**Houghton College Phase II Reopening Plan – Office-Based Work Protocol**

**Definition Per New York State:**

These guidelines apply to all business activities where the core function takes place within an office setting that have been permitted to reopen as well as to office-based businesses statewide that were previously permitted to operate as essential. This guidance may apply –but is not limited –to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening).

**How it Impacts Houghton College:**

Though education itself is not slated to open until Phase 4, we are authorized to open areas of our institution that are part of administrative professional services. We have identified the departments listed below as being included in Phase 2. Chief Officers have the discretion to authorize one additional person not in a department listed, to be on campus at once. However, effective immediately, all individuals on campus must follow the protocols listed herein.

**Houghton College Departments Eligible and Responsible Supervisor**

- Financial Aid/SFS – Marianne Loper
- Registrar -- Kevin Kettinger
- Student Life – Marc Smithers
- Admission – Ryan Spear
- Marketing/Communication – Michael Blankenship
- Accounting – Danae Forrest
- Human Resources/Payroll – Nancy Stanley
- Technology Services – Don Haingray
- Advancement – Karl Sisson
- Mail Room – Don Haingray
- President’s Office – Betsy Sanford
- CFO – Dale Wright
- Security – Ray Parlett (2 employees at shift overlap)
- Health Center -- David Brubaker
- Academic Dean – Paul Young
- Athletic Administration – Matt Webb
- Equestrian continued under animal care – Larissa Ries
- Animal Care in Science Building – 1 Individual – Paul Young
- Faculty for Administrative work as approved by the Academic Dean (25% - 20 maximum)
• One additional individual Per Chief Officer (not in a department above)

Social Distancing / Health Requirements

• A minimum of six foot social distancing will be maintained whenever possible.
• A mask/face covering (hereinafter referred to as “mask”) will be worn when social distancing is not possible. Employees must be prepared to immediately put on mask if someone unexpectedly comes within six feet. Cloth masks must be washed regularly. Mask must cover both the nose and mouth.
• Employees may use their own mask as long as it appropriately covers the mouth and the nose. If you do not have a mask, contact Dale Wright.
• Employees should wear a mask in common areas, including but not limited to lobbies, hallways, elevators.
• No more than 50% of the normal number of departmental employees will be in the office at once. This 50% limit is to be coordinated by the supervisor. The supervisor will keep detailed records of those in the office on any date.
• Requests for exceptions for critical functions can be submitted to Dale Wright by the supervisor, and will be evaluated based on purpose and ability to social distance. Such exceptions are expected to be rare.
• No visitors are allowed at this time.
• No more than one employee will be in a confined space (elevator, storage closet, etc.) at a time.
• Wherever possible, employees will only use their own phone, computer, writing utensils, etc. Hands should be washed both before and after using copier, scanners, etc. that are used by multiple people.
• Employees will wash their hands frequently for at least 20 seconds.
• Meetings shall continue to be virtual wherever possible.
• No food will be shared.
• Facilities will disinfect occupied offices on a daily basis.
• Supervisor is required to ensure that the attached CDC sign is posted in the office.

Screening Protocol– (Mandatory under NYS guidelines)

Each employee will take their temperature and complete a Covid-19 questionnaire via this link each day before coming to work. It is suggested that you bookmark this link. The link is also available on the H.R. Web Page.

https://forms.office.com/Pages/ResponsePage.aspx?id=y8j2enjqvUK8gDNFl4u59Ot9hw5RgpOIVaAEzw oxdIUQk5SUjIFWFrTOFNBNIBBTfIYODAxR2oz Ry4u

• The data when submitted will be automatically sent to your supervisor.
• Responsible Supervisors identified in the document and Chief Officers should list themselves as supervisors by entering their own email address and maintain their own record.
- The Supervisor is required to confirm completion of questionnaire for those in the office each day.
- Questionnaires will be maintained by Supervisors for inspection if requested.
- **If an answer to any of the questions is “yes” do not come into the office and contact your physician and your supervisor.** Contact H.R. if you have symptoms or have tested positive and have been in the office within the last 14 days.

**Protocol for COVID Symptoms (“Mandatory” Under NYS Guidelines)**

- If an Employee has COVID-19 symptoms that have not been confirmed by a health care professional to be due to another official diagnosis, and either tests positive or did not receive a test, the individual may only return to the office after at least 14 days of self-quarantine.
- If an Employee does not have COVID-19 symptoms, but tests positive, the individual may only return to the office after completing at least 14 days of self-quarantine.
- If an Employee has had close contact with a person with COVID-19 for a prolonged period and is symptomatic, the individual must follow the above protocol for a positive case.
- If a person has had close contact with a person with COVID-19 for a prolonged period of time and is NOT symptomatic, the individual must complete a 14 day self-quarantine.
- Any employee having one of the symptoms (i.e. answering “yes” on the questionnaire) will obtain approval from the Human Resources Office before returning to work.

If at any time a doctor confirms the cause of fever or other symptoms is NOT COVID-19 related and approves return to work, an employee should contact the Human Resources Department before returning to work.