<u>Blackburn College Institutional COVID-19 Policies</u>

Blackburn College recognizes that an important aspect of a Blackburn education is the personal, student-centered approach to teaching, learning, and the Work Program. The following plan is designed to maximize the Blackburn experience while simultaneously keeping students and faculty safe by observing the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), NCAA, and related guidelines.

In service to our Blackburn community and region, Blackburn calls upon students and faculty to adhere to these safe practices to mitigate the spread of COVID-19 across campus and our community. To remain in a face-to-face learning environment, we *must* remain healthy. Thus it is in everyone's interest to follow Blackburn's policies and to respectfully request others to also do so.

Employee and Student General Institutional Policies

Employee Health Screening Procedures:

- Employees and students on campus are required to self-screen and report temperature and symptoms daily through the institutional app; those who miss or exhibit possible symptoms will be contacted.
- Students will be given individual thermometers for self-temping. Employees and visitors will be able to use the self-temping stations set up around campus.
- Blackburn will have a temperature screening kiosk at DING to scan individuals as they enter for meals.

Face Covering, Social Distancing, and Safety Measures:

- Face coverings (masks) are required to be worn in all public areas of buildings and when individuals cannot maintain social distancing practices, except:
  - Faculty/staff offices when alone (or with office mate)
  - In DING while actively eating or drinking
  - Students are in their own dorm room and alone or with only their roommate, showering, or washing their face or brushing their teeth,
  - Student intercollegiate athletes or coaches who are physically active during athletic practice and play.
- Hand sanitizer stations are set up in designated areas around campus.
- Social distancing should be practiced as much as possible and individuals will be required to abide by posted signs in public areas.
- Buildings with narrow or high-traffics spaces have been assigned one-way traffic patterns throughout campus. Look for posted signs.

- No activity, even outside, unless social distancing (at least six feet) is maintained
- No activity with a common object (ball, frisbee, etc.), even outside, without disinfection between use
- Classrooms and eating areas have been preset based on social distance regulations stipulated by the IDPH. Furniture should not be moved from its established locations.
- Offices may require occupants, by their own accord, to move workstations to increase separation distance.
- Students and employees on campus who are unable to wear face masks must apply and be approved for a medical accommodation prior to being on campus without a mask. Please be aware that, in order to protect everyone on campus, very few exceptions to the campus face mask policy will be granted.
- Where possible, HVAC filters have been changed out to high efficiency MERV13-rated filters
- There are enhanced cleaning and disinfecting regimens being practiced across campus
- Faculty, staff, and students will sign a statement recognizing the importance of social distancing and face coverings, and agreeing to abide by Blackburn policies
- Blackburn may shift to remote-only operation if:
    - We are requested to do so by Illinois Department of Public Health or other governmental mandate
    - We have reached maximum occupancy for quarantine or isolation spaces
    - We are unable to provide adequate support for those quarantined or isolated

Meeting Protocols:

- Non-class meetings and trainings will be virtual if at all possible.
- If an in-person, non-classroom meeting/training is required, all safety and spacing protocols must be followed

Student Testing:

- All students should be tested for COVID-19 within three days of arrival on campus. Public Health testing sites typically need 24 hour notice and will set an appointment date. Testing in Illinois is free through Public Health, and testing should be free and available in other states. Any student who is told that the testing is not free or available for them should contact Blackburn (see below).
    - Students should have test results sent to Blackburn at covid-results@blackburn.edu or faxed at 217-854-5700.
    - Students should also bring paper or electronic confirmation if possible.
    - Students with positive test results must remain at home, and should contact Jarrod Gray at jarrod.gray@blackburn.edu to arrange for remote learning and to reschedule their arrival to campus.
- Students unable to be tested prior to arriving on campus should contact Jarrod Gray at jarrod.gray@blackburn.edu. We will work with these students to arrange testing here in Macoupin County and modify their arrival date if necessary.
    - To ensure the safety of all, students who have not been tested, and students who were tested but do not yet have test results, will be placed in acclimation status and will have limited mobility on campus until their testing results are received.

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- Students who test positive must be placed into isolation and return home if at all possible. Those who cannot return home will be placed in isolation on campus and will be unable to leave their room until released by Public Health.

Employee Testing:

- All employees must be tested before arrival on campus. Employees currently on campus must be tested this week. Testing is free in Illinois, and typically requires 24-hour notice for scheduling. Employees still at home should contact their local Public Health department to schedule testing before they are on campus routinely, while those already at work could contact Macoupin County Public Health at (217-313-5078) to be tested this week. Test results should be faxed to Blackburn at 217-854-5700 or emailed to covid-results@blackburn.edu.

Employee Return to Work:

- Staff employees who are still working remotely should return to work this week unless they are applying for medical accommodations for remote work; applications should be submitted as soon as possible. Similarly, employees who anticipate applying for non-medical accommodations should apply as soon as possible; if their current situation makes them unable to return to work this week they may remain working remotely upon notifying their supervisor as long as the application for accommodation has been filed. Those who apply for medical or non-medical accommodations must comply with the final action plan.
- Faculty employees who are still working remotely should return prior to classes unless they are applying for medical accommodations for remote work; applications should be submitted as soon as possible. Similarly, faculty who anticipate applying for non-medical accommodations should apply as soon as possible; if their current situation makes them unable to return to work they may remain working remotely upon notifying their supervisor as long as the application for accommodations has been filed. Those who apply for medical or non-medical accommodations must comply with the final action plan.
- The application forms for applying for medical or non-medical accommodations are available from Human Resources and on the HR portion of the shared drive.
- In addition :
  - Use caution when beginning to return to work. Most offices are spaced appropriately, but entrances, exits, hallways and stairways could become high traffic areas. Employees should coordinate with their supervisors when they would like to return to campus to help space out those trying to move back into their spaces.
  - Employees (and students) physically present on campus must complete the daily health screening at https://app.covidoncampus.com. The report must be completed each day of the week, including weekends, so that mild symptoms can be caught.

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Policies for employee remote work:

- Employees are expected to be working and available during typical workday hours Monday through Friday, 8 – 12 and 1-5 pm, unless agreed upon differently by your supervisor and cabinet member.
- On a case-by-case basis, Employees have been issued appropriate equipment needs for each telecommuting arrangement. Equipment supplied by Blackburn will be maintained by the organization and equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Equipment supplied by the organization is to be used for business purposes and any extra equipment assigned for teleworking purposes should be returned once in-office work resumes (including laptops, hot spots, phones, printers, and other office equipment).
- Staff are required to continue accurately recording all hours worked using the Eselfserve time-keeping system. Staff members must enter their time worked EVERY DAY at the end of the workday as well as entering sick time at the beginning of the work day. This will allow the College to know as soon as possible if someone is not working due to an illness.
- Employees' job responsibilities are the same as office-based employees, including the expectation to access and respond to voicemail, e-mail and other messages in a timely manner.
- Employees will maintain safety and security of College equipment and other relevant materials, including files and correspondence, in addition to following Blackburn's security protocols for remote connectivity. Employees should work with IT and HR services to resolve any issues with equipment or internet connection.
- Employees while teleworking, should maintain a safe work environment and will not hold the College responsible for private property used, lost, or damaged as a result of teleworking.
- While teleworking, employees will keep their supervisor updated with their telework hours and will be available by phone and email during work hours, and will adjust schedules to accommodate required meetings, etc.
- If there are interruptions during the day such as to care for dependents or perform personal business, employees will extend work hours accordingly or use appropriate leave policies.

Travel:

- There will be no college-sponsored travel on public transit (i.e. planes, trains, buses)
- College-sponsored travel to hot spots must be pre-approved by the President; if travel is to an area with high COVID prevalence, the student or employee must quarantine for 14 days
- College community members are encouraged to avoid personal travel to areas of high COVID prevalence, and encouraged to quarantine for 14 days if they do visit such a hot spot

Visitors to Campus:

- Visitors will be limited to invited small groups, and they will be screened upon entering campus. Visitors must follow all Blackburn safety policies; those who do not will be removed from campus.

Compliance:

- Employees and students on campus are required to follow Blackburn COVID policies.
- Employees who repeatedly fail to follow safety policies may be subject to disciplinary action up to and including termination of employment in accordance with Blackburn's policies and procedures.
- Students who repeatedly fail to follow safety policies may be removed from campus and transitioned to remote learning