

As of May 29, 2020

COVID-19 continues to evolve rapidly, and as communities emerge from stay at home orders, Southeast is evaluating plans for a phased approach to return from telework, to transition to face-to-face classes and campus activities, and to resume residence hall occupancy in the fall. This guidance is based on COVID-19 information and is provided in collaboration with the [Cape Girardeau County Public Health Center](#) and the Centers for Disease Control and Prevention (CDC). For the health and safety of the Southeast campus, all university students, faculty, staff, guests and any others visiting campus are expected to adhere to the business operations guidelines that follow.

The level of community spread of COVID-19 in the community will continue to define the guidance and it is unknown how resuming our habits will affect COVID-19 cases in the Cape Girardeau community and at Southeast.

Where no community spread exists, best practices includes:

- Maintaining healthy hygiene, cleaning, and disinfecting
- Monitoring absenteeism
- Evaluate and limit group gatherings and events
- Understanding and implementing robust employee illness processes

Where minimal to moderate spread exists, best practices add these measures to those mentioned above:

- Implement social distancing measures.
- Consider accommodations for people at high risk.
- Ensure the continuity of safe housing.

Disease Spread & Risk

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices are important and include:

- [Handwashing](#)
- [Staying home when sick](#)
- [Cleaning and disinfection](#)

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

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- Being immunocompromised

Symptoms & Monitoring

Individual personal responsibility taken to help slow the spread of any disease, including COVID-19, plays a key role in helping protect the health and safety of ourselves, our families, and our co-workers. Paying close attention to our own health helps us realize when unusual symptoms crop up. One may suffer from seasonal allergies, but when those symptoms worsen or new symptoms appear, steps should be taken to evaluate fitness for work.

- If you are sick, or experience COVID-19 symptoms, **stay home**.
- If you have been sick with, tested positive for, have been potentially exposed to someone with COVID-19, or have a sick family member with COVID-19, **stay home**.
- Practice daily symptom monitoring before reporting to work.
- Take your temperature, waiting 20-30 minutes after smoking, eating, or drinking

Currently, COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 +)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms such as diarrhea and nausea
- New loss of taste or smell

Being free of ALL symptoms indicates fitness for work.

Illness at Work

If you become sick while at work, immediately separate yourself from others and notify your supervisor that you are ill.

- Go home.
- Visit a healthcare facility, if symptoms are severe.
 - Always call prior to going to an office or emergency room.
 - SoutheastHEALTH's COVID-19 nurse triage line is available 7 a.m.-7 p.m. at 573-519-4983
 - Saint Francis Medical Center Coronavirus Community Nurse Hotline at 573-331-4200 between 8:00 am and 4:30 pm Monday through Friday

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- If the illness is suspected COVID-19 in nature, supervisors should contact the Emergency Manager, the Director of the Department of Public Safety or the Director of Human Resources.
 - Contact tracings must be completed, if COVID-19
 - Public health officials must be notified, if COVID-19
 - Campus notifications must be made if COVID-19
- Supervisors should close off or contain the area used by the sick person and keep it empty until it is cleaned and disinfected.
- Cleaning and disinfecting begin after 24 hours, or as long as possible if a 24-hour delay is not feasible.

At Work

Social Distancing: Social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home. Practice social or physical distancing at work:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- When social distancing cannot be practiced or during prolonged close contact with others, wear a face covering.
 - The cloth face cover is meant to protect other people in case you are infected.
 - Do NOT use a face cover meant for a healthcare worker.
 - The cloth face cover is not a substitute for social distancing.
- If you are in a private setting and are not wearing a face cover, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- 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, or sneezing.
- 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 with unwashed hands.

Face Masks/Cloth Face Coverings: A significant portion of individuals with coronavirus lack symptoms, and even those who eventually develop symptoms can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected and does not have symptoms. **Cloth face coverings** are not surgical masks, respirators, or other medical personal protective equipment. The CDC continues to emphasize the importance of face covering use by all individuals in public settings where even limited close contact may occur and wearing a cloth face covering in public is recommended where other

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social distancing measures are difficult to maintain. Avoiding situations where close contact may occur is preferred, but because it is not always possible, a face covering is a solution.

A personal face covering may be worn, or one will be provided. Consult your supervisor to request a face covering.

Additional items to consider regarding face coverings:

- Always have your face covering available so you can wear it when making quick visits to other offices, down the hall, or to the restroom
- Face coverings must cover the mouth and nose to be effective.
- Wear a face covering when 6-ft. social distance is not possible. Face coverings may be removed when a 6-ft physical distance can be maintained (within workstations, offices, conference rooms, or open work areas where 6' separation is possible.)
 - Wearing a face covering does not mean social distancing measures are not necessary.
 - Wearing a face covering does not eliminate the need to wash hands frequently.
 - Refrain from touching the face covering by keeping the hands away from the face while wearing one.
- Plan work tasks and the need for wearing a face covering.
 - Consider the length of time with another person.
 - Consider the distance between you.
 - Consider methods to accommodate people with disabilities. If you have frequent contact with people who are hearing impaired, contact Disability Services, ds@semo.edu.
- Face coverings should not be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
- If you have a medical condition that prevents you from wearing a cloth face covering, consult your doctor for an alternate solution.

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling 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/disposable mask.

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- 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.

Proper handling and cleaning of face coverings is important. Cloth face coverings must be laundered before each use. Have a week's supply of cloth face coverings to reduce the need for daily laundering.

Care, storage, and laundering:

- Store face coverings in a paper bag when not in use.
- Cloth face coverings should not be used more than one day at a time and washed after each use.
 - Launder using regular detergent before the first use, and after each shift.
 - Use the hottest water temperature setting recommended for the fabric type.
- Cloth face coverings should be replaced immediately if stained or badly soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be discarded in the trash after your shift, when soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Handwashing: Handwashing is the single most effective means of preventing the spread of infection. 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.
- Wet the hands with clean running water, apply soap, and rub hands together to form a lather.
- Scrub all surfaces of the hands including between the fingers, the under the nails, the back of the hands, and the wrists.

When 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. Due to the sensitivity of electronic equipment to cleaning solutions, disinfection of electronic equipment is not advisable. Handwashing/sanitation before and after use is recommended.

Cough/Sneeze Hygiene: If you are in a private setting and not wearing a 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. 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.

Personal Disinfection: While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down common frequently

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used surfaces and equipment in shared spaces. Before starting work and before you leave an area in which you have been working, wipe down any affected work surfaces with disinfectant. Any location or equipment that is frequently used by multiple users should be wiped down. (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Facilities Management will provide disinfectant to each office area.

Gloves: Based on CDC guidelines, 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 nonhealthcare environments. This equipment is only necessary in the medical profession and for high, or very high-risk job functions.

Business Operations Guidance:

Supervisors

Phased Staffing: Southeast will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing is met and that personal protective equipment (PPE) is available. Southeast will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective dean, vice president or director.

The need to evaluate the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely should continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your executive official. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the processes detailed in this guide for returning to work on campus.

Staffing Options:

Once staff members have been instructed to return to work on campus, there are several options departments should consider in maintaining required social distancing measures and to reduce population density within buildings and workspaces. Telephone and email appointments remain a welcome and preferred method of conducting business. When a face-to-face meeting is required, a scheduled appointment should be made so appropriate measures can be taken to

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maintain social distance, to implement face covering protocols and to perform surface disinfection.

- Remote Work: Those who can work remotely to fulfill some, or all their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements should be approved by the immediate supervisor, and can include both full or partial day/week schedule as coordinated with the supervisor.
- Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments might schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.
- Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using alternative tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders, assuming individuals can still maintain 6 feet of separation for social distancing requirements.
- Travel: Travel increases the likelihood of contracting and spreading disease. Work-related travel restrictions remain in place. Consult the [CDC](#) for additional travel guidance.

Employees

- Maintain at least 6 feet distance from co-workers. If you work in an office, no more than one person should be in the same room unless 6 feet of distancing can be consistently maintained.
- If possible, have at least one workspace separating you from another co-worker in the absence of a wall, partition, or cubicle.
- If you are unable to work, including unable to telework, due to certain qualifying reasons, you may be eligible to take leave under the Families First Coronavirus Response Act (FFCRA). Contact Human Resources for guidance on leave options.
- Employees with any high-risk underlying health conditions should consider an extended period of telework or leave options under the Families First Coronavirus Response Act (FFCRA) and must consult their supervisor who will contact the Director of Human Resources to seek guidance.
- Employees who have disclosed to the University they have a high-risk underlying health condition yet are working on-campus should provide to Human Resources a written acknowledgement of the Employee Expectations herein this document relative to

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safeguarding your health, as well as supporting documentation from your physician. Contact Human Resources for guidance on submitting this information.

Workspaces

Customer Service Counters: When possible, utilize appointment-based service rather than walk up counters. Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line. Use verbal announcements and place signage throughout the space, at entrances, in restrooms, and in breakrooms to remind employees and customers to maintain distances of 6 feet from others. Configure partitions with a pass-through opening at the bottom of the barrier. For functions that require the physical transfer of items, consider alternate methods of transfer such as curbside pickup, designated pickup areas, and delivery. Reposition equipment to increase the distance between a customer and the service provider, if possible. 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 at work, communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to face.

Communal spaces: Allow at least 6 feet of distance between each customer, including lines and seating arrangements. Reading materials, newspapers, candy, brochures or any items other than hand sanitizer and tissues should be removed from public waiting areas and communal spaces. Samples of brochures and other printed promotional items can be displayed and individually given to customers.

Shared workspace, room or vehicle: Wear face covering as social distancing cannot be maintained. If more than one person is in a room, face coverings should be worn if the required 6 feet of distancing cannot be maintained. Face coverings should be worn by any staff in a reception/receiving area when meeting with other individuals. Face coverings should be used when inside any Southeast facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Washing your hands thoroughly afterward is an obvious and vital measure of reducing the spread of all disease, including COVID-19. When soap and water are not available the use of hand sanitizer with 60% alcohol is an alternative until.

Water systems: Drinking fountains are cleaned and disinfected, but standard drinking fountains will be temporarily unavailable. Hydration stations will remain functional to fill your own water bottles.

Elevators: Because social distance cannot be maintained in an elevator, be prepared to wear a face covering. You can avoid touching the elevator buttons with your exposed hand/fingers by using your knuckle to select the buttons. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

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Meals: Before and after eating, you should wash your hands. Staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation. If you are eating in a break room food court or other common dining areas, maintain 6 feet distance between you and others. Remove your face covering in order to eat, then put it back on.

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.

Books, magazines and paper: Some research shows the virus may remain active on plastic surfaces for two to three days and remained infectious for up to 24 hours on cardboard. No infectious virus could be found on printed papers after 3 hours.

Cardboard and plastic-covered books and other items that are easily wipeable should be wiped with disinfectant. Books that cannot be wiped can be stored away from use and untouched for 24 hours to ensure any danger of transmission has passed. Always practice good hand hygiene after touching books, magazines, and newspapers.

Mail and keys: Central Receiving will continue scheduled department pickups of mail, packages and office supplies through July 31. Hours will be 8 am – 4 pm, Monday through Friday. Large/heavy/skid packages and office supply deliveries will be scheduled, as needed. If you have any questions, please call (573) 651-2953 or e-mail univrec@semo.edu. Central Receiving offices are in the rear of Facilities Management at 610 Washington Avenue. Facilities Management will continue to schedule key returns and key pickups by appointment only through July 31. Hours will be 8 am – 4 pm, Monday through Friday. To schedule an appointment please call (573) 651-2331 or email tdonley@semo.edu. Facilities Management is located at 610 Washington Avenue.

Supply orders: Department supervisors should use the [online order form](#) to identify needed supplies for their department. Quantities and availability will determine when items requested can be supplied. Facilities Management will fill completed orders and notify departments when orders are available. Supplies can be picked up at Central Receiving along with scheduled mail pick-up.