



# Healthy At Work

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Overview of the Governor's Guidelines to  
assure the health and wellness  
of Berea College Employees

*Created May 14<sup>th</sup>, 2020*

# 1) Continue Telework If Possible

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Areas that can continue working remotely are encouraged to do so for the time being to limit risk on-campus.

The College shifted toward telecommuting where possible in March and will continue to as we phase toward reopening per future guidelines from the Commonwealth.

## 2) Phased Return to Work

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Berea College continues to monitor the evolving COVID situation and will continue to follow forthcoming guidelines provided by the Governor's Office. Any changes required for campus will be communicated in future announcements.

### 3) Enforced Social Distancing

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We are asked to assure that employees remain at least six feet apart from each other unless closer interaction is required to perform their job duties, in which case, masks must be worn.

Berea College has worked with individual areas across campus to assure that interaction is as limited as possible. This has even involved rotating schedules in some departments.

## 4) Limit Face-to-Face Interactions

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**Social distancing remains a key element of a safe campus.**

We must strive to limit in-person discussions, even with others in the same building. This means minimizing face-to-face contact with one another and customers to the greatest extent practicable.

Meetings should be conducted via telephone or through internet options like Zoom and Microsoft Teams.

## 5) Personal Protective Equipment (PPE)

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**All employees** (including student labor) should **wear cloth masks** in their workplaces unless:

- **Working alone per the Governor's guidelines, or**
  - **If wearing a mask would create a documented health concern, or**
  - **If wearing a mask would create a safety hazard.**
- If you have a safety or health concern with wearing a mask, inform your supervisor, and a solution will be developed with Human Resources / Labor Office.

## 5) PPE - continued

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- ‘Common Areas’ - wear face masks for interactions with others, or while in common travel areas – including hallways, conference rooms, bathrooms, stairwells, entries and exits.
- **Keep a mask at all times** for unanticipated contact with others.
  - Employees should have a mask **prior to visiting, or upon arrival**, to campus
  - Priority distribution at this time will be for employees required to work on campus.
  - **To obtain Masks, Gloves and PPE –** contact your designated materials ordering individual (Department Head, Area Coordinator, or Building Coordinator), who can procure through the Facilities PPE ordering system.

## 5) PPE - continued

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### Ordering PPE –

For Departmental Heads, Building Coordinators or Res Life Area Coordinators that will order for your areas of responsibility, follow the link. The order process is simple.

<https://www.berea.edu/facilities-management/>

It is vitally important **not** to over-order or hoard material!



## 5) PPE - continued

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**Regarding Gloves** – if you are in a high-touch work position, you should wear gloves that are regularly replaced unless they would create a safety hazard such working around moving parts.

- Commonly used equipment, office supplies, etc. should be sanitized after each use.

## 6) Hand Sanitizer & Hand Washing

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Employees and students should sanitize frequently touched surfaces and areas after each use, or a minimum of twice daily.

- Frequent handwashing with a minimum of 20 seconds is highly recommended.
- **To obtain liquid hand sanitizer** – contact your designated materials ordering individual (Department Head, Area Coordinator, or Building Coordinator) will order through the Facilities PPE ordering system.

## 7) Restrict Common Areas

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To the greatest extent practical, supervisors must assure that departments and individuals **restrict common areas** such as lobbies, waiting rooms, break rooms, smoking areas, lunch rooms, and concession areas to maximize social distancing and reduce congregating.

- Guidance for defining “Common Areas” may be deferred to the Healthy at Work officers, Leslie Kaylor or Mike Morris.

## 8) Proper Sanitation

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Frequently touched surfaces and areas (e.g., door knobs, credit card machines, shared computers) must be sanitized in accordance with CDC guidelines.

You are responsible for any sanitation and cleaning of personal office spaces, and common work spaces including meeting tables, etc.

If an employee has been identified with COVID-19 or has associated symptoms, access to contaminated areas must be immediately restricted, signs posted, and adequately cleaned.

- Any contaminated area will be off-limits to all but essential personnel for a minimum of 24 hours if practical.
- Leslie Kaylor and Facilities Management can provide guidance for adequate cleaning.

## 9) Daily Temperature/Health Checks

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Employees coming to campus are required to perform self-administered daily temperature and health checks, prior to coming to campus.

Temperature/Health checks can include:

- Fever (100.5° F or higher)?
- A new cough?
- Shortness of breath or difficulty breathing?
- Sore throat?
- New muscle aches or headache?
- Gastrointestinal symptoms (i.e. diarrhea, vomiting, etc.)?
- Chills or repeated shaking with chills?
- A new loss of taste or smell?
- Is there anyone in your household who is ill or has been diagnosed with COVID- 19?
- Have you been in contact with anyone who is ill, shown symptoms, or has been diagnosed with COVID-19?

If the answer to any of the above questions is “yes,” the employee or student worker should not report to work, but must contact their supervisor, who will work with Human Resources to communicate next steps to take. This will include identification of all persons with whom the affected worker has had recent contact known to have had recent contact per the College’s Pandemic Plan.



## 10) Our Testing Plan

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Berea College does not have a designated testing site on campus.

Staff/Faculty are to reach out to their healthcare provider if they are displaying symptoms of COVID-19.

COVID-19 testing is available at:

- Berea Urgent Care Center; 234 Brenwood Street, Berea, KY. 859-985-0302
- Central Kentucky Urgent Care; 103 Keystone Dr. Richmond, KY. 859-353-8884 #1
- Baptist Health Urgent Care; 648 University Shopping Center, Richmond, KY. 859-623-1950
- Baptist Health Richmond Hospital; Emergency Room. 859-625-3290

Individuals with suspected or confirmed COVID-19, should immediately quarantine.

- If an employee tests positive or suspects COVID-19, they need to notify Human Resources via the **COVID-19 Related Absences** link on HR's homepage.

## 11) Accommodations

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In addition to continuing telework, we will be mindful of employees who need to use sick and/or family leave to care of themselves or loved ones due to illness or lack of childcare options.

Berea College has and will continue to adhere to the updates to the Family and Medical Leave Act related to COVID and will continue to provide employees with job protection in the situations mentioned above.

- **Individuals with concerns, or questions about accommodations should work with their supervisors and Human Resources for possible resolution.**

## 12) Our “Healthy at Work” Officer

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There are three (3) “Healthy at Work” officers that have been designated for the College as per the Governor’s guidelines – Leslie Kaylor and Mike Morris of the Risk Management Department, and Kevin Hall for Partners for Education staff. Each are available to help answer questions and provide guidance pertaining to COVID related questions and concerns.



## 13) Education and Training

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The College is responsible for continuous education and training for all employees regarding “Healthy at Work” protocols. This review of the Guidelines to assure your understanding is a part of that effort.

If contractors, vendors, and visitors come to your work area, you should inform them about these guidelines.

## 14) Contact Notification Responsibilities

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Berea College must be prepared to assist public health officials if an employee tests positive or becomes exposed to COVID-19.

In effort to **protect College community members**, HR will confidentially track COVID-19 related absences and report any needed information in accordance to tracing processes.

It is essential to communicate to Human Resources any suspicion of, or positive testing of COVID-19, including potential exposure. This can be done via the **COVID-19 Related Absences** link on HR's homepage.



# Key Contacts for COVID-19 Questions/Concerns

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**Human Resources** – work accommodation requests; COVID-19 related absences/tracking

**Facilities Management** – Masks, cleaning supplies, gloves, other PPE

**Healthy at Work Officers:** Leslie Kaylor, Mike Morris – Guidance and requirement interpretations.

Kevin Hall – Partners for Education staff

**Student Life/Labor Program** – Student related questions