



College of Southern Nevada Employee (Faculty and Staff) Return to Campus Plan

On May 14, 2020 Chancellor Reilly established the NSHE COVID Reopening Plan Internal Review Task Force. The Task Force will review NSHE institutional plans for purpose of consistency and clarity to ensure compliance with laws and personnel policies, consistency within NSHE of classroom/remote dorms and student services and state, federal and health organization (Centers for Disease Control (CDC) and local health agency requirements.) College of Southern Nevada (CSN) planning is specific to several areas: 1) faculty and staff return to campus; 2) summer session two and; 3) Fall 2020 activities. These planning efforts are aligned with campus/service areas, units and divisions that support students, dislocated workers, and business and industry needs; and collaborative support across southern Nevada. This first plan is provided to communicate CSN's engagement in returning our faculty and staff workforce to campus and addressing efforts of health and safety, social distancing, and remote work.

The College of Southern Nevada (CSN) is committed to the health and safety of our students, faculty, staff, vendors and community that visit CSN campuses, sites, and locations. CSN is taking a gradual and phased approach to operations, instruction, services, and activities. CSN Reopen Plans are contingent on guidance including but not limited to: State of Nevada/Governor Sisolak and Executive Orders associated with the Roadmap to Recovery – phased implementation; Nevada System of Higher Education directives; the CDC; Southern Nevada Health District, and Nevada Occupational Safety and Health Administration (NVOSHA). All CSN Reopen Plans provide a contingency plan should the need for CSN to migrate between phases and implement mitigation efforts based on changes in and community transmission levels increase. These guidelines provide for reopening phases.

Stages Defined:

Stage 0: High Risk exists. Instruction and services are provided remotely. Employees work in a telecommute environment unless deemed essential personnel if authorized.

Stage 1: Moderate risks exists in the community and some high risks. Instruction and services may be permitted based on approved guidelines from State of Nevada and NSHE. Strict adherence to stated requirements (social distancing, PPE, capacity limitations, cleaning, disinfectant, etc.) Majority of employees remain in remote work environment, except for those identified in phase 0 or otherwise authorized.

Stage 2: Low risks for almost everyone, however high risks for some exists. Instruction, services employees may resume within established parameters which may include but not be limited to social distancing, PPE, capacity limitations, scheduling of cleaning and disinfectant may be required, etc.

Stage 3: New Normal. Resumption of business activities.

ESTIMATED TIMELINE:

May 2020: Essential on-campus facilities staff begin phased return to campus for campus readiness, preventive maintenance, water system evaluation and deep cleaning continues

(*) Group 1: President's Cabinet return to campus (*June 8, 2020*)

(*) Group 2: Academic Deans return to campus (*June 15, 2020*)

(*) Group 3: Identified employees as requested and approved (*June 15, 2020*)

(*) Group 4: Identified support staff, faculty and lab support personnel for summer session 2 and July CTE labs return to campus (*June 22-29, 2020*)

(*) Group 5: Continued phasing of staff and faculty return to campus (*July-August 2020*)

(*) August 17, 2020: Fall convocation, faculty return to campus within established protocol

*On campus return is contingent on authorization from State of Nevada/Governor Sisolak and NSHE.

PARAMETERS:

CSN staff returns anticipate a phased approach, review of operations that lend themselves to telecommute and/or staff rotating access to campus as determined by the divisional VP's in consultation with the respective Campus Provost/VP's.

Employees not identified as Essential On-Campus personnel will be provided a 10-day notice of return to campus. This time period will provide employees the ability to prepare for a return to campus and coordinate any needs with supervisors/managers or Human Resources. Employees may be required to rotate on campus with scheduled days on site and other days remote.

VULNERABLE PERSONS:

Governor's Directive 21 defines "vulnerable persons" as those who are at heightened risk of complications from COVID-19 disease, and include:

- Individuals who are 65 years of age and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Pregnant women; or
- Individuals determined to be high risk by a licensed healthcare provider.

Employees should contact Human Resources for further guidance and requirements associated with the Families First Coronavirus Response Act (FFCRA).

MONITORING AND PREPARATION:

All Stages (See Attachment A):

- Employees working on campus must conduct health screenings daily, consistent with recommended guidelines. These include a COVID-19 recommended symptom evaluation (cough, shortness of breath or difficulty breathing; or at least two of the following: fever, headache, chills, new loss of taste or smell, sore throat, repeated shaking with chills, muscle pain, GI symptoms such as vomiting, nausea or diarrhea.)
- Faculty and students who have been in contact with someone who has been ordered to quarantine or isolate are not permitted to campus until completion of quarantine period.
- Any employee who exhibits health concerns shall coordinate with appropriate medical professional and follow up with CSN Human Resources.
- Employees displaying any COVID-19 symptoms noted above, who have ordered to quarantine or been in contact with someone required to quarantine are not permitted on campus and must notify Human Resources for guidance on policy and/or alternative work options.
- Additional guidelines/requirements may be implemented as determined by state, NSHE, local agencies.
- Only essential business travel will be authorized.
- Students and faculty shall contact Wellness@csn.edu for self-reporting of symptoms and notification of exposures. Faculty will be contacted by CSN Human Resources.
- Only CSN staff, faculty, and students can be on campus at this time. Outside individuals and visitors are prohibited without prior approval of the respective campus provosts and vice presidents.

ALL EMPLOYEE TRAINING:

All employees shall complete COVID-19 Prevention Training prior to return to campus. Confirmation of completed training must be provided to supervisors and the Center of Academic and Professional Excellence (CAPE).

SUPERVISOR/MANAGEMENT TRAINING:

CSN Human Resources has established a Supervisor Guide to Workplace Reopening. Through virtual online delivery all CSN supervisors and management personnel will participate in training.

This training will provide supervisors/managers with tools that include areas such as:

- Leading with Intentionality
- Critical Managerial Skills/Managing Individual Flexibility
- Addressing Employee Anxiety or Anger/Frustration at the current situation
- Addressing employee needs in association with circumstances (childcare, at-risk/vulnerable, those that do not want to return)
- Review of work location health and safety guidelines
- Oversight of referral process for employees in need
- Preparation for Return to Campus (work location configuration, scheduling, flexibility, service/room limitations, etc.)
- Ongoing Return to Campus FAQs (notification if cases are realized on campus, sick leave, family leave, etc.)

HEALTH AND SAFETY:

Healthy hygiene practices are promoted

- Stay at home if you feel sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid close contact with people who are sick
- Cover a cough or sneeze with a tissue or your elbow
- Signage is placed in campus locations regarding COVID-19 prevention
- Seek healthcare when it is medically necessary

Cleaning, disinfection, and ventilation

High touch areas are cleaned with increased frequency (examples include door handles, classroom desks, tables, keyboards, mice, panels, etc.).

- Deep cleaning is completed with increased frequency using hospital grade materials.
- Preventive maintenance will be completed to include the changing of air filters and water systems evaluated to following the prolonged campus shutdown.

Personal Protective Equipment (PPE)

Stage 1:

- Faculty and Students: All persons must wear face coverings while in the classroom/lab area. Additionally, individuals must wear a face covering while in proximity of others including walking through open spaces.

Stage 2:

- Face coverings will be required as prescribed on campus and in adherence to requirements while on campus and/or in when in close contact with others in the work environment.
- Individuals interacting with the public and/or service areas may have greater requirements

- for PPE.
- Locations with counters for services – example: Library Desks, Computer Lab Reception Area – shall be reviewed for possible installation of plexiglass.
- Training will be required and provided for appropriate processes for cleaning and wearing of PPE.

SOCIAL DISTANCING:

Stage 1:

- Social distancing is strictly addressed in classrooms and labs.
- Employees remain off campus, with exception of essential personnel.
- Staff maintain 6 feet distance as possible.

Stage 2:

- Maintain social distancing of 6 feet as possible.
- Capacity limitations of 50 occupants and/or 6 feet distancing whichever is more restrictive.
- Seating and/or workspaces spaced, in adherence with social distancing requirements.
- Ingress and egress routes are evaluated as appropriate for congestion.
- Staggered schedules are adopted.
- Appointments are required to ensure capacity limits are achievable.
- Markings on floor areas to designate distancing requirements.
- Meetings are conducted remotely including intercampus and/or interdepartmental.

CLOSING:

Stages 1-3

- Ability to transition between phases as noted by State, NSHE and local health department requirements.
- In the event a person diagnosed with COVID-19 is determined to have been on a specific building(s) and/or campus which may pose a risk to the college. The College may need to close a building and/or campus for a short time (1-2) days for cleaning and disinfection.

(1) *Chancellor Reilly Memorandum dated May 14, 2020 "Guidance for Resuming Career and Technical Education Lab Courses).*

(2) *State of Nevada, Declaration of Emergency, Directive 021, Phase Two Reopening Plan, May 28, 2020.*