



COVID-19 Return-to-Work Guidelines for Employees



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Guiding Principles

Suffolk County Community College's policies and procedures for responding to the COVID-19 pandemic have been and will continue to be governed by the principle that the safety of our employees and students is paramount, while continuing the College's mission of education.

SUNY Suffolk's Return-to-Work plans are aligned and consistent with guidance from SUNY, local and state Departments of Health guidelines, as well as Governor Andrew M. Cuomo's New York Forward Plan. The College is also following applicable recommendations from the federal government, OSHA, PESH, and the Centers for Disease Control and Prevention (CDC).

Limiting the spread of COVID-19 relies in large part on the personal responsibility of everyone on campus, through good personal hygiene practices, consistent adherence to physical distancing requirements, wearing a face covering or mask, and monitoring of your own health to recognize symptoms and not come to work if you are sick.

Our knowledge and understanding of the COVID-19 virus continues to evolve; as more information becomes available, the College's policies and guidelines may be updated or changed. At this time, it is an expectation that all employees will familiarize themselves with, and agree to follow, the guidelines provided in this document.

Returning to the Workplace

Workplace Expectations and Guidelines

All employees are expected to comply with the policies, protocols, and guidelines outlined in this document as part of the College's workplace expectations and guidelines. Safety is a shared responsibility, and every employee plays an important role in maintaining a safe workplace and campus community.

Symptom Monitoring

All employees should continue to take care and monitor themselves for possible symptoms of COVID-19, which include one or more of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Respiratory infection/distress

Symptomatic employees should not report to work and should notify their supervisor and Human Resources immediately via email at AVPHR@sunysuffolk.edu or by phone at (631) 451-4239. Human Resources will be in contact with the employee to coordinate medical documentation, the return to work process and inform the employee of any leave options available to them. Employees should contact their health care provider or seek prompt medical attention if in distress.

Daily Screening Requirement for On-Campus Employees

Employees are required to complete a confidential return-to-work health screening questionnaire **every day, prior to arriving for work on-campus, starting on July 27, 2020**. A screen shot of the screening questionnaire appears below.

The screening questionnaire asks a series of five questions that enable employees to self-report whether they are experiencing any known symptoms of COVID-19, whether they have had close contact with any suspected or confirmed cases of COVID-19 in the 14 preceding days, and whether they have tested positive for COVID-19 within the 14 preceding days.

Upon completion of the questionnaire, employees whose responses indicate no risk of COVID-19 exposure, will receive an email permitting them to come on campus that day (please see sample email below). Conversely, employees whose responses indicate a risk of COVID-19 exposure, will receive an email

advising them that they do not have clearance to come on campus that day and that they should contact the Office of Human Resources immediately for follow-up (please see sample email below). Human Resources will review the employees responses and follow the procedures outlined below governing the employee's return to work.

Employees who do not complete the daily health assessment will not be permitted to enter campus and will be instructed to complete the health screening questionnaire before they can enter campus. The questionnaire can be completed from a mobile device, such as a phone, so you can park your vehicle in a safe location and complete the questionnaire from your mobile device in order to enter campus.

Here is how the screening process works:

1. A live link to the screening questionnaire will be placed on the Coronavirus webpage starting on Monday, July 27th.
2. To access the screening questionnaire, employees will be required to login.
3. Each day, prior to coming into work, employees will login and complete the questionnaire by using a simple pull-down menu that enables employees to answer "yes" or "no" to each question. Employees can use any device, including their phone, to complete this task.
4. Once submitted, employees who receive an email permitting them to come on campus that day should save a copy of the email on their mobile device or print a hard copy of the email. This email communication, along with a copy of your College ID must be shown to the Public Safety Officer on duty when arriving to enter the campus.
5. Employees who are advised that they do not have clearance to come on campus, must contact the Office of Human Resources at 631-451-4239 or via email at AVPHR@sunysuffolk.edu for follow-up.
6. Please note, that the health screening assessment can only be taken once a day and employees who submit a questionnaire will not be permitted to take it again until the next work day.

The screenshot shows the top portion of a web form titled "COVID-19 EMPLOYEE RETURN-TO-WORK QUESTIONNAIRE". The header includes the Suffolk County logo and navigation icons. Below the title, there is a paragraph explaining the purpose of the form: "As part of the College's efforts to maintain a safe workplace during the COVID-19 pandemic, employees must complete and return this form before being given access to come onto the campus, until further notice. Your responses on this form are necessary to assist us in mitigating the risk of COVID-19 exposure in the workplace." A second paragraph states: "This form must be completed and submitted before you come to campus each day. If you answer 'yes' to any of these questions, you will not receive clearance to come to campus and will be instructed to contact the Office of Human Resources before you will be permitted to come to campus. If you answer 'no' to all of these questions, you will receive an email clearing you to come to campus. You will be required to show this clearance to the College Public Safety Officer before you will be permitted to enter campus." A third paragraph provides contact information: "If you are scheduled to come to work on campus and are experiencing any symptoms of COVID-19, do not come to campus and contact your supervisor and the Office of Human Resources immediately at 631-451-4239 or via email at avphr@sunysuffolk.edu." A red warning box says: "This questionnaire must be completed before you come to campus. Please note you can only complete it once a day." The form shows a "Logged in as" field with a dropdown menu. Below are four questions, each with a "Please Choose" dropdown menu. Question 1 asks about current or recent symptoms, with a bulleted list: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea. Question 2 asks if tested positive for COVID-19 in the past 14 days. Question 3 asks about close contact with positive cases in the past 14 days. Question 4 asks about close contact with symptomatic or suspected cases. A note at the bottom defines close contact: "Note: close contact is defined by Suffolk County Department of Health as being within 6 feet of a person displaying COVID-19 symptoms or someone who has tested positive for COVID-19 for a prolonged period of time, 10 minutes or more. A close contact may be less than 10 minutes if someone who has tested positive coughed or sneezed on you."

The screenshot shows an email titled "[EXTERNAL] COVID-19 Employee Return-To-Work Questionnaire Response for 07/09/2020". The sender is noreply@sunysuffolk.edu. The email content includes: "[CAUTION] - External mail." followed by "[Full Name] is APPROVED to come to the SCCC campus." and "Approved Date: 07/09/2020." The final instruction reads: "You will be instructed to show a copy of this email to Public Safety upon entering campus. Please print a copy of this email or have an electronic copy available on your mobile device."

The screenshot shows an email titled "[EXTERNAL] COVID-19 Employee Return-To-Work Questionnaire Response for 07/13/2020". The sender is noreply@sunysuffolk.edu. The email content includes: "[CAUTION] - External mail." followed by "[Full Name] is DISAPPROVED to come to the SCCC campus." and "Disapproved Date: 07/13/2020." The final instruction reads: "You must contact the Office of Human Resources at 631-451-4239 or via email at avphr@sunysuffolk.edu before you will be permitted to come to any SCCC campus."



Staffing

The College is welcoming employees back to campus in a slow and methodical manner. We will limit the total number of occupants in a workspace at any given time, and will limit campus employee capacity to no more than 50% of the campus employee population. At this time, supervisors will begin to implement work schedules that may include alternating days in the office.

Employees who have been instructed to return to work on campus and who are concerned that they may be at a higher risk for severe illness from COVID-19 or have concerns related to their return to work should contact Angelica Rivera, Assistant Vice President for Human Resources, via phone at (631) 451-4239 or by email at AVPHR@sunysuffolk.edu.



Personal Health and Safety Guidance and Practices

Everyone plays a role in taking personal responsibility to limit the spread of COVID-19. You should continue the following habits:

- Frequent hand washing with soap and water for at least 20 seconds and/or using hand sanitizer
- When coughing or sneezing, do so into a tissue or your elbow
- Avoid touching your face
- Wear a mask or face covering
- Maintain physical distance from others
- Monitor your own health

Physical Distancing

Since people can spread the virus before they know they are sick, it is important to stay physically distanced from others when possible, even if you (or they) appear to have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Physical distancing must be employed while on campus, and employees must maintain a minimum of a 6-foot distance between co-workers in all directions (e.g. side-to-side or when facing one another), whenever possible, including in workspaces, break areas, and other common areas. Anytime there is any potential for people to be less than 6 feet apart from one another, individuals must wear a face covering / mask. Additional information on the use and care of face coverings / masks is provided below.

Elevators

Tightly confined spaces (e.g. elevators) in which physical distancing of 6 feet cannot be maintained should be occupied by only one individual at a time (or two individuals, where assistance is needed). When there is more than one occupant present, all occupants must wear a mask.

High-Interaction Areas

We are evaluating physical distancing parameters college-wide in all facilities. Where necessary, we may reconfigure spaces accordingly. Work areas that involve a high level of interaction with others (e.g. student support areas, libraries, offices with contact with the general public, etc.) will have plexiglass shields installed.

Meetings

The College will restrict in-person meetings and gatherings; staff should use tele- or video-conferencing instead. If an in-person meeting is essential, it should be held in an open, well-ventilated space with appropriate physical distancing among participants.

Restrooms

Care should be taken in restrooms, when possible, to ensure at least a 6-foot distance between individuals. This may require that only one person can enter the restroom and use the facility at a time. Please try to minimize time spent in the restroom. Wash your hands thoroughly after using the restroom.

Use of Shared Objects and Surfaces

Staff should limit the sharing of objects, should minimize the degree to which they touch shared surfaces; and should follow hand hygiene practices outlined in CDC guidelines and available for review via the College's Coronavirus website. Specifically, staff should wash their hands often with soap and running warm water for at least 20 seconds, dry their hands using disposable paper towels, and are encouraged to use an alcohol-based hand sanitizer containing 60% or more alcohol for times when handwashing is not possible.

Use and Care of Face Coverings / Masks

The College is providing a reusable cloth face covering to staff, at no cost to them. You will receive this mask from your supervisor. You will be responsible for its daily maintenance and cleaning. Face coverings / masks must be replaced when damaged or soiled, may not be shared, and should be properly stored and discarded.

It is a requirement that you arrive to work with your face covering / mask and that you wear it every day as indicated in these guidelines (ensuring that your mouth and nose are fully covered).



Please review the instructions below for use and care of face coverings / masks:

Putting on the face covering / disposable mask

- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering / disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering / mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent when soiled and after each shift. Cloth face coverings should be replaced immediately if damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Health Notification Protocols

In any of the below cases, employees are to notify their supervisor and Human Resources immediately via email at or by phone at (631) 451-4239. Human Resources will be in contact with the employee to coordinate medical documentation, the return to work process and inform the employee of any leave options available to them. Employees should contact their supervisor and HR immediately in any of the following cases if an employee:

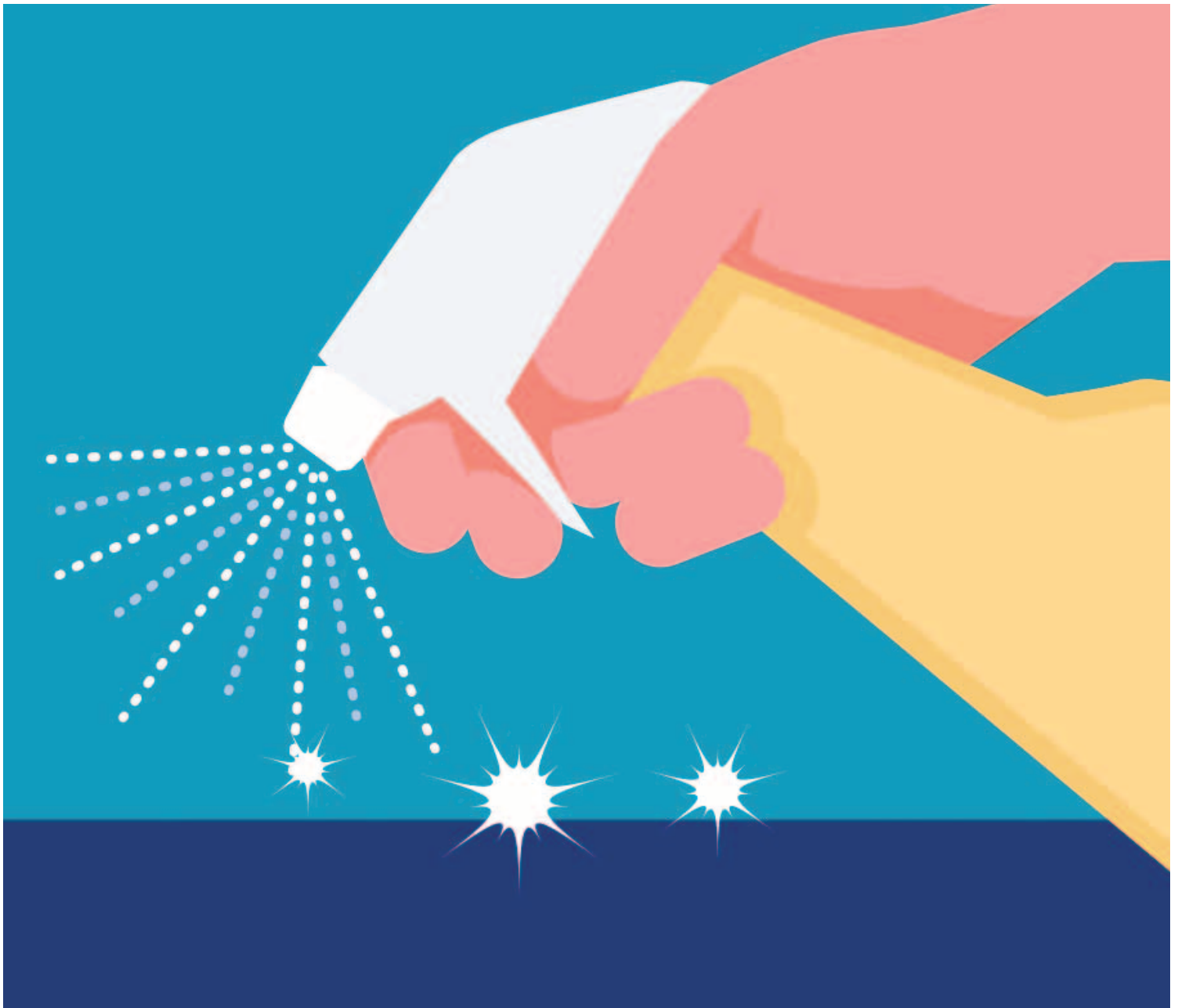
- Displays symptoms of COVID-19 or becomes sick at work.
- Learns they have had close contact with a person who has tested positive for COVID-19 or who has displayed symptoms.
- Tests positive for COVID-19.



Return-to-Work Protocols for Symptomatic or Quarantined/Isolated Employees

Human Resources will administer the following procedures governing the employee's return to work. The employee must maintain contact with HR to coordinate their absence from work and return:

- Employees who display symptoms of COVID-19 or who are sick will be sent home. Sick employees should follow Department of Health and [CDC-recommended steps](#) and should not return to work until the criteria to discontinue home isolation are met, in consultation with their healthcare provider. A return to work clearance will be required.
- When an employee tests positive for COVID-19, the employee may only return to campus after providing a return to work clearance from the Department of Health.
- When an employee has had close contact with an individual who has tested positive for COVID-19, and that contact was while they were symptomatic or 48 hours prior to being symptomatic, the [Suffolk County Department of Health guidelines](#) dictate a mandatory quarantine for 14 days from the last date of contact. (Note: close contact is defined by SCDOH as being within 6 feet of a person displaying COVID-19 symptoms or someone who has tested positive for COVID-19 for a prolonged period of time, 10 minutes or more. A close contact may be less than 10 minutes if someone who has tested positive coughed or sneezed on you.)



Environmental Health and Safety Practices

Cleaning and Disinfecting

The College is following hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#). Maintenance staff will conduct regular cleaning and disinfection at least twice during daily shifts, and more frequently as needed, especially in high transit areas, such as restrooms and common areas. Cleaning logs will be maintained on site, documenting date, time, and scope of cleaning.

Signage and Visual Cues

The College will be posting signage to remind staff to adhere to proper hygiene, physical distancing rules, appropriate use of face coverings, and cleaning and disinfecting protocols.

Symptoms (Spanish)

Important Information (English)

Important Information (Spanish)

Face Coverings (English)

Face Coverings (Spanish)

Cough/Sneeze

Ventilation

Whenever possible, you should increase ventilation of outdoor air (e.g. open windows and doors).

Pick-Ups and Deliveries

We have established designated areas for pick-ups and deliveries, limiting personal contact to the extent possible.

Non-Essential Common Areas

Non-essential common areas remain closed (e.g. gyms, pools, health club, dining areas, childcare centers).



What to Expect When You Enter/Exit Campus

Restricted Entry/Exit Points on Campus

Entrances to campuses will be restricted to a single entry/exit point until further notice:

- Ammerman Campus: College Road entrance, check-in at Public Safety guardbooth
- Michael J. Grant Campus: Wicks Road entrance
- Eastern Campus: Riverhead-Speonk Road entrance
- Culinary Arts & Hospitality Center: 2nd Street entrance
- Sayville Center: Greene Avenue entrance

Mandatory Check-in with Public Safety at Entry Point

Employees will be required to check in at the Public Safety booth upon arrival at the campus.

- You will be stopped at the booth by a College Public Safety Officer.
- Employees must have a face covering over their mouth and nose when they arrive on campus and stop at the booth. If you do not have a face covering, please ask the Officer and one will be provided to you.
- The Officer will request that you open your driver-side window 2 inches and place your College ID Card against the window. The Officer will then verify that your name appears on the list of employees working on campus that day, before you will be allowed to proceed.

Locked Buildings, Offices, and/or Rooms

Campus buildings are being locked after entry/exit as part of procedures to maintain limited access.

- If you need access to a particular campus building, you can wait by the building entrance door. Once the College Public Safety Officer arrives to unlock the building, please maintain an 8-10 foot distance away, while the door is unlocked. As you enter the facility, you will be directed to walk in, maintaining this distance, while the Officer moves forward to unlock your office/classroom door.
- In most cases, you can exit the building and the doors should lock behind you automatically. You can call Public Safety at x4242 or 631-451-4242 if you need any help.

Required Physical Distancing, Employee ID and Use of Face Coverings/Masks

Please be prepared for College Public Safety Officers to keep reminding you to stay at a distance while they are assisting you.

Employees must display their college ID at all times while on campus. Replacement ID cards can be secured through the Office of Public Safety by contacting them at extension 4242.

Face coverings must be worn at all times while on campus when physical distancing of at least 6 feet cannot be maintained.

Questions and Answers



1. I've tested positive for COVID-19 antibodies. Do I still need to wear the mask?

Yes, if you previously tested positive for COVID-19 or tested positive for COVID-19 antibodies you must still wear a mask or face covering as outlined above.

2. If I have to stay home due to COVID-19 self-isolation, how will this affect my accumulated sick time?

Depending on the particular circumstances leading to your need to self-isolate, paid leave accruals under federal and/or state law may be available to you. When you speak with Human Resources, they will advise you of paid leave accruals available to you.

3. What should I do if I am advised that I have been in close contact with a person who has tested positive for the virus?

When an employee has had close contact with an individual who has tested positive for COVID-19, and that contact was while they were symptomatic or 48 hours prior to being symptomatic, the [Suffolk County Department of Health guidelines](#) dictate a mandatory quarantine for 14 days from

the last date of contact. (Note: close contact is defined by SCDOH as being within 6 feet of a person displaying COVID-19 symptoms or someone who has tested positive for COVID-19 for a prolonged period of time, 10 minutes or more. A close contact may be less than 10 minutes if someone who has tested positive coughed or sneezed on you.)

Employees must immediately report to their supervisor and to the Office of Human Resources if they have had close contact with an individual who has been diagnosed with COVID-19, if they have had close contact with any suspected cases of COVID-19, or if they have had close contact with any persons who have displayed symptoms of COVID-19 within the past 14 days.

4. Will employee health be monitored?

Employees are expected to self-monitor their health and to complete the required COVID-19 return-to-work screening questionnaire each day they are scheduled to report to work on campus. Employees will not be permitted on campus if this screening questionnaire has not been completed. Employees whose responses to the screening questionnaire indicate a risk of COVID-19 exposure will not be permitted to come on campus that day and will be informed to contact the Office of Human Resources immediately. Human Resources will review the employee's responses and follow the procedures outlined above governing the employee's return to work.

Employees are to immediately report that they are experiencing symptoms of COVID-19 or if they have had close contact with any confirmed or suspected cases of COVID-19 within the past 14 days, as outlined above. This report is to be made to the employee's supervisor and to Human Resources as outlined above. Human Resources will administer the procedures outlined above governing the employee's return to work. The employee must maintain contact with HR to coordinate their absence from work and return.

5. Where can I go to be tested for COVID-19?

The NYS Department of Health has a searchable listing of [testing sites](#) on its website.

A comprehensive list of [sites](#) in Suffolk County where you can obtain a COVID-19 test has also been published by the Suffolk County Sheriff's Office's website.

6. What do I do if I am immune-compromised or someone in my household is immune-compromised?

Any employees who are immune-compromised or who have a concern related to their return to work because they have an immune-compromised member of their household should contact Human Resources via email at AVPHR@sunysuffolk.edu or by phone at (631) 451-4239.

7. How do I get another face covering / mask?

Employees are provided with a cloth face covering they are expected to wear each day while at work and care for / launder themselves. If your face covering is damaged, notify your supervisor that you need another one.

8. Who do I call if I want to arrange to have plexiglass installed in the office?

Please note that the need for plexiglass installations will be based on volume of public interaction and the ability to practice other means of physical distancing, such as floor decals for distancing, limiting access through appointments, remote service, etc. Office cubicle environments where a barrier exists between co-workers when in sitting/desk position, will provide proper physical distancing and no additional barriers, such as plexiglass, will be necessary.

9. Are campuses now open to the public or to students?

No. There will be an announcement when campuses are reopening.

10. What about visitors or vendors?

Visitors or vendors are only to be on campus with approval from the area Vice President or the Campus Executive Dean, or their designee.

11. Are we allowed to travel for College business?

There currently is no approved College business travel.

12. I have recently traveled to or have plans to travel to one of the states identified in Governor Cuomo's COVID-19 travel advisory "Restricted States" list. Will I need to quarantine for 14 days upon my return?

As outlined in [Executive Order 205](#) issued by New York Governor Andrew M. Cuomo, effective June 25, 2020, all travelers entering New York State who have recently traveled to a state with positive COVID-19 test rates higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, and which the Commissioner of the NYS Department of Health (DOH) has designated as meeting these conditions, is required to quarantine for a period of 14 days from the last travel within such designated state, consistent with DOH guidelines for quarantine. Please review the COVID-19 travel advisory information and guidelines posted on the [NYS DOH website](#) carefully to determine if you are subject to the 14-day quarantine requirements based upon your travel.

Please notify your supervisor and the Office of Human Resources as soon as possible if you are scheduled to come to work on campus but are subject to a quarantine requirement based on your recent travel.

On June 26, 2020, Governor Cuomo issued [Executive Order 205.45](#), which provides that any employees who travel voluntarily to any of the states designated after June 25, 2020, and who are subject to a mandatory or precautionary order of quarantine as the result of such travel, shall not be eligible for the NYS COVID-19 sick leave benefits enacted by Chapter 25 of the Laws of 2020 (which provides certain paid leave benefits to eligible employees subject to a mandatory or precautionary order of isolation or quarantine due to COVID-19). Pursuant to that law, employees are also not eligible for the NYS COVID-19 sick leave benefits if they are subject to a mandatory

or precautionary order of quarantine because they returned to the United States after traveling to a country for which the U.S. Centers for Disease Control and Prevention (CDC) has a Level 2 or Level 3 travel health notice.

As a result, employees should be aware that voluntary travel to any of these countries and any of the states for which the NYS DOH has issued a travel advisory under Executive Order 205 could result in loss of pay during the required quarantine, if the employee does not have other available paid leave benefits or accruals.

The list of states impacted by the Executive Order 205 travel advisory will be updated frequently and can be found on the [NYS DOH website](#). The CDC has issued a [Level 3 warning](#) in connection with the global COVID-19 pandemic to avoid all nonessential international travel, as outlined on the [CDC website](#). Employees planning to travel should review these travel advisories for the most up-to-date information.

13. If I have childcare concerns or issues in connection with my return to work, whom should I contact?

Please notify your supervisor and Human Resources.

14. I am concerned and feeling stressed about returning to the campus. Is there someone I can speak with?

As this is a difficult time for many people, please be reminded that there are multiple support resources available to you. The College's Employee Medical Health Plan, via Beacon Health, provides professional staff to assist enrolled employees and dependents with many life issues/concerns. Employees and dependents can call Beacon Health directly at 1-866-909-6472 or can visit their [website](#).

The New York State Office of Mental Health also runs a COVID-19 emotional support helpline. The OMH Emotional Support Helpline provides free and confidential support, helping callers experiencing increased anxiety due to the coronavirus emergency. The Helpline is staffed by volunteers, including mental health professionals, who have received training in crisis counseling. The Helpline can be reached at 1-844-863-9314. More information is available on the [NYSOMH website](#).