan in Section A15, p. 9.
Employee training is provided on the DSLCC Intranet through a combination of video and text. All employees are required to complete training.
COVID-19 Reporting Process

To help prevent the spread of COVID-19 across our campus community, DSLCC is implementing the reporting process outline below for faculty and staff. This process will allow the college to provide guidance and resources to those who are affected, determine if others are exposed, and assess the impact of the virus in our campus.

General Reporting Guidelines for Employees

In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are requiring employees to complete the Employee Symptom and Exposure Tracking Form (available on the DSLCC Intranet) at the time of arriving on campus. Your participation is important to help us take precautionary measures to protect you and our other employees.

If an employee answers YES to any of the screening questions before reporting to work, the employee should stay home and not report to work. Employees should notify their supervisor. Any employee who is currently diagnosed with COVID-19, experiences symptoms consistent with COVID-19, or has had direct contact with a person with a confirmed or suspected COVID-19 diagnosis is not permitted to come onto campus and must contact their supervisor and Human Resources.

Symptoms of COVID-19

The symptoms of COVID-19 are: Fever greater than 100.4 degrees • Shortness of breath • Cough • Runny Nose • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell.

Returning to Campus

Individuals with suspected or confirmed COVID-19 may not return to campus until the conditions below, respective to their scenario, are met:

- DIAGNOSED WITH COVID-19. An individual diagnosed with COVID-19, with or without symptoms, may return to work when all three of the following criteria are met:
  - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
  - The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - At least 10 days have passed since symptoms first appeared or from a positive diagnosis.

ALL employees MUST wear a facemask while on campus. The only exception is when employees are alone in their office.
• SYMPTOMS OF COVID-19. An individual who has symptoms that could be COVID-19 is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above.
• CLOSE CONTACT WITH COVID-19. Individual with close contact to a person known to have COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.

Teleworking and Leave

Employees who are quarantining at home may have the opportunity to telework and should discuss this with their supervisors.

Public Health Emergency Leave (PHEL) has been made available by the state to help employees who experience a decrease in or total loss of work hours as a direct result of the current COVID-19 pandemic. The state has provided agencies with the authority to grant up to 160 hours of PHEL for eligible employees. The number of hours an individual may be eligible to receive is directly related to regularly scheduled work hours, with prorated amounts for employees working less than 40 hours in a regularly scheduled week. See the PHEL Request Sheet Instructions FAQ for details or see Human Resources.
COVID-19 CONTRACTOR / VISITOR INFORMATION

IF YOU DO NOT FEEL WELL AND HEALTHY, DO NOT COME TO CAMPUS. PLEASE STAY HOME!

DO NOT COME TO CAMPUS IF YOU HAVE BEEN IN CONTACT WITH SOMEONE IN THE PAST 14 DAYS WITH SUSPECTED OR CONFIRMED COVID-19!

ALL VISITORS/CONTRACTORS ARE REQUIRED TO SIGN THIS FORM UPON ARRIVAL TO CAMPUS.

Facemasks are mandatory on campus and will be provided if you do not have your own.

A wellness self-screening is required prior to each visit to campus.
Do not come to campus if you have any of the following COVID-19 Symptoms:
• Cough/Sore Throat
• Congestion/Runny Nose
• Shortness of breath or difficulty breathing
• Fever/Chills (CDC considers a person to have a fever when he or she has a measured temperature of 100.4°F or greater, feels warm to the touch, or gives a history of feeling feverish)
• Headache/Muscle & Body aches/Fatigue
• New loss of taste or smell
• Gastrointestinal symptoms like nausea, vomiting, or diarrhea

I agree to the following conditions to come to campus:
1. I will not come to campus sick or stay if I feel sick, regardless of symptoms. I will not come to campus after experiencing symptoms until I am fully recovered and at least 14 days have passed since symptoms first appeared.

2. I will not come to campus if I have been exposed to someone with COVID-19 or traveled to an area with high incidence of COVID-19. I will quarantine per CDC guidelines. I will not come back to campus until I have quarantined for a minimum of 14 days.

3. If after being on campus, I find out that I was exposed to someone with COVID-19, I will immediately contact Steve Richards, Facilities Director (540-969-7282), and/or April Tolley, HR Director (540-863-2808).

4. If I am diagnosed with COVID-19, I will not come to campus. If I was recently on campus, I will immediately notify Steve Richards, Facilities Director (540-969-7282), and/or April Tolley, HR Director (540-863-2808), of my diagnosis. I will not return to campus until I have fully recovered, and I am 14-days post-diagnosis and symptom-free.

5. I will practice social/physical distancing and will not congregate at any time.

6. I will practice CDC Handwashing Guidelines while on campus.

7. I will wear a protective face covering (mask) at all times while on campus. Other Personal Protective Equipment (PPE) may be required by the College. Failure to wear a face covering and required PPE while on campus may result in being asked to leave campus.

_____________________________  ______________________________
Signature                               Date

_____________________________  ______________________________
Witness Signature                    Witness Printed Name