

## PHASED RETURN BACK TO WORK

**Request for Accommodations:** Employees who have health conditions that may require accommodations or if you are in the high risk category per CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> and are needing an accommodation to work from home contact Human Resources at 434-947-8114 or via email to Sharon Saunders [ssaunders@randolphcollege.edu](mailto:ssaunders@randolphcollege.edu) or Connie Everhart [ceverhart@randolphcollege.edu](mailto:ceverhart@randolphcollege.edu) .

**Emotional Health:** COVID-19 creates stress from fear of becoming ill, family members becoming ill, and the impact of our normal routines. We want to remind everyone of the free employee assistance program offered to all employees. All Points EAP offers free confidential counseling to you and any member of your household. In person or telephonic appointments are available at 434-845-1246.

**Use a screening tool:** If you have an Apple iPhone “Covid 19 Screening Tool” or [www.vdh.virginia.gov](http://www.vdh.virginia.gov) click on COVIDCHECK, and then click on CHECK YOUR SYMPTOMS.

**Phased Return to Work:** Stage One began on **June 15, 2020**, and up to 30% of the work force returned to campus; Stage Two began on **July 13, 2020**, and an additional 30% of the work force returned. Stage Three began **August 10, 2020**, but most employees continued to work from home this fall and were told to contact their supervisor for direction before returning to campus. Also, there were some employees in other stages who reverted back to working from home and alternating days on campus. Going forward, the College will be using the below Modes of Work.

### Modes of Work

*All Randolph College employees are required to wear a face covering. Employees will be required to take their temperature prior to reporting to work and if temperature is greater than 100.4 degrees Fahrenheit you should contact their supervisor and not report to work. If you do not have a thermometer, the College will have designated stations for you to have your temperature checked on campus. All employees should have received a COVID bag from Human Resources, with a thermometer in it.*

- **Remote Work:** Faculty and staff who can work remotely to fulfill some or all of their work responsibilities may be allowed to continue to do so in order to reduce the of people on campus. The remote work arrangements should be approved by first the employee’s immediate supervisor and then the head of their division. This can be done in full or partial day/weekly schedule as deemed appropriate during COVID. Human Resources should be notified by who is working remote by either the supervisor or the division head.
- **Alternating Days on Campus:** To limit the number of people and interactions to others on campus, department can schedule alternating staff in the office on certain days. This again should be approved by first the employee’s immediate supervisor and then the head of their division. Human Resources should be notified of an employee’s schedule by the supervisor or the division head.

- **Staggering Starting and Departing Times and Lunches:** Supervisors have been instructed to stagger start times if necessary to deter everyone walking in at the same time. The same is true with lunches. Supervisors have been instructed to stagger lunches, to avoid congregating in lunch areas or at coffee pots. If an individual needs to use the breakroom to heat up their lunch or get a drink out of the refrigerator, only one person at a time is permitted. Minimum six feet physical distancing should still be maintained. Sanitize after use.
- **Working on Campus:** Minimum of six feet physical distance is required. When possible, keep internal doors open. No handshakes.

**Guidelines An Employees MUST Follow When On Campus:**

- All employees will maintain a minimum physical distance of six (6) feet.
- Supervisors/employees look at areas to assess their office environments and work schedules.
- Supervisors plan staggered lunches. No congregating in lunch areas or at coffee pots. Use of shared breakrooms and kitchens should be avoided. If you need to use the breakroom to heat your lunch or get your drink, only one person at a time is permitted. Six (6) feet physical distancing should still be maintained. Sanitize after use.
- Put down painters tape on floor for distancing markers.
- Internal doors will be left open whenever possible to minimize contact. If a door needs to be closed, the person whose office the meeting is occurring in will close the door.
- Do not let people use your phone or personal items at work. If they do, it needs to be wiped down afterwards.
- Remove high-touch items from counters or desks. (Ex. pens, pencils, scissors.)
- Wash hands often with soap for at least 20 seconds per CDC guidelines.
- Use hand sanitizer with at least 60% alcohol per CDC guidelines. Hand sanitizer will be placed where possible.
- In person meetings in offices will be limited to 2-3 people to ensure adequate distance can be maintained.
- Google Meet or a videoconferencing platform meetings are encouraged for any meeting with more than 10 people or where physical distancing cannot be possible.
- Face masks are required per the Governor of Virginia, inside public places starting Friday, May 29, 2020, unless health conditions prevent it. The College will provide one if you do not have one of your own. Face coverings are also required outside if you are within six feet of someone.
  - If using a cloth face mask, use only one day at a time and properly wash before using again.
- No handshakes or greeting co-workers with a hug.
- No work-related travel.
- Due to physical distancing protocols, only one person may be in an elevator at a time. Please use stairs when possible.
- Employees must remain home if they are not feeling well.
- No public events on campus.

- Employees will be required to take their temperature prior to reporting to work and if temperature is greater than 100.4 degrees Fahrenheit you should contact your supervisor and not report to work. If you do not have a thermometer, the College will have designated stations for you to have your temperature checked on campus. (Locations of thermometers will be sent out closer to July 13.)
- Outdoor meetings are encouraged when possible.

***Randolph College is seeking a safe return to campus for its faculty, staff, and students. As with all COVID-19 matters, the College is following the CDC and state guidelines. The rules and guidance are subject to change.***