

Thomas More College of Liberal Arts
General Staff Guidelines
COVID-19 Staff Safety Policies

The following guidelines are meant to give staff the basic principles and regulations to be observed during the 2020-21 Academic Year. The College reserves the right to modify these policies during the year as prudence, necessity, or safety require.

These guidelines are built upon information and recommendations from the World Health Organization, the CDC, and the State of New Hampshire. The College COVID webpage has many useful links to these studies and recommendations. Detailed information is to be found there.

It is the core principle of this document that all faculty, staff, administrators, and trustees of the College are concerned with the safety of the community and the continuance of the College mission even during a pandemic. Both safety and mission must be kept before us at all times. All employees are reminded that policies and guidelines of the College supplement those found in the Employee Handbook and Collegiate Statues, and carry equal, if temporary force.

The virtue of prudence in the application of these guidelines is essential. These policies and procedures are not meant to be burdensome, nor is it possible for them to be comprehensive, but they should allow all members of the College to find a reasonable path towards safety and the pursuit of their professional vocation and duties.

The goal of the College's COVID policies is to establish and maintain a healthy student cohort and staff for the academic year. The crucial stage in the pursuit of this will be the days from the arrival of the students to Convocation (Friday, September 11th).

The keys parts of our strategy are social distancing, mask use, screening, and personal and environmental order.

Social Distancing

When social distancing, staff should maintain a distance of 6 feet with all individuals apart from family members and associates who are known to be COVID-free (Defined as showing no symptoms for over 30 days and no travel outside of Northern New England— unless recently and successfully quarantined, and/or with negative test results).

Mask Use

In any situation where social distancing is not possible a mask should be worn.

Mask use is to be respected. If any employee wishes to wear a mask or requests another to wear a mask in their presence within any College building, those wishes should be observed.

Screening

Every day, all staff should take their temperature prior to arrival on campus. Any employee with a confirmed fever of 100.4 degree Fahrenheit or higher must remain off campus for 24 hours. Temperatures should first be taken multiple times to establish accuracy.

Any staff member with a combination of fever, sore throat, persistent cough, respiratory difficulties, nausea, diarrhea, or loss of smell/taste, should immediately discuss the matter with his supervisor, but plan on self-isolation for at least 10 days after the appearance of the symptoms and 3 days after the disappearance of any fever and respiratory difficulties. If the symptoms are known or likely to be of another source (e.g., asthma, allergies, etc.), this information should be shared with one's supervisor.

Personal and Environmental Order

All employees must take heightened measures to maintain personal health so as to reduce the chance of suffering from common illnesses that could appear to be COVID, or would compromise the immune system of the employee and make them more vulnerable to infection.

All employees should regularly clean hands and make judicious use of appropriate hand-sanitizers (60% or higher alcohol content).

All employees must keep appropriate masks and hand-sanitizers in their office or on their person at all times during the term.

All employees should endeavor to maintain a high level of office cleanliness and ventilation. Any high contact or high touch areas should be cleaned regularly.

Staff are encouraged to hold meetings outdoors, weather permitting, or in well-ventilated areas.

Additional Policies and Commentary

Staff should take great care to set a good example of observing new guidelines in the presence of the student body and any visitor to the campus.

All staff should be familiar with the guidelines prepared by the Deans for Students and Teachers.

Travel should be limited and only done with the approval of a supervisor. For the sake of planning, no employee should travel outside of Northern New England without the express permission of one's supervisor and either the Executive Vice President or the President.

Any travel outside of New England must be followed by a COVID Test. Only after testing negative may a staff member return to campus. The rule may be modified in urgent cases to allow access to a campus office or supplies.

Any contact with a person diagnosed with COVID should immediately be reported to one's supervisor and the employee should begin the self-isolation and quarantine process.

All Staff must develop clear contingency plans on how they can and will successfully execute their College obligations in the event of required and approved quarantine or self-isolation.

Employees of demonstrable at-risk health may request to work from a remote location.

The College reserves the right to require testing, self-isolation, or quarantine of any of its employees.

All employees must find the balance between maintaining the fellowship which is part of the College's very mission and minimizing time spent in close quarters. Visits to coffee stations and the cafeteria should be brief, but all are encourage to maintain and cultivate friendship, and show genuine solicitude towards the students; such actions are best pursued in the outdoors and large well-ventilated areas.

In any matters which requires greater clarity, employees should refer to guidelines produced by the State of New Hampshire and Federal Agencies. Questions of matters not contained in this document or others can be addressed to the Executive Vice President of the President.