



Healthy at Work Plan

Effective July 15, 2020

Baptist Seminary of Kentucky recognizes that maintaining a safe and healthy workforce and work environment are principal concerns. The following plan for the resumption of on-site work at our Georgetown College campus primarily follows the guidance and structure of the Kentucky Governor's office [Healthy at Work: Minimum Requirements](#).

Baptist Seminary of Kentucky will begin to resume limited on-site work starting on Wednesday, July 15, 2020. During this phased return to on-site work up to 50% of our faculty/staff, may begin to work on campus.

Telework should continue where possible. Not all employees will or should return to working on-site on July 15. Faculty/staff should consider these issues when deciding where to work:

- Is there a business need to work on-site? Can you employee complete your responsibilities via telework?
- Is the required on-site work of a time sensitive and/or essential nature for the core operation of the institution/department?
- What is the level of exposure to others that the you will have on-site?
- Will others with whom you have regular contact be at higher risk of severe illness?

Supervisors are encouraged to explore options such as rotating schedule, alternative work locations, limited opening, and other arrangements to balance health and safety with work needs. Offices within individual buildings must coordinate with each other to limit total occupancy of building to 50%.

Employee and work-site expectations

Those employees who work on-site are expected to follow the guidance outlined in the Healthy at Work Plan. This will require changes to individual behaviors, work processes, and the physical work environment.

1. **Enforce social distancing and limit face-to-face interaction.** All employees are expected to maintain a six-foot distance from other employees, students, and guests unless required to complete job duties. As such, each department should evaluate their current physical layout and work processes. The placement of desks, traffic patterns, need for installation of plexiglass or

other physical barriers, etc. should be evaluated and modified where necessary to ensure appropriate distancing. Where possible, stairways and entrance/exits should be one directional with related signage. Faculty/staff should continue and increase utilization of electronic processes and signatures to decrease the need to pass physical forms from one employee to another. When in-person meetings or appointments are required, these should be scheduled in advanced with proper processes for social distancing. Drop-in appointments should not be practiced or accepted during this time. Telephonic or computer meetings should be utilized when possible, even if all participants in the meetings are working on-site.

2. **Universal masks and other necessary PPE.** All on-site employees are required to wear a cloth mask (surgical or N95 masks not necessary) when in close proximity to others or when in common areas on campus (hallways, restrooms, etc.). If you work alone or in an enclosed space, you do not have to wear a mask at that time. If you have a serious health condition that prevents you from wearing a mask or feel like wearing a mask causes a safety hazard, you will need to contact your direct supervisor to request an accommodation.
3. **Daily temperature and health checks.** All employees who are working on-site are required to complete a **daily** self-health check prior to working on campus. This includes taking your temperature at home and disclosing to your supervisor if you have a temperature over 100.4 or any of the possible COVID19 symptoms as outlined by the [CDC](#).
4. **COVID-19 Testing.** Employees who report COVID-19 related symptoms will be expected to avoid campus and seek proper medical analysis and testing by their primary care physician or another medical provider. You may not return to campus until cleared of possible COVID-19 or have gone at least 72 hours symptom free. CDC guidance can be found [here](#).
5. **Contact Notification.** In an effort to provide a safe campus environment we will actively participate in contact tracing with our public health officials if/when an employee tests positive or becomes exposed to COVID-19. All employees will be required to cooperate and answer the following questions if this becomes necessary:
 - a. Was the employee on-campus prior to testing positive or experiencing likely symptoms?
 - b. Who could have come in close contact (within six feet for 30 minutes or more) with that employee in the two days prior to that employee testing positive or experiencing likely symptoms? Consider employees nearby, break areas, restrooms, visitors and any other possibly interaction the employee may have had.
6. **Hand sanitizer and hand washing.** Facilities and Housekeeping have placed hand sanitizer stations throughout campus. Housekeeping staff check the status of these stations daily.

Additionally, signage will be placed throughout campus in both entrances and in restrooms reminding individuals of proper hand washing techniques and to make use of sanitizer.

7. **Proper sanitation.** While Housekeeping staff will continue overall disinfecting and cleaning throughout the day, all campus employees will play a role in maintaining **their own space**. Each office area (faculty suite, admin suite, Knight Hall space) will be provided with cleaning supplies and gloves to wipe down commonly touched hard surfaces (door knobs, light switches, countertops, etc.). These areas should be cleaned throughout the day and as needed based on the amount of use and traffic.

8. **Restrict common areas.** Faculty/staff are advised to access their individual office spaces and to restrict access to areas and/or established increased cleaning protocols where individuals congregate and/or touch common surfaces (refrigerators, coffee makers, etc.). All campus drinking fountains will be out of service during this time.

HEALTHY AT WORK OFFICERS:

The college has designated two Healthy at Work Officers to assist with guidance and compliance of the Healthy at Work Plan. You may contact either if you have questions or concerns with COVID-19 issues on campus.

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Dalen Jackson Dalen.jackson@bsk.edu

Appendix A: Draft Employee email

We ask that all faculty/staff who are able to perform their job duties from home continue to do so at this time. As we move forward, we will bring people back to work within the established guidelines and plans for campus. Additional information will be communicated as we move forward. For now, **if you are working on campus regularly or periodically coming into the office,** you must begin to adhere to the following guidelines effective Wednesday, July 15th.

- **Daily Temperature/Health Checks**
 - Everyone working on campus must undergo daily temperature and health checks.
 - Self-administered checks should be reported to your immediate supervisor each morning that you plan to visit campus if you show elevated temperature or other COVID symptoms.
- **Universal Employee Masks**
 - Everyone working on campus must wear a mask when around other people or in a public setting.
 - When you are working alone in an enclosed space you may remove your mask (ex. working by yourself in your office). If you go outside of your office space, you must wear a mask. Someone entering your office should have a mask on and try to maintain appropriate social distancing. Cloth masks are acceptable.
 - You will need to supply your own mask. An N95 or Surgical grade mask is not required.
 - If you cannot wear a mask due to a serious health condition or situation that prevents you from wearing one, please contact David Cassidy prior to coming on campus.
 - Proper use of masks can be found [here](#).
- **Hand Sanitizer and Hand Washing**
 - Hand Sanitizer stations have been placed in high-traffic and high-touch areas of the campus.
 - All employees are encouraged to routinely and consistently wash your hands for at least 20 seconds with soap and water.
- **Work Area Restrictions & Social Distancing**
 - Common areas such as lobbies, break rooms, conference rooms, etc. should be restricted to the “greatest extent practicable” to maximize social distancing and reduce congregating.
 - Remain a minimum of six (6) feet away from one another and continue to conduct as many meetings as possible remotely via phone, Zoom, etc.

As we work towards phasing faculty/staff back-to-work, we ask that everyone ensure the above requirements are followed. Minimizing face-to-face contact with one another is required at this time.

The Building Services Team will continue to work hard sanitizing and cleaning frequently and ensuring that we are meeting Healthy at Work protocols. We also ask that you take personal responsibility for your work space throughout the day as needed. Sanitizing touched surfaces before and after meetings is a good best practice.