



## FISHER COLLEGE EMPLOYEE COVID-19 HEALTH AND SAFETY POLICY BOSTON – UPDATED JANUARY 11, 2020 <sup>1</sup>

### **Purpose**

Fisher College’s policies and guidelines are designed to protect the safety of our employees, students and those with whom we interact. Our plans are aligned with local, state and federal guidelines. As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will be updated as appropriate. These guidelines are minimum requirements only and are not exclusive or exhaustive. Different or additional requirements may be established by the College at any time. The public health data and disease prevention measures, upon which these guidelines are based, can and do change frequently.

### **Scope**

This coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working staff to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge. This Policy is effective January 11, 2021, and supersedes all previous policies.

### **Expectations**

All employees are expected to comply with the guidelines outlined in this document. Failure to do so may result in disciplinary action.

### **Training**

Employees will also receive training on social distancing, face covering, hand-washing, mitigation procedures, personal hygiene, signs and symptoms of illness, assessment, isolation, quarantine and all other detection and response protocols, and the use and disposal of health and safety supplies. This training may be live or provided via online materials.

Everyone returning to campus should review the materials posted on Fisher College’s COVID-19 section of their website (<https://www.fisher.edu/about/updates-on-the-coronavirus>).

### **Face-Coverings are Mandatory**

You should report for work wearing a protective face covering that securely covers your nose and mouth (“mask”). **Masks with one-way valves or vents are not permitted.** If you forget your mask, or you have a non-compliant face covering, you may ask for one at the Campus Police desk. This mask must be worn at all times, except when you are alone in a private office, or when you are eating. Note that eating or

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<sup>1</sup> This policy supersedes the Policy dated 12/10/20

drinking without a mask in an indoor public area is not allowed. Talking on a mobile phone without a mask in an indoor public area is also prohibited.

### **Exposure to COVID-19/Quarantine Requirements**

All employees are prohibited from coming to work if they are ill or exhibiting symptoms of COVID-19. If an employee has come into “close contact”<sup>2</sup> with a person with COVID-19, the employee will need to remain quarantined consistent with one of the quarantine options below:

7 days of strict quarantine: Release on Day 8 if: A test (either PCR or antigen) taken on Day 5 or later is negative; AND the employee has not experienced any symptoms up to that point; AND the employee conducts active monitoring through Day 14. Active symptom monitoring includes taking temperature once daily. If even mild symptoms develop or the employee has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine, notify the College’s COVID-19 officer, and get tested.

10 days of strict quarantine: Release on Day 11 if: the employee has not experienced any symptoms up to that point; AND the employee conducts active monitoring, including daily temperature check, through Day 14. No test is necessary under this option. If even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine, notify the College’s COVID-19 officer, and get tested.

14 days of strict quarantine: Release on Day 15. This option must be followed if: the individual has experienced ANY symptoms during the quarantine period, even if they have a negative COVID-19 test; or if the employee is unable to conduct active monitoring, including a daily temperature check.

Most staff members will be able to work remotely during quarantine. Faculty must get approval from the Vice President of Academic Affairs to teach class remotely. If the class cannot be taught remotely a substitute will be required. When it is not possible for an employee to perform their work remotely, the employee will work with Human Resources on the appropriate leave options.

See the following link for information about Quarantine:

<https://www.mass.gov/guidance/information-and-guidance-for-persons-in-quarantine-due-to-covid-19>

### **Employees Exhibiting Symptoms or Testing Positive for COVID-19/Isolation Requirements**

Individuals who have either tested positive for COVID-19 or who are exhibiting symptoms of COVID-19 and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test should isolate at home until: 10 days since symptoms first appeared and

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<sup>2</sup> What counts as close contact? You were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. You provided care at home to someone who is sick with COVID-19; You had direct physical contact with the person (hugged or kissed them); You shared eating or drinking utensils; They sneezed, coughed, or somehow got respiratory droplets on you.

24 hours with no fever without the use of fever-reducing medications **and** Other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

See the following links for more information on isolation: <https://www.mass.gov/guidance/information-and-guidance-for-persons-in-isolation-due-to-covid-19>  
[http://www.maventrainingsite.com/maven-help/pdf/COVID19-Isolation-information-and-guidance\\_ver2.0\\_August9.pdf](http://www.maventrainingsite.com/maven-help/pdf/COVID19-Isolation-information-and-guidance_ver2.0_August9.pdf)

If a household member is exhibiting any of the COVID-19 symptoms, the employee should stay home, and contact their supervisor and Human Resources or the College's COVID-19 Officer for further guidance. All impacted employees, including those employees considered close contacts to a COVID-19 case, should work with Human Resources to develop a return to work plan.

All employees returning to work after a positive COVID-19 diagnosis must submit a letter from their local Department of Public Health to the College's COVID-19 officer and Health Services clearing them to return to work. Health Services will note status in the Co-Verified system.

### **Testing and Symptom Monitoring**

The College will require all employees and vendors assigned to work on the Boston campus to be regularly tested for COVID-19. All staff and faculty will be required to take a baseline COVID-19 test between January 12 – January 22, 2021, and then weekly. Note that the College may adjust the frequency of testing if circumstances change. All GPS and remote employees are required to be tested for COVID-19 if they plan to be on the Boston campus.

In addition, the College will be using a symptom monitoring app called CoVerified. You will be required to download CoVerified and report your symptoms daily. Employees without a smart phone should contact Human Resources to arrange for an alternate method of accessing CoVerified.

The Fisher College Testing Site is located in the basement of 131-133 Beacon Street. The entrance to the site is located at 131 Beacon. Testing is by appointment only. Returning employees may schedule your appointments directly through the CoVerified app. New employees will be scheduled for their first test, and will be able to self-schedule thereafter.

Positive COVID-19 cases will be discussed with local (Boston) public health officials to receive specific guidance. Confidentiality will be maintained to the fullest extent of the law. All people with COVID-19 should be prepared to list anyone who would be considered a "close contact," since 48-hours prior to symptoms of illness onset to aid in mitigating the spread of potential illness. People with close contacts to a positive COVID-19 individual will be advised to go into quarantine for 14 days, and contact tracing protocols will be followed.

Those failing to cooperate with contact tracers will be subject to discipline including removal from the College.

## Travel Restrictions

Massachusetts' travel restrictions may be found at <https://www.mass.gov/forms/massachusetts-travel-form>. All individuals entering Massachusetts after 12:01 a.m. on August 1, 2020 must quarantine for 14 days from the date of arrival in Massachusetts unless the individual meets one of the criteria below:

- **Traveled from a Lower-risk State:** This includes individuals coming from a COVID-19 lower-risk state within the United States. The list of states considered low risk are listed at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states>
- **72-hour Testing Rule:** The individual can produce, upon request, proof of a negative test result for COVID-19 from a test administered on a sample taken no longer than 72 hours before your arrival in Massachusetts.
- **Transitory travel:** This includes people who are passing through Massachusetts and permits travelers to drive through the State or to connect to their airplane, bus or train, or to stop at a highway rest stop, but this exception extends only so long as is reasonably required for the traveler to complete their transit, make any necessary airplane, bus, or train connection, or make use of travel services such as at a highway rest stop.
- **Persons Commuting for Work or School:** People who regularly commute, at least weekly, outside of Massachusetts to a fixed place to attend school or work or any person who regularly commutes, at least weekly into Massachusetts to a fixed place to attend school or work; provided that in either case, this exception applies only to and from the person's residence and place of work or school. Workers or students who travel to any place that is not their home state for personal or leisure reasons cannot rely on this exemption.
- **Patients Seeking or Receiving Medical Treatment:** Patients who are traveling to Massachusetts to seek or receive specialized medical care from a physician located in the Commonwealth and persons accompanying and providing needed support to the patient.
- **Military Personnel:** Any person who is required to travel to Massachusetts at the order or directive of a Federal or State military authority.
- **Workers Providing Critical Infrastructure Services:** Workers who enter Massachusetts to perform critical infrastructure functions as specified in Version 3.1 of the listing published by the Federal Cybersecurity and Infrastructure Security Agency are exempt from quarantine while they are commuting to or from or while at work. For the first 14-days after arrival, when the worker is not at work or commuting to work they must quarantine. Additional information may be found here: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>. Workers who travel to or from Massachusetts for personal or leisure reasons cannot rely on this exemption.

Individuals who do not comply with their obligation to quarantine are subject to a \$500 fine per day.

You do not need to quarantine for 14 days if you took a test for COVID-19 and have received a negative result. The specimen for the test must have been collected no longer than 72 hours before your arrival in Massachusetts, and the testing must be by a method approved by the [Massachusetts Department of](#)

[Public Health https://www.mass.gov/service-details/about-the-department-of-public-health](https://www.mass.gov/service-details/about-the-department-of-public-health) . Upon request, you must be able to demonstrate proof of the negative test result.

### **FISHER COLLEGE TRAVEL POLICY**

Everyone at Fisher College has worked hard to maintain a safe campus during the fall semester. The College continues to monitor health and safety conditions, locally, nationally, and internationally, and to update its policies accordingly.

This UPDATED travel guidance applies to all Fisher College employees working on campus either full-time or part-time, effective November 20, 2020. This policy is based on the latest Massachusetts COVID-19 Travel Guidance, as well as CDC recommendations and other government regulations. The current state of Covid-19 virus transmission is fluid, and this policy is subject to change without notice. The College will make every effort to keep you apprised of changes.

As we enter the holiday season, Covid-19 cases are spiking nationwide. Therefore, employees working on campus are strongly encouraged to remain in Massachusetts and limit travel out of the state. Employees who want to leave the state for personal reasons, must work with their direct manager and discuss any travel plans outside of Massachusetts. Travel outside of the state to states considered higher risk must be approved by your supervisor and Human Resources. Approval must be in writing. To request, please send an email to your supervisor, with a cc to [elyons@fisher.edu](mailto:elyons@fisher.edu).

Employees who obtain approval to travel to states that are considered higher risk (as defined by the State of Massachusetts COVID-19 Travel Guidance) must quarantine for 14 days upon return to Massachusetts, and

Use accrued and unused vacation time to cover compensation during the 14-day quarantine period for any time they are regularly scheduled to be working onsite. Hardship exceptions may be made at the sole discretion of the College for bereavement and other non-recreational travel requests.

An exemption from the 14-day quarantine may be requested and will be granted if the employee:

Takes a first COVID-19 test at the College (or at an equivalent test site) immediately upon return to Massachusetts; and

Takes a second COVID-19 test at the College (or at an equivalent test site) 4-5 days after the first test; and

Receives two negative test results; and

Quarantines until both tests are completed and the results are reported.

With very limited exceptions, College-related business travel is suspended until further notice. Should you need to travel for business, please speak with your Vice President.

### **SOCIAL DISTANCING**

All Fisher employees are always required to practice social distancing while on campus. Everyone will be required to maintain six feet of separation inside and outside of buildings.

In accordance with the latest guidance from the State and City, the College is limiting occupancy in shared offices to no more than two persons at one time. Staff schedules must be staggered to ensure safe distance.

For those with job-specific needs, use of additional protective measures (safety goggles / face shields / gloves) are recommended and will be supplied for employees .

Multi-person activities will be limited where feasible

Employees must stagger lunch and break times, regulating number of people in one place and ensuring at least 6-feet of physical distancing. Congregation in common areas, lobbies, etc. throughout campus is prohibited.

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all employees in such spaces at the same time are required to wear face coverings. Only one person on the elevator at any time with a minimum of 6-feet apart.

Face coverings must be worn at all times on campus except when in your office alone, or while eating while practicing social distancing.

A "no congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet whenever possible.

Conduct all meetings via conference calls. Use cell phones, texting, video conferences, and conference calls for discussion whenever possible. Do not convene meetings of more than 10 people (6-foot distance in these meetings is required).

Adhere to established directional signage for hallways, passageways and stairways for foot traffic, to minimize contact.

### **Meals, Aramark, and Food Delivery**

The Cafeteria will not be available for employee seating. Food services will provide grab and go options only for staff and faculty.

Meals must be taken in your office, at your desk, or in an empty room. Food may not be shared. All employees must maintain social distance of 6 feet while eating. All surfaces must be wiped down after

### **Fisher College Off-Campus Food Delivery Policy**

Fisher College is committed to welcoming off-campus food deliveries to campus safely. The College's first priority is the health and safety of its community. In order to safely welcome off campus food deliveries to Fisher, the following policy is in effect. Please note that this policy may be updated in accordance with government and CDC guidance.

1. Delivery food for students, faculty and staff from off-campus vendors will be limited.
2. Food delivery drivers will not be able to access College buildings.

3. Students, faculty and staff shall meet the food delivery driver(s) outside of the College buildings. When this is not possible, the College will designate a table in a central delivery area. This allows for a convenient and safe central location on campus for food deliveries.
4. Individuals must wear masks.
5. Individuals must maintain appropriate social distance (6ft) from others unless performance of an essential task requires closer distance

### **Pantry and Kitchen Areas**

**The 118 Pantry** serves as both a mailroom and a water/coffee area. In order to ensure social distance measures, no more than 1 person is allowed in the pantry at any time. Masks must be worn at all times in the Pantry. Each machine and surface must be wiped down with an antibacterial wipe after use. The refrigerator handles must be wiped down after each use.

**The OAS Kitchen:** Each machine and surface must be wiped down with an antibacterial wipe after use. The refrigerator handles must be wiped down after each use. Only 1 person will be allowed in the kitchen area at any time. Masks must be worn at all times.

Failure to wipe down shared use equipment in kitchen areas or follow any of the social distancing or hygiene protocols outlined in the policy will result in closure of the kitchen areas and removal of the equipment.

### **Smoking**

In order to protect our maintenance staff, the College smoking areas will be closed. No smoking is allowed on College property, on Back Street, or in front of any College building.

### **Hygiene Protocols**

The College will ensure access to handwashing facilities and alcohol-based hand sanitizers with at least 60% alcohol.

No handshaking, high-fiving, hugging, fist-bumping, elbow-bumping or other unnecessary physical contact.

Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer.

If you are wearing a face covering, keep your face covering on when coughing or sneezing. If you are alone, cover coughing or sneeze with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough or sneeze into your elbow and sanitize the area around you.

Avoid touching eyes, nose, and mouth with your hands.

To avoid sharing germs, please clean up and sanitize after yourself.

Avoid sharing use of tools and office supplies or disinfect between use (e.g., telephones, keyboards, laptops). Tools should be cleaned before and after use. If you are using a shared computer, printer, or copier, the keyboard/touch screen/paper trays should be cleaned before and after use.

In the classroom, we ask that each student and faculty member wipe down their desks and work areas at the start of each class or use of a computer or other shared equipment or materials. Cleaning cloths will be provided in each classroom.

## **College-wide Cleaning**

The College will conduct frequent cleanings and disinfection of facilities throughout each day.

- a) In high traffic areas, high-touch surfaces will be frequently disinfected.
- b) Cleaning supplies will be furnished in common areas including classrooms so that employees and students can wipe down high touch areas and equipment.
- c) If an individual with COVID-19 related symptoms has been on campus, Human Resources will ensure that immediate steps are taken to sanitize the direct workspaces and any common areas where the infected individual may have been. Identified areas will remain isolated from individuals until the sanitation process has been completed and the area is deemed safe for use.

## **Links to Resources**

- Social Distancing: <https://www.youtube.com/watch?v=TkW72NwcOUg>
- Wear a Mask in Public: <https://www.youtube.com/watch?v=HtUJPizQVPI>
- Stop the Spread of Germs: <https://www.youtube.com/watch?v=atoYsk9IFXs>
- Self-Quarantine: <https://www.youtube.com/watch?v=QIRd6F9BWUA&feature=youtu.be>
- Coping with Stress and Anxiety: <https://www.youtube.com/watch?v=jSGIsQkrP-U>