



COVID-19 RETURN TO ON-SITE WORK ENVIRONMENT Faculty and Staff Health Safety Agreement

The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, faculty, and staff safe during the current COVID-19 pandemic for all ON-SITE WORK /EMPLOYMENT ACTIVITIES. As a condition for your return to the on-site work environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter on-site.

For my safety, the **College/my employer will do the following:**

- Maintain a commitment to keeping educational/academic interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and transmission of COVID-19 including the thorough cleaning and disinfecting of the on-site work environment, to include, but not limited to: offices, classrooms, lab areas, etc., at the conclusion of use;
- Provide hand sanitizers and hand sanitizing stations on-site; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Respond to faculty and staff concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Faculty and Staff Expectations:

As an employee, **I agree to the following conditions to return to class:**

1. **I will not come to work on-site if I am sick or stay on-site if I feel sick**, regardless of symptoms. I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my instructor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources;

I will not come on to work if I have been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19. I will quarantine per CDC guidelines. I will not come back on to work until I have quarantined for a minimum of 14 days. I will contact my supervisor and work with Human Resources to request appropriate accommodations, i.e., telework options, alternative work options, etc., if appropriate, until I return to work on-site;

If after returning to work on-site, I find out that I was exposed to someone with COVID-19 outside of the work environment, I will contact my supervisor immediately and quarantine per CDC guidelines. I will not come back on-site to work until I have quarantined for at least 14 days. My supervisor in consultation with Human Resources may offer work accommodations, i.e., telework options, alternative work options, etc., if appropriate for the type of job/position I hold at the college. I will stay in touch with my supervisor and Human Resources during my work absence;

If I am diagnosed with COVID-19 I will not come on-site to work. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis. I will stay in touch with my supervisor and Human Resources as I am able. I will not return to work on-site until I have been authorized by **Human Resources**.

I will practice Social/Physical Distancing and will not congregate before, during, and after on-site work activities, as well as during breaks. I will not loiter or socialize on-site and will leave the premises when not engaged in work-related activities;

6. **I will properly wear a protective face covering (mask) when on-site.** This will be required for entry to any building until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor, to include, but is not limited to: face shields, gloves, sanitizer, antibacterial wipes, etc. Failure to properly wear a face covering and/or use required PPE while on-site may result of 2 in conduct violations that may lead to possible disciplinary action and/or faculty sanctions;

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7. **I will be prepared if the college is moved to a fully remote work environment for all employees.**
In the event of a new outbreak or change in state guidelines, I understand it is possible the college may be moved to a full or partial work environment. I understand that if this occurs, I will need access to technology and internet with as little as 24 hours' notice;
8. RECOMMENDATION: **I should sign up for my College's Alert System** so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closings, but other emergency information I should know. For the latest emergency closing information, please sign up.
9. **Self-Check before Returning to On-site Work/Employment** – Faculty and staff are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work on-site or attending class.

Signature

By signing below, **I agree to the above Employee Expectations as a condition of returning to on-site work/employment.** If, at any time, I fail to follow any of these conditions, I understand I may be subjected to possible disciplinary action, up to and including termination. This agreement will become part of my official personnel file.

PRINTED NAME

SIGNATURE

DATE

6/26/20 2:55 PM

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.