

Standard Operating Procedure (SOP)

Return-to-Work for COVID 19 (HR – RTW COVID-19)

Effective 5.1.2020

Reference: The Centers for Disease Control and Prevention (CDC), Rebound.Idaho.Gov

General Guidelines

In general, this procedure is to help support employees as College of Western Idaho (CWI) works to re-establish onsite work. CWI is committed to a workplace where all personnel are safe and comfortable returning to and performing their work in CWI facilities. CWI will ensure an adequate supply of disinfecting wipes and sanitizers prior to employees returning to work. Please refer to the [Return To Onsite Operations plan](#) for guidance on CWI phases in alignment with the [State of Idaho Rebound plan](#). There will be **NO EXCEPTIONS** to this SOP; the safety of students, faculty, and staff is of the utmost importance to the College.

1. Limited occupancy in a suite or office environment is permitted only if 6 feet of social distancing can be achieved.
2. Building Entrance – If marked, use designated entrance and exit.
 - a. Doorways are to remain open in order to increase ventilation and air flow when possible.
 - b. When possible employees should utilize the automatic door features when available.
3. Daily Symptom Self-Assessment – Each day, prior to arrival, employees will complete a symptom self-assessment below:
 - a. Have you been within 6 feet of a person with a lab-confirmed case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?
 - b. In the last 48 hours, have you had any of the following symptoms?
 - i. Fever of 100.5 F (38 C) or above, or possible fever symptoms like alternating shivering and sweating
 - ii. New cough
 - iii. New trouble breathing, shortness of breath, or severe wheezing
 - iv. New chills
 - v. New muscle aches
 - vi. Sore throat
 - vii. Diarrhea
 - viii. New loss of smell or taste, or a change in taste
 - c. If you answer “yes” to any of these questions, you will stay home and notify your supervisor to discuss further directions.
4. Practice good social distancing including but not limited to:
 - a. The use of designated restrooms. Recommendation of 1 person in designated restrooms.
 - b. Limit 1 person in spaces such as breakrooms, printer/work rooms, and other areas to maintain the minimum 6ft of social distancing.
 - c. Limit 1 person in elevators at a time.

- d. Individuals should eat with spacing of 6ft of social distancing or greater and are responsible to wipe down the area when done. Disinfectant wipes will be provided in spaces designated as open.
 - e. Only access space on campus that is necessary and utilize skype, telephone, or other technology for any conversations.
 - i. Minimize the amount of time you are moving throughout a building.
 - f. Where face-to-face interactions are to occur, a 6ft space must be available.
 - i. If not possible, employee/managers will work with their leadership or other appropriate departments to identify a possible solution.
5. Practice good sanitation manners including but not limited to:
- a. Upon entering a facility or touching shared surfaces, wash your hands with soap and water for 20 seconds or use an approved hand sanitizer.
 - b. Sanitize keyboards, telephones, hand-held devices, work tools/equipment, kitchen appliances, and shared surfaces at the beginning of the day, throughout the day, and at the end of the day, or if you are leaving that immediate work area, especially shared items.
 - c. The use of hand sanitizer is required when entering labs and after contact with any surfaces. CWI will provide hand sanitizer.
 - d. Sanitizer and disinfectant wipes will be provided in specific locations that are open by CWI.
6. Employees working onsite are required to wear a face covering following the below guidelines.
- a. When entering, exiting, or moving throughout a building employees must wear a mask.
 - b. Employees working in a private office/space without others in the space will not be required to have a face covering on. Should someone enter the space all individuals must then put on their face covering.
 - c. Employees can choose to wear their own face covering or CWI will make face coverings available. Please speak with your supervisor and EOT member regarding getting a CWI-provided face mask. A small supply of disposable masks will be available at the security desks if employees forget to bring a mask with them beginning on May 11, 2020. The CDC face covering guidelines can be found at [Face Covering - CDC](#)
 - d. Below are links to resources on making a face covering at home.
 - i. [Video Tutorial](#) - U.S. Surgeon General's video about how to make a homemade face covering.
 - ii. [How to wear a face covering](#) – Directions from the CDC.
7. Visitors are not allowed onsite at this time.
- a. Plan accordingly for lunch, breaks, or any conversations.
8. Vending Machines and Water Fountains will NOT be available. Water stations in breakrooms will be available but employees must wipe down before and after use with disinfectant wipe.
9. All meetings will continue to be held online. Conference rooms are closed unless approved by a PC member.
10. Third-party contractors are not permitted in buildings without Vice President approval and must follow all rules as outlined in this work process.
11. Employees with specific SOP's for their work area should refer to those documents for further guidance or contact their manager.

General Responsibilities

All occupants, including employees, are responsible to comply with this SOP.