

**Hudson Valley Community College**  
**COVID-19 Guidance for Returning Faculty and Staff**  
**Revision Date: Aug 26, 2020**

Hudson Valley Community College is committed to taking all possible precautions to prevent the spread of COVID-19. Multiple levels of controls have been implemented, but the active participation of the entire campus community is also needed. All faculty and staff are expected to be courteous and respectful of each other's health and observe the practices included in this guidance and associated protocols. These protocols are in effect until further notice and are subject to change as additional information becomes available.

**COVID-19 Symptoms and Spread**

The virus that causes COVID-19 is new. Therefore, anyone who has not already been infected is at risk. Anyone can have mild to severe symptoms. Older adults and people who have underlying medical conditions seem to be at higher risk for developing more serious complications from COVID-19 illness. People with COVID-19 have reported a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, congestion or runny nose, new loss of taste or smell, nausea, vomiting or diarrhea. This list may not include all possible symptoms. Some individuals may not have any symptoms.

The virus appears to spread mainly from person to person through respiratory droplets that are produced when an infected person coughs, sneezes or talks. Some of these droplets settle out of the air quickly onto surfaces, but others may stay in the air for a longer period of time. These droplets can be breathed into the mouth, nose or lungs or transferred from contact with contaminated surfaces. The greatest risk of spread comes when people are in close contact with each other for extended periods of time; however, there may be some risk of exposure to the virus from shorter time periods or from touching contaminated surfaces or objects. People without symptoms may be able to spread the virus.

**If you are sick, have been exposed or are at risk of complications**

If you are sick for any reason, stay home from work and contact your supervisor and **Health Services** at (518) 629-7468 or [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu). Contact your medical provider for medical advice/care, concerns over potential exposure or to request testing for COVID-19. You may also call the NYS Health Department Coronavirus Hotline at 1 (888) 364-3065 to request testing. If you have tested positive for the virus, follow the guidance of your local health department and communicate with Health Services. Employees who are subject to quarantine or isolation due to COVID-19 must communicate with their immediate supervisor and Health Services for guidance prior to returning to work. If you have underlying medical conditions increasing your risks of developing more serious complications, you should contact your own health care provider and ask them to send any medical documentation identifying you as being at risk of more serious complications to Health Services by fax at (518) 629-7471 or by e-mail to [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu). As a reminder, the college's Center for Access and Assistive Technology coordinates accommodations for students and employees with chronic or temporary health problems and can be reached at (518) 629-7154 or [caat@hvcc.edu](mailto:caat@hvcc.edu).

**College-Wide COVID-19 Controls**

As with any hazard, it is preferred to follow the "hierarchy of controls" model. Elimination is the most effective control, followed by engineering and administrative controls. Personal Protective Equipment (PPE) is used when more effective controls are not feasible, during the time needed to implement more effective controls, or as a supplement to other controls.

Examples of college-wide controls may include:

- Elimination – Working from home when possible to reduce the number of people on campus, restricting travel for college business, canceling or postponing events and large gatherings
- Engineering Controls – Installing partitions at public-facing counters, rearranging workstations to be six feet apart
- Administrative Controls – Working from home when possible to reduce the number of people on campus, staggering break times and shift schedules, rotating shifts to keep from cross-contaminating within departments, eliminating non-essential meetings, enhanced cleaning and disinfection
- Personal Protective Equipment (PPE)– PPE hazard assessments conducted for departments with increased risks to assess hazards and assign appropriate PPE when other controls are not feasible
- Community Protective Equipment – Wearing face masks in common spaces and when around others

### **General Requirements for All Employees**

All employees are expected to follow college protocols and take measures to protect themselves and others. Detailed information can be found in the Health Screening, Social Distancing and Personal Hygiene, Cleaning and Disinfection, Face Mask and Glove Use, Contractor and Visitor and Travel Protocols, available on the college's [COVID-19 Re-Occupancy Safety Plan webpage](#). Key points for employees include:

**Health Screening:** All individuals are required to complete a daily health screening process before being allowed access to campus. The screening process includes a health questionnaire, which should be completed online prior to reporting to campus whenever possible, and a contactless temperature scan.

- When arriving on campus, proceed directly to a health screening station. Wear your mask at all times while approaching a screening location and during the screening process. Hours and locations for health screening stations are posted on the college's [COVID-19 Health Screening Process webpage](#).
- At the screening location, you will need to answer health screening questions or show your mobile device with timestamped confirmation that you have completed the questionnaire online that day. You will then have your temperature taken and receive a color-coded wristband. You must wear the wristband at all times while on campus. New wristbands will be issued each day. If you have a temperature of 100.4 degrees F or greater, or have answered yes one of the survey questions indicating illness or exposure, you will be sent home with further instructions.

### **Social Distancing and Hygiene:**

- **Six-Foot Rule:** Keep six feet away from others at all times unless safety or the nature of the task requires a shorter distance. If not possible during routine work, let your supervisor know and provide any suggestions for how to rearrange your work or space to maintain this distance.
- **Occupancy Limits:** The number of people in a space is limited to the **lowest** of the following: 50% of a department's full staffing level, OR the maximum number that allows for six-foot distancing, OR 50 people.
- **Meetings:** In-person meetings should be avoided. Essential in-person meetings should be held outdoors whenever possible. Essential in-person meetings must be limited to a maximum of 50 people, a six-foot distance must be maintained at all times, and all attendees must wear a face mask for indoor meetings. The meeting space should be cleaned and disinfected after use. Whenever possible, spaces should be dedicated to a single group and two hours of time should elapse between meetings.

- **Personal Hygiene:** Frequently wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover all coughs and sneezes.
- **Face masks:** A face mask or covering that covers the nose and mouth is **required to be worn at all times on campus** except when eating or drinking, when more than six feet away from others in an outdoor space, and when working alone in a workspace such as an office, vehicle, shop, lab or mechanical space. Masks must still be worn in common areas such as hallways, lobbies, restrooms and kitchens, even when no one else is present. If an employee is not able to wear a face mask or cloth covering for medical reasons, they should contact the Center for Access and Assistive Technology at (518) 629-7154 or [caat@hvcc.edu](mailto:caat@hvcc.edu). As supplies permit, the employee will be issued a face shield that will be required to be worn whenever a mask is required. Employees will be provided with masks, or may choose to provide their own face covering that covers the mouth and nose. Masks with exhalation valves are not permitted unless covered with a face mask.

**Disinfection:** In addition to enhanced cleaning and disinfection by the Physical Plant, all employees are requested to frequently disinfect high-touch surfaces throughout the day:

- Use disinfectant spray (10 minute contact time) or disinfectant wipes (contact time listed on label)
- Frequently disinfect personal workspace, break tables, refrigerator and microwave handles, vending machine buttons, door handles, and any other high-touch or common surfaces
- Disinfect shared desks, vehicles and tools before and after use

**Travel:** College-related travel outside of New York State is limited to essential business and requires the prior approval of the traveler's director or dean and Health Services. When considering personal travel, please be aware of current travel restrictions and advisories and plan accordingly. Those traveling to or from certain regions of the United States or foreign countries may be subject to mandatory quarantine and/or restrictions from campus upon arrival and/or return. More detailed information is available in the Travel Protocols document available on the college's [COVID-19 Re-Occupancy Safety Plan webpage](#).

**Contractors and Visitors:** Contractors and visitors should check with their college contact before coming to campus to determine the need for appointments, special precautions or procedures. Face masks covering the nose and mouth are required to be worn and six-foot distance is required to be maintained by any contractor or visitor on campus.

Please speak with your supervisor about any questions or concerns you may have.