

POLICY ON COVID-19 REPORTING AND PROTECTIVE EQUIPMENT

PURPOSE: Bucknell continues to operate campus locations providing life-sustaining services as permitted by law during the period of the coronavirus pandemic. Additional measures are required to protect the health and safety of employees who continue to work on campus and to prevent the spread of the coronavirus until such time as requirements for disease control measures are lifted by the appropriate legal authorities.

SCOPE: This Policy applies to all University employees anytime when they are present on the Bucknell campus.

DEFINITIONS: The following definitions apply for purposes of interpreting this Policy:

1. **“Social Distance”** means 6 feet of space that must be maintained between employees at all times.
2. **“Mask”** means a cloth mask or other material used to cover an employee’s nose and mouth to avoid the transmission of the coronavirus. Unless specifically indicated, masks required by this policy are not required to be N95 compliant and may be created by the user, so long as the mask meets the specifications of the Department of Health.
3. **“Close contact”** means contact by individuals within about 6 feet for about 10 minutes.
4. **“Infected”** refers to an individual who has a probable or confirmed case of COVID-19.

EMPLOYEE SAFETY PROTOCOLS – The following safety protocols are implemented in compliance with the order of state officials to avoid the spread of coronavirus.

1. The University will provide masks to all employees providing life-sustaining services on campus which must be worn at all times while on campus, except during break periods while an employee is eating or drinking. Employees may also use masks not provided by Bucknell if the mask is constructed in accordance with guidance provided by the Department of Health guidance.

2. The University will provide access to locations for employees to regularly wash their hands with soap, and hand sanitizer. The University will also provide disinfectant wipes and ensure that common areas continuing to be used on campus are cleaned on a regular basis.
3. The University will implement regular cleaning protocols, as well as special cleaning protocols to clean and disinfect high-touch areas in campus spaces that are accessible to resident students and other regular campus users.
4. While working on campus, employees must maintain social distance and must not gather in common areas where social distance cannot be maintained.
5. University supervisors will schedule and assign employees to limit social interaction by: staggering work schedules and employee breaks and providing sufficient work spaces to maintain social distance.

UNIVERSITY PROTOCOL UPON DISCOVERY OF A PROBABLE OR CONFIRMED CASE OF COVID-19 EXPOSURE – Upon discovery that the University has been exposed to a person who is a probable or a confirmed case of COVID-19, the University will take the following measures:

1. Any area visited by the individual will be closed off immediately with no cleaning of the area for at least 24 hours. The area will be thoroughly cleaned and disinfected following a practical delay with a specific focus on high-touch areas.
2. Upon a report that an infected individual has potentially exposed a University employee to COVID-19, the University will consult with the infected individual to identify any employees with whom the infected individual had close contact while on campus from the period 48 hours before symptom onset to the time at which the individual was isolated.
 - a. Consistent with applicable confidentiality laws, Bucknell will promptly notify any employees who were in close contact with an infected individual while on campus.
 - i. Employees who were in close contact but who remain asymptomatic should follow CDC guidelines, specifically prescreen, regularly monitor their symptoms, wear a mask, practice social distancing, and disinfect and clean work spaces. Employees experiencing symptoms should not return to work

until CDC criteria to discontinue home isolation are met in consultation with a health care provider or appropriate health official.

ii. Employees who were in close contact who become sick during the work day will be sent home immediately and all workspaces will be cleaned and disinfected according to these protocols. The University will develop a list of close contacts for the employee and all employees in close contact will be considered exposed to COVID-19.

3. The University will require employees who have been exposed to COVID-19 to record their body temperature prior to the start of each work day. Employees with an elevated temperature or fever of 100.4 degrees Fahrenheit or higher will be sent home.

EMPLOYEE OBLIGATION TO REPORT SYMPTOMS – In the interest of limiting transmission of COVID-19 and in accordance with the order of the Secretary of Health, all employees who are experiencing symptoms of COVID-19 (*i.e.*, fever, cough or shortness of breath) should notify the Office of Human Resources immediately and should not report to work. Employees experiencing symptoms should not return to work until CDC criteria to discontinue home isolation are met in consultation with a health care provider or appropriate health official.

1. Upon receiving notice of a symptomatic employee, the Office of Human Resources will contact the employee's supervisor to begin appropriate collection of close contact information and to notify close contacts.
2. The Office of Human Resources will coordinate an appropriate plan for communicating in accordance with appropriate confidentiality laws including but not limited to the following as appropriate:
 - a. All close contacts of the employee.
 - b. Student Health if necessary to ensure the safety of students and campus community.
 - c. The Facilities Department to ensure such areas are closed, appropriately ventilated and cleaned.
3. The Office of Human Resources will support the employee reporting symptoms by reviewing the following with the reporting employee:
 - a. CDC recommendations and Quarantine Guidelines.

- b. The process for communicating COVID-19 test results to Bucknell to support required follow-up.
- c. Procedure for returning to on-campus work including the employee's obligation to notify Human Resources at the conclusion of the quarantine period, or as their health situation changes.
- d. Appropriate coding for the period of absence.
- e. Obligation to notify close contacts.

Additional FAQs Related to the Governor's Order

Is social distancing still required?

Yes. Social distancing of 6 feet is still required. Some examples relative to campus may include but are not limited to during breaks, meals, meetings and service interactions.

Who needs to wear a mask?

All employees must wear a mask while on campus except to the extent an employee is using break time to eat or drink.

Will the employer provide masks?

Masks may be obtained by contacting Facilities at extension 7-1911. Facilities will make arrangements for delivery or pick-up of the mask.

Where do we get cleaning supplies?

Disinfecting wipes may be obtained by contacting Procurement at extension 7-1242.

Will Bucknell be taking employee temperatures?

Yes, upon discovery of an exposure to a person who is a probable or confirmed case of COVID19, following the criteria in the Order.

Who do I contact if I have an exposure or become sick?

Employees who believe they have been exposed or exhibit symptoms (i.e., fever, cough, or shortness of breath) must notify Human Resources (Danielle Kraus at 570-577-1710 dkraus@bucknell.edu; or Kelley Adams-Verge at 570-577-1340 or kaav001@bucknell.edu) and stay home. Human Resources will notify the employee's supervisor and others in accordance with CDC-recommended guidelines

