



NEVADA STATE
COLLEGE

Be bold. Be great. Be State.

Guidelines for

Returning to the

Workplace



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Revised 5/26/2020



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GUIDING PRINCIPLES

Nevada State College's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our faculty, staff, students, and for the public we interact with.

The primary goals for Nevada State College's response to the COVID-19 pandemic are to protect the health and safety of all members of our campus community, and continue the institution's vital work of providing high quality educational opportunities to our incredible students.

Nevada State College's plans are aligned and consistent with local orders and ordinances of NSHE, the City of Henderson, Clark County, and the State of Nevada's phased reopening guidelines. Our plans will also follow recommendations from the federal government (opening guidelines), Centers for Disease Control and Prevention, Southern Nevada Health District, and the Nevada Department of Health (SNHD) and Human Services (DHHS).

In addition to the College's formal plans and protocols, all faculty, staff, and students are asked to play an active role in protecting the health and safety of the campus community by maintaining appropriate social distancing, and personal hygiene practices.

As our knowledge and understanding of the COVID-19 virus continues to evolve and our policies and plans are updated, we ask for continued collaboration and flexibility from all our faculty, staff, and students. Together we can ensure a healthy and safe return to campus operations and in-person teaching.

Workplace Expectations & Guidelines

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document as well as any other institutional document related to providing a safe, secure, and healthy workplace. Failure to do so may result in corrective action.

Questions related to these guidelines or other re-opening issues should be directed to NSC's HR Director, Eric Gilliland, who is NSC's designated ombudsman for COVID-19 re-opening issues.



RETURN TO THE WORKPLACE

COVID-19 Prevention Training Requirement

All employees must complete the NSC COVID-19 Prevention Training prior to returning to campus. Training will be assigned via Canvas & instructions for accessing the course will be communicated to employees via email.

Symptom Monitoring Requirement:

All employees who have been instructed to return to the workplace must conduct symptom monitoring every day before arriving to work. You must be free of ANY symptoms potentially related to COVID-19 before entering your assigned on-campus workspace.

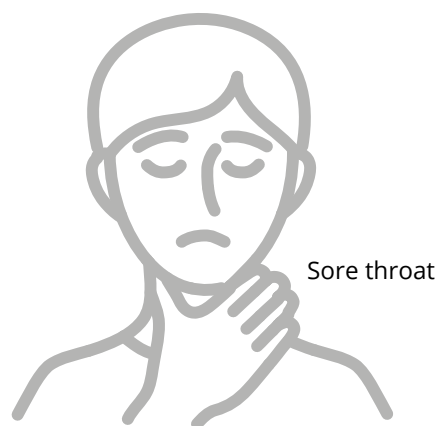
Employees should use the following self-screen questionnaire for daily symptom monitoring:

[SELF-SCREEN QUESTIONNAIRE.](#)

Supervisors who observe an employee exhibiting COVID-19 symptoms should direct the employee to go home and follow the return work process listed below.

At this time, symptoms include one or more of the following:

- Consistent Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new/unknown sinus congestion
- Muscle pain
- Headache
- Fatigue
- New GI symptoms
- New loss of taste or smell



Return to Work Requirements

Employees who have tested positive for COVID-19, have come in contact with someone who tested positive for COVID-19 or are exhibiting COVID-19 symptoms must either (1) self-quarantine for the a minimum of 14 days, and be free of ALL symptoms or (2) provide to Human Resources a return to work certification from a medical professional. Where available, employees will be permitted to work remotely under the above conditions.

Self-quarantine or a return to work certification must be completed/provided before an employee can be authorized to return to campus.

Reporting Positive Tests

Employees who have tested positive for COVID-19 are encouraged to notify Eric Gilliland, NSC's Human Resources Director at Eric.Gilliland@nsc.edu and/or complete the self-reporting form which can be found at [NSC COVID-19 Self-Report Form.](#)

Positive COVID-19 test reports will be kept in the strictest confidence and will only be share with individuals with a need know (i.e. Human Resources, General Counsel) as well as County health officials. Human Resources will provide support and guidance to employees who test positive for COVID-19.

In cases directly impacting campus space(s), Facilities staff will adhere to CDC cleaning and disinfecting guidelines. Those guidelines can be found [here.](#)

Families First Coronavirus Response Act (FFCRA) & Paid Leave

The FFCRA and State of Nevada Paid Administrative Leave provides paid sick leave, administrative leave, and expanded family and medical leave for specified reasons related to COVID-19, to include loss of childcare.

FFCRA requests can made using the FFCRA request form which can be found here: [FFCRA Requests.](#)

Employees and supervisors should review the FFCRA Notice found on the next page for details and contact Human Resources with questions.



NSHE

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

At this time, NSHE has implemented the provisions of this act in the manner detailed below.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | <ol style="list-style-type: none"> 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. 6. is experiencing any other substantively-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

(U.S. Department of Labor, Wage and Hour Division (WHD))

● PAID LEAVE ENTITLEMENTS FOR ACADEMIC FACULTY, ADMINISTRATIVE FACULTY, AND CLASSIFIED STAFF

In the memo dated March 20, 2020, to all Department Directors from the Office of the Governor, Subject: COVID-19 Risk Mitigation Guidance, it was stated that no employee should be required to use sick, annual or unpaid leave for COVID-19-related absences. Rather, authorized paid administrative leave pursuant to NAC 284.589 or the Department of Administration's March 15, 2020, emergency regulation should be used instead for COVID-19-related absences. Therefore, the following information relating to the FFCRA is being provided only for informational purposes at this time.

● PAID LEAVE ENTITLEMENTS FOR STUDENT EMPLOYEES, LETTERS OF APPOINTMENT, AND TEMPORARY HOURLY EMPLOYEES

If an employee meets one of the six conditions listed above, they should contact Human Resources. Salaried employees (salaried letter of appointment) will be kept in paid status for the duration of the events listed above if they received communication that they were expected to work for the academic semester when the conditions arise.

Student employees, hourly letter of appointment and temporary hourly employees should have time entered by the employee, manager or Timekeeper for: Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid time (sick leave) based upon the average work performed for that semester. AND Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of paid expanded family and medical leave for reason #5 above. A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Please note that leave event number 4 (see above) provides paid leave when an employee is caring for an individual, not just a family member, subject to a quarantine or isolation order or self-quarantine. The WHD has defined an individual as an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person.

● FAMILY MEDICAL LEAVE ACT (FMLA)

The WHD also states that where an employee has already taken some FMLA leave in the current twelvemonth leave year as defined by 29 C.F.R. § 825.200(b), the maximum twelve weeks of EFMLEA (FFCRA's Emergency Family and Medical Leave Expansion Act) leave is reduced by the amount of the FMLA leave entitlement taken in that year.

Additionally, during the COVID-19 pandemic, NSHE may request documentation for expanded FMLA medical certifications. The FFCRA regulations do not require employers to respond to employees who request or use EFMLEA leave with notices of eligibility, rights and responsibilities, or written designations that leave use counts against employees' FMLA leave allowances. (i.e. NPD-62, NPD-63)

● EXCLUSIONS

FFCRA excludes employees who are health care providers and emergency responders. The WHD provides clarification on what groups of employees fall within these exceptions. NSHE may exclude these employees.

● ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

Vulnerable/High-Risk Populations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- Pregnant Women
- Individuals determined to be high risk by a licensed healthcare provider

Employees who have been instructed to return to the workplace and have concerns about doing so due to being a member of vulnerable/high-risk group or those caring for a family member who is a member of a vulnerable/high-risk group may request to work from home via a telecommute work agreement.

Requests for telecommuting must be submitted using the [Summer/Fall 2020 Telecommute Work Agreement Request Form](#). Requests must be submitted and approved prior to commencing a telecommute work arrangement.

Phased Staffing

Nevada State College will phase in the return of all employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and coverage for essential services.

NSC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Individual departments, in coordination with campus Leadership and Executives, will identify and develop appropriate reentry plans. Approved plans will be communicated to all employees through the supervisory chain of command.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of all employees, as well as the communities we serve. No department or work unit should increase staffing levels beyond what is outlined in the approved reentry plan. Once decisions to expand campus staffing have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, campus Leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options & Considerations:

Once employees have been instructed to return to campus, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Alternating Days or Weeks: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days or weeks. Departments should consider the location of individual offices/workspaces and where possible, create schedules that maximize distances between workspaces. Such schedules will help enable social distancing and will assist the campus with ensuring adequate cleaning and sanitation of workspaces.

Remote Work: During the initial return to campus process and in order to support an alternating schedule, remote/telecommute work arrangements will continue to be required. All employees must, while working remotely, must adhere to the provisions outlined in the [Emergency Telecommute Work Requirements](#) document.

Staggered Reporting/Departing: The beginning and end of the workday typically brings 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. (See Enter/Exit Controls for further details).



HEALTH & SAFETY GUIDANCE

Personal Safety Practices

Face Covering Requirement: Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face coverings are not a substitute for social distancing.

Face coverings are mandatory for all employees, students, vendors, and visitors while on campus. Face coverings must be worn at all times while in interior common spaces or outside where six-foot social distancing cannot reasonably be maintained. Common spaces include: classrooms, conference rooms, hallways, restrooms, break rooms, or any other space where two or more individuals are present. There are no exceptions for removing face coverings during the speaking portion of an in-person lecture.





Failure to abide by the face covering requirement will result in the immediate removal from campus and may result in corrective action.

Disposable facial coverings will be provided by Nevada State College, if needed. Disposable facial coverings may only be worn for one day and then must be placed in the trash.

You may also wear a cloth facial covering, which will help NSC reduce the need to purchase additional masks, which are in short supply. Cloth facial coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth facial coverings can help reduce the need for daily laundering.

Requests for exemption or accommodation due to health concerns should be directed to Eric Gilliland, NSC HR Director and ADA Coordinator, via email at Eric.Gilliland@nsc.edu.

See details regarding facial covering use and care below:

	Type and Intended Use of Facial Coverings			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and care of facial coverings

Putting on the facial covering:

- Wash hands or use hand sanitizer prior to handling the facial covering.
- Ensure the facial covering fits over the nose and under the chin.
- Situate the facial covering properly with nose wiresnug 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 facial covering



Use hand sanitizer

Taking off the facial covering:

- Do not touch your eyes, nose or mouth when removing the facial covering.
- When taking off the facial covering, 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 facial coverings stored in a paper bag when not in use.
- Cloth facial coverings may not be used more than one day at a time and must be washed after use.
- Cloth facial coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth facial coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable facial coverings 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.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Handwashing: 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, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Personal Disinfection: Facilities will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. coffee makers, desks and tables, light switches, door knobs, etc.).

- Employees should wash their hands (or use hand sanitizer with 60% alcohol or greater) before and after using shared electronic equipment. Please do not clean or sanitize electronic equipment.
- EPA approved disinfectant will be provided in all shared-space locations (i.e. conference rooms, break rooms, classrooms).
- Additional details regarding campus cleaning and disinfecting protocols can be found on page 11.



Handwashing

Coughing



Coughing/Sneezing Hygiene: If you are in a public/private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Guidance for Specific Workplace Scenarios

Public Transportation/Campus Commuter/NSC Shuttle: If you must take public transportation, Campus Commuter, or use the NSC Shuttle, wear a facial covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your facial covering.

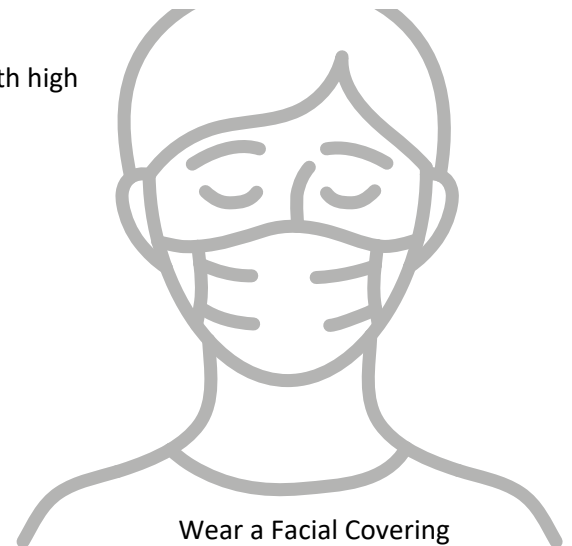
Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a facial covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space .
- Consider designating specific stairways for up or down traffic if building space allows.
- Install temporary plexiglass partitions, particularly in areas with high public or customer interactions.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, facial coverings should be worn at all times.

Facial coverings should be worn by any staff in a reception/receiving area. Facial coverings should be used when inside any NSC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.



Wear a Facial Covering

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your facial covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Package/Mail Delivery: Package and mail delivery will be handled centrally by the NSC Facilities team.

- Facilities staff will sanitize packages as they arrive on campus. Employees should not try to chemically disinfect packages upon receiving them.
- Employees should wash their hands immediately after handling delivered items.
- Facilities will make deliveries to a single location for each department; employees and department should not make any special delivery requests. Laboratory deliveries will continue in addition to standard deliveries.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Blue Jeans, Microsoft Teams, telephone, etc.)

In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed the maximum allowable percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Blue Jeans, Microsoft Teams, etc.)

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your facial covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to place orders remotely and take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your facial covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

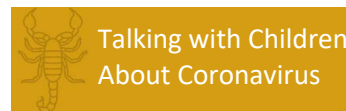
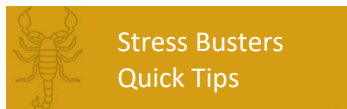


Mental and Emotional Well-being

Whether working from home or on campus, the COVID-19 pandemic has changed the way we work and the way we view the world. Uncertainty about this new disease can create fear, anxiety and other strong emotions, which can be overwhelming and create stress in your personal life as well as within the workplace. How you respond to these emotions and stress can greatly impact your well-being, the well-being of those you care about, your workplace, and your community.

During this pandemic, it is critical for our employees to recognize what stress looks like, take steps to build resiliency, manage job stress, and know where to go if help is needed. As our most valuable asset, your health and safety serves as our guiding principle.

To support the well-being of our campus community and in an effort to create a culture of wellness, we encourage all employees to click on the resources below. These resources include tips and recommendations for identifying and coping with stress and anxiety, building resiliency, and supporting children during a pandemic.



If you find that stress and anxiety become persistent or interfere with your daily functions, you are strongly encouraged to utilize the services provided by the College's Employee Assistant Program. Details for the EAP are provided below:

Employee Assistance Program (EAP): EAP is available to all employees of the College and is provided through our vendor, LifeWorks. EAP benefits are free and confidential and include a variety of services related to: life, work, family, money, stress, and health. Employee can utilize these services via the following methods:

- **Online** at [Lifeworks.com](https://lifeworks.com)
 - **User ID:** nshe
 - **Password:** eap

Note: User ID and password must be all lowercase
- **Phone:** 877.234.5151