



COVID-19

Guidelines for Herkimer County Community College Employees

To ensure the health and safety of our campus community, the College is following guidelines set forth by SUNY, as well as the CDC and public health officials.

General Considerations

- If you are sick for any reason, stay home and contact your supervisor.
- If you have **concerns regarding a possible exposure** to the virus, contact one of the following: your medical provider; Bassett Health Care System (1-800-BASSETT); NYS Department of Health Hotline for COVID-19 test site at Griffiss (1-888-364-3065). Please follow the guidance that is provided by the health care provider.
- If you have been **exposed to an individual who has tested positive**, you must notify the Director of Campus Safety and quarantine for 10 days unless otherwise directed by the county public health department. You must then be tested, and submit documentation of your negative test result to the Director of Campus Safety before you return to campus.
- In the event that you are tested, you must self-quarantine until the test results are confirmed.
- If test results are **negative** and you are released to return to work by your health care provider or your county's department of public health, documentation of your approval for return to work is required and must be submitted to the Director of Campus Safety.
- If you test **positive** for the virus, you must notify the Director of Campus Safety, and follow the isolation protocol provided by your health care provider or your county's department of public health. Documentation of your approval for return to work is required and must be submitted to the Director of Campus Safety.

Screening

- Employees reporting to work on campus must be screened on a daily basis prior to entering campus via the following methods:
 - Completing a COVID-19 screening questionnaire (utilizing the Campus Clear app or paper questionnaire) and having their temperature taken with a “no-touch” thermometer.
- Employees who are cleared will be issued a wrist band that must be worn and visible during the entire time the employee remains on campus.
- All employees will enter campus through one of the following entrances:

- RMCC: 7 a.m.-8 p.m. Monday through Friday and 11:30 a.m.–6:30 p.m. on weekends
- PE Building: 3 p.m. – 9 p.m. Monday through Friday
- Employees who come to campus after hours must obtain prior approval from the Director of Campus Safety.
- Failure to comply with the mandatory screening requirements may result in disciplinary action.

Surveillance Testing

All employees who report to campus on a regular basis will be required to participate in weekly surveillance testing.

Face Masks/Facial Coverings

- Face masks must be worn at all times while indoors, except when working alone in an office, vehicle, or lab space.
- Face masks must be worn at all times when outdoors, unless you are alone.
- The College will provide face masks for all staff; however, employees may use their own cloth or commercial masks, provided that it completely covers the nose and mouth and meets the minimum NYS DOH requirements for face coverings.
 - See guidance from CDC and NYS DOH on the proper wearing and cleaning of face covers (attached documents).
- Masks are not required if the employee is not able to wear one for medical reasons. However, supervisors must be notified in advance and appropriate arrangements will be made.

Social Distancing

- Keep a **minimum** of six feet away from others as much as possible.
- Keep desk and chairs a **minimum** of six feet apart. If not possible, facilities will work with supervisors to rearrange work space. In the event that social distancing cannot be achieved by modifying office space, employees will be relocated to another office, or will have an adjusted work schedule.
- Offices/Departments will observe an approximate 50% occupancy rate.
- Work alone when possible.
- Avoid in-person meetings as much as possible and utilize conference calls or Microsoft Teams.
- Observe floor markings, signage and stanchions to ensure social distancing.

Proper Hygiene

- Practice handwashing hygiene by washing hands with soap and water for minimum of 20

seconds after coughing, sneezing, blowing your nose, touching your mask, or being in a public space.

– Use hand sanitizer ($\geq 60\%$ alcohol) when soap and water is not available.

- Cover nose and mouth when coughing or sneezing.
- Avoid touching mouth and nose.

Cleaning of Workspace

- Facilities will provide cleaning supplies.
- Frequently disinfect personal workspace and other high touch or common areas within your office (ex: breakroom tables, handles to microwaves & refrigerators, door handles to offices, etc.)
- Disinfect shared vehicles and tools before and after each use.