



NEVADA STATE  
COLLEGE

**To:** Faculty and Staff  
**From:** President Bart Patterson  
**Date:** June 12, 2020  
**Re:** Updated Nevada State College Returning to the Workplace Plans

The COVID-19 epidemic has presented unprecedented challenges in so many ways. I am very happy and grateful for the way our leadership, faculty, and staff have responded. We have continued to finalize the gradual reopening of campus for faculty, staff, student, and public use. All of our plans are aligned and consistent with state directives, local ordinances, and NSHE guidelines. We are prepared to make any changes as this situation remains very fluid.

Please note the current plans are as follows:

- Executive-level employees with titles of Dean and above and administrative staff as needed will phase in June 15, 2020.
- Director-level positions and necessary administrative support will also phase in June 15, 2020.
- All other 12-month employees will start phase-in plans beginning July 1, 2020.
- Generally, campus buildings will be open for public business purposes in a limited way on July 1, 2020.

Details of NSC's reopening plan is outlined in the attached *Guidelines for Returning to the Workplace* document. These Guidelines will continue to be revised as health and safety considerations evolve. All employees are expected to review the Guidelines before returning to work.

### **Staffing Phase-in Options:**

The College will employ several strategies as a part of reopening to enhance social distancing and minimize any spread. These strategies include the following:

- **Alternating Days or Weeks:** To limit the number of individuals and interactions among those on campus, departments are scheduling partial staffing on alternating days or alternating weeks, while working remotely at other times. Alternating weeks spent on campus provide the highest opportunity to limit the spread and is thus the preferred approach. Such schedules will help enable social distancing, especially in areas with large common workspaces, by reducing on-campus staffing by approximately 50%.
- **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

- **Remote:** We may also employ work from home arrangements in the initial phases of reopening to enhance social distancing in those departments that can work remotely most effectively or face the highest risks of direct, sustained contact, and their functions can be satisfied remotely.

## **Personal Protective Equipment, Safety Protocols & Personal Safety Practices**

- Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in campus settings where other social distancing measures are challenging to maintain. Students and members of the public may be required to wear face coverings in classrooms and other environments that require close proximity. The College is awaiting further guidance on whether face coverings may be required of all students and campus visitors in public areas.
- The College will provide each employee with a mask as requested. However, employees are encouraged to provide their own face coverings to control costs, avoid creating new waste, and decrease dependency on medical equipment already in short supply. The College also intends to maintain a supply of disposable masks that are available.
- Hand sanitizer will be provided at each building and floor entrance as well as near restrooms.

## **High-Risk Populations & FFCRA Leave**

- Employees who identify as being in a vulnerable/high-risk population for contracting COVID-19 may request to continue working remotely through the phase-in period. Human Resources has developed a process for requesting and documenting this exception. (See attached) The Guidelines document defines, per CDC and State of Nevada guidance, high-risk populations as they relate to COVID-19.
- Families First Coronavirus Response ACT (FFCRA) & Paid Leave:
  - Options are available under FFCRA for employees who have experienced a qualifying COVID-19 situation.
    - The NSHE FFCRA Employee Notice, which details all aspects of the FFCRA with specific reference to qualifying events and how leave will be processed based on employee type, is made available through the Guidelines document.
    - The NSC FFCRA request form will be utilized.

## **COVID-19 Symptoms & Pre-return Screening:**

- NSC has outlined a Symptom Monitoring Requirement
  - Employees must be free of symptoms before returning to campus.
  - Supervisors must send home any employee exhibiting COVID-19 symptoms.
  - A self-screening questionnaire has been developed. Each employee is required to email their supervisor indicating completion on a daily basis before coming to work.

## **Return to Work Requirements**

- A process for employees who test positive for COVID-19, have come into contact with someone who tests positive, or exhibits COVID-19 symptoms has been developed.
  - A 14-day self-quarantine or return to work certification from a medical provider before returning to campus is required.
  - A remote work agreement for individuals who are exhibiting symptoms, have come into contact with someone who tested positive, or has experienced the loss of childcare is allowable.

## **Social Distancing/ Physical Space/ OSHA Guidelines**

Due to the need to maintain physical distance and reduce areas of congestion and congregation, changes will be made to physical spaces on campus. Requests are currently being compiled and considered.

### **Plan for Cleaning, Disinfecting and Maintaining Social Distancing on Campus**

Facilities plans will be compliant with OSHA requirements. Measures to clean and disinfect while the campus is closed are as follows:

- All high touch points, stairwells, elevator, open restrooms, café areas, and areas accessed by essential employees have been disinfected each weeknight.
- All cafeteria, serving areas, and back kitchen areas have been disinfected on a weekly basis.
- Some restrooms have been closed to essential employees to reduce exposure.
- High-temperature bacteria-killing on HVAC filters on Saturday and Sunday.
- Maximizing outdoor air use to “flush” building air as much as possible.
- All Facilities personnel wash their hands at the top of each hour minimum.

**The following cleaning and disinfecting measures will take place as the campus reopens:**

#### **Beginning June 1:**

- All cleaning and disinfecting already taking place will continue in all buildings, as described above.
- All high touchpoints in occupied public areas and meeting rooms will be disinfected every four hours.
- All public restrooms to be disinfected at least twice per day, mid-day and at night. Higher use restrooms will be disinfected more often during the day. (Note: some public restrooms may be closed temporarily until there are occupants in the area, to minimize extraneous cleaning and disinfecting.)
- A table will be set up at each building entrance with cleaning products and masks for occupants to disinfect items being brought back to campus from working at home. It is expected that this will continue until September.
- All occupied offices will be disinfected every weeknight.

**Beginning July 1:**

- All cleaning and disinfecting will continue in all buildings, as described above.
- All restrooms will be open all day and disinfected two times during each weekday.
- The Café in RSC may be open on a limited basis – once open, cafeteria, serving, and cooking areas will be disinfected nightly with NSF approved electrostatic spray.

**Other changes that have been made since the campus closed include:**

- A link to the NV-OSHA webpage with reference to the Guidelines for Roadmap to Recovery is available in the Guidelines document.
- Added hand sanitizing stations on each floor, near building entrances, stairwells and elevator.
- Some building entrances may be locked to limit foot traffic, but with appropriate signage. All doors can always be opened with card access credentials.
- Signage and floor markings identifying path-of-travel direction, elevator occupancy limits, etc.
- Signage at conference room, meeting room, classroom and auditorium occupancies to modify occupancy to assure social distancing.
- Signage reminding employees and visitors of safe and healthy workplace practice.

**Pre-Return Training:**

- In addition to providing details related to NSC's reopening plan, the Guidelines for Returning to the Workplace document includes all relevant information referenced in the required training.
- Each employee is required to review the Guidelines, answer a quiz related to the material, and certify completion and understanding of the requirements. Certification of this process will be provided to supervisors and Human Resources. Key requirements from the Guidelines will also be reviewed with employees prior to return to work and will be reinforced on an ongoing basis.

**Limited Employee Travel:**

- Until further notice, any employee travel requires the authorization of the respective unit head with the President's consultation. Travel to high-risk COVID-19 locations will not be approved, absent compelling circumstances. No foreign travel will be approved at this time.