



## BRYN ATHYN COLLEGE

### Physical Distancing and Mitigation Guidelines for employees while at work

<b>Date</b>	7/31/20
<b>Intended Audience</b>	BAC faculty, staff, and administrators
<b>Task Force Area</b>	Human Resources Office
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In the absence of a vaccine, physical distancing is widely viewed as the most effective control to reduce the spread of COVID-19.

The following guidelines have been implemented to discourage/avoid contact between employees and maintain physical distancing of at least six feet in between workers, where reasonable. Each action plan should be tailored to your department's work environment in collaboration with your supervisor/department head.

- **Staggered shifts:** Where employees need to work onsite, supervisors have been asked to alter work schedules when possible to minimize the number of employees entering and working in a shared space at any given time (not applicable to faculty). Employees are responsible for sanitizing shared office touch points (doorknobs, light switches, printer keypads, etc.) daily.
- **Split teams:** If reasonable, supervisors and department heads have been asked to limit the initial return to the office only to those employees who are essential, or to a limited and specified percentage of the total workplace.
- **Face masks:** To slow the spread of COVID-19 and minimize asymptomatic infection transmission, you are required to wear a face mask when on campus (while outside of your personal office space). If you report to work and forget your face mask, contact Health Services or Public Safety, as they have face masks available for this purpose. Health Services is in the lower level of the College Center; Public Safety is on the second floor of Pitcairn Hall.

Those with medical conditions that prevent them from safely wearing a mask are to submit medical documentation to this effect to the Health Services or Human Resources Department, after which time guidance will be provided.

- **Workstation redesign:** Work areas housing more than one individual in close proximity are being redesigned to reduce/avoid employee contact.
- **Meetings:** Use video conferencing as the preferred method of meeting. Any in-person meetings, if they are needed, should be limited to a small number of employees. At all times, use best efforts to spread out. Also, consider removing chairs to reduce the potential distancing and consider holding meetings outdoors or in open spaces where people can spread out to ensure physical distancing.
- **Digital communication:** Rather than speaking face-to-face, use unshared work or personal phones, online conferencing tools, e-mail, or instant messaging to communicate.

- **Breaks:** Where practical, eat meals at your workstation, outside, or physically separated from others.
- **Drop off/pick up:** When items or materials must be collected in person, prepare in advance of the collection so that they may be placed in a location where physical distancing will not break down when collected.
- **Deliveries:** Establish a shipping/receiving drop point, to which access is restricted.
- **Hand-free:** When possible, use an elbow, a paper towel or tissue to touch light switches or elevator buttons, and discard those items in a trash can immediately after. Use hand sanitizer or wash hands after direct contact with a switch/button.
- **Public surfaces:** When opening doors or touching other public surfaces (such as printers, light switches, or elevator buttons), use an elbow, a paper towel or tissue if possible, discarding those items in a trash can immediately after. When unable to avoid touching these shared public services directly, sanitize the touch points before and after use when possible, then use hand sanitizer or wash hands after direct contact with a public surface. Public surfaces will be sanitized regularly by our cleaning staff as well.
- **Elevators:** Limit elevator passengers to one person (or one family) per ride.
- **Non-employees:** Communicate requirements to guests, visitors, and contractors in advance of their arrival. Limit visits to essential services only. Where contractors or other visitors have to be admitted to a shared workspace, enforce established pre-admittance screening protocols.

Feel free to view the following link for CDC guidance on physical distancing:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Intentional failure to comply with the guidelines above may result in disciplinary action up to and including termination of employment, depending upon the severity of the circumstances. Contact Renee Rosenfeld, Director of Human Resources, to discuss concerns with any of the guidelines identified above.