

Employees Authorized to Work On Campus During Modified Operations Due to COVID-19: Protocols for Masks, Social Distancing and Hygiene

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Introduction

Consistent with the directives and guidance issued by the Commonwealth of Massachusetts
in response to the COVID-19 pandemic by requiring employees to adhere to the following safety,

temperature below 100 degrees Fahrenheit; (ii) is not experiencing any symptoms associated with COVID-19; (iii) has not been identified by a public health official as a close contact of a COVID-19 case; and (iv) has not been directed to self-isolate or quarantine by a physician or public health official. See the Employees: Self-Health Assessment section below for additional information.

Non-Exempt Employees Clocking In

All non-exempt (i.e., hourly) employees are required to clock into their shift as usual, additional information

and the mask. For this reason, masks that have a flexible nose piece and can be secured to the head with string ties or elastic are preferable.

Employees should avoid touching the mask while wearing it. If an employee needs to readjust their mask, employees are instructed to clean their hands immediately afterward by washing with soap and hot water for at least 20 seconds, or, if that is not possible, by using alcohol based hand sanitizer.

To properly remove the mask, remove the elastic band behind your ears, or headband and do not touch the front of the mask. If you are using a single use mask, discard it immediately in a closed bin. Employees must then clean their hands as indicated above.



If an employee has been identified by a public health official as a close contact of a person with COVID-19, or if the employee knows that they have been exposed to COVID-19, the employee will be required to stay at home for 14 days beginning from the date the employee was exposed to the infected person.

All employees working on campus should remain vigilant and exercise caution if they are not feeling well. Employees should NOT REPORT TO WORK if they are not feeling well. If in doubt, please stay home.

In these circumstances, employees must follow normal protocols for reporting of sick time and should remain in contact with their supervisor and Human Resources to discuss their return-to-work plan.

Flu Vaccine

The College highly recommends that all members of the College community get a flu vaccine no earlier than mid-September and no later than the end of October. This measure will help suppress the prevalence of flu, mitigate the risk of mistaking COVID-19 symptoms for the flu or vice versa, and protect those with vulnerable immune systems. Employees will be able to take advantage of the annual Flu Clinic on campus and are encouraged to visit the clinic.

Personal Travel and Quarantine Restrictions and Guidance; Business Travel

Because of the continuing community transmission of COVID-19 across the United States and the world, and in accordance with the Massachusetts [Travel Order](#) and the Governor's Executive Order, the College strongly discourages employees from undertaking any unnecessary, personal interstate or international travel.