

## FACULTY/STAFF HANDBOOK ADDENDUM

### Temporary Policies Relating to COVID-19 Safety Operations for Pierpont Community & Technical College Effective January 4, 2021

The Temporary Policy provisions contained herein shall apply to every employee, contractor, and every volunteer or other person who is acting on behalf of Pierpont Community & Technical College, while on the premises of the campuses of the College, except as otherwise expressly specified herein. Unless otherwise specified herein, the use of the term “employee” hereafter shall include contractors and their personnel, volunteers, and any person acting as an agent of the College.

Students and Visitors are regulated under distinct policies. All policies herein are adopted to provide for adherence to State and Health regulations applicable to the College and to enhance the personal safety of Pierpont’s students, employees, and other members of the Pierpont community. The College emphasizes that while many of these policies provide at least some safety benefit to the employee whose compliance is required; the policies are in all cases also designed to enhance the safety of others on the campus.

**FACE COVERING POLICY:** All employees shall wear a Face Covering while on campus except under the following excepted conditions:

- While in a personal vehicle or a rental vehicle on College business if the employee is the sole occupant or the rental vehicle;
- While working alone in a closed office assigned to that employee for work and occupied solely by that employee at the time;
- While working in a laboratory or other setting in which alternative facial protective equipment, which covers the nose and mouth, is utilized;
- While alone in a single occupancy restroom;
- Contractor-employees, while they are inside an enclosed construction site on campus;
- While eating in a room designated for eating meals and while maintaining the applicable distances from other persons; and
- During any brief period when removal of the Face Covering is necessary for personal health or welfare, provided that no other person is within six linear feet of the employee.

Employees with a physician-documented medical condition which would be complicated by use of a Face Covering should contact Human Resources to discuss possible accommodations.

For purposes of this Policy, compliant wearing of a Face Covering includes the following standards: i) Either cloth or medical Face Coverings may be used; ii) the Face Covering must provide continuous coverage of both the nose and mouth; iii) the Face Covering must be

maintained in a reasonably hygienic condition.

Employees may use commercially made or home-made Face Coverings, which must be appropriate to a professional environment.

**PERSONAL HYGIENE:** Adherence to CDC Guidelines as to personal hygiene to help reduce spread of virus is required:

- Cover coughs/sneezes with tissue, and promptly place used tissue in trash. Then promptly wash hands. If other covering is unavailable, cough or sneeze into elbow;
- Frequently wash hands rigorously with soap and water. Supervisors should provide liberal time away from work tasks to allow hand washing throughout the day;
- Rigorous compliance to interpersonal distancing requirements; and
- Compliant use of Face Coverings.

**PHYSICAL/ SOCIAL DISTANCING:** Every employee is obligated to make a good faith effort to comply with the physical/social distancing guidelines established by CDC, which recommends a minimum of six feet interpersonal distance to the maximum degree achievable. Willful or reckless disregard of distancing from others is prohibited. Generally, all meetings of employees should continue to be conducted virtually, unless there are specific reasons why a fully socially distanced physical meeting should occur. Employees are expected to make every effort to avoid unplanned visits to other administrative offices.

**PERSONAL ILLNESS:** An employee should not be on campus if feeling any symptoms that are consistent with COVID-19, flu, or cold. If experiencing such symptoms, employee must promptly notify supervisor, contact Human Resources, and send notification to [COVIDReporting@pierpont.edu](mailto:COVIDReporting@pierpont.edu) as appropriate.

**PERSONEL TRAVEL:** The College will not authorize any business travel during the pandemic unless for extraordinarily unique exigencies and approved by the President. The College has a unique obligation, during the COVID-19 pandemic, to monitor personal activity which can create an increased risk to the College community; for this reason, the College cautions that employees should use the utmost care and discretion in any personal travel. In the interest of campus safety, the College may require any employee who travels to especially high-risk areas to either work at home for a quarantine period or to use annual leave.

**TESTING / HEALTH MONITORING:** The College is coordinating with State/Local health officials or may be independently administered by Pierpont measures to allow ongoing monitoring of possible COVID-19 threat. Employees are required to comply and cooperate with testing/ health monitoring programs, which may include, but not limited to, COVID-19 tests, temperature monitoring, questionnaires as to COVID-19 risk factors, or other measures recommended by health authorities. Any personal health information of employees will be carefully held confidential. Employees with a physician-documented medical condition which would be complicated by a test or other medical procedure should contact Human Resources

for possible ADA accommodations.

**ENFORCEMENT:** These temporary COVID-19 policies are mandatory as to all employees, contractors and volunteers working on the campus. The College has maintained a variety of safety policies throughout its history. If an employee fails to comply with this policy, it will be addressed as a personnel matter in the ordinary course of personnel management practices. Negligent non-compliance may be a matter of counseling and progressive discipline, depending upon the circumstances, but because these are safety compliance issues, non-compliance could immediately result in stronger, immediate sanctions. Willful non-compliance would constitute a serious infraction, possibly insubordination, and is subject to institutional action consistent with our existing personnel practices as to gross misconduct. These temporary COVID-19 policies are being implemented due to mandates by the Office of the Governor of the State of WV. As such violations of these temporary COVID-19 policies will be addressed by the COVID-19 Task Force following normal institutional policies and practices. Reports of employees violating these temporary COVID-19 policies should be directed to the COVID-19 Task Force at [COVIDReporting@pierpont.edu](mailto:COVIDReporting@pierpont.edu).

Consistent with normal institutional policy and practice, all other reports of employees violating a personnel policy should be directed to both the supervisor and Human Resources.

**REVISIONS AND EXPIRATION:** These temporary COVID-19 policies will be subject to amendment, as authorized by the President, as circumstances may dictate. Amendments would be made to advance the College's commitment to the health and safety of the campus community, but also decreasing the scope of these provisions if improved conditions in West Virginia and the region justify such action. These temporary COVID-19 policies will expire upon the direction of the College President or the Board of Governors, consistent with the foregoing factors.