

# Employee Health Safety Agreement



**The health and well-being of our students, faculty, and staff is a College priority.** This document provides guidelines and expectations to support the health and safety of our campus community during the current COVID- 19 pandemic for all ON-SITE WORK /EMPLOYMENT ACTIVITIES. As a condition for your return to the on-site work environment, we ask that you follow these guidelines consistently - for your safety and the safety of others. ***All employees are strongly encouraged to receive a COVID-19 vaccination.***

The College is committed to compliance with all directives of the CDC and VDH and will take the following steps to support the health and safety of our campus community:

- Initiate steps to mitigate the risk and transmission of COVID-19, including the cleaning and disinfecting of the on-site work environment;
- Provide hand sanitizers and hand sanitizing stations on-site; provide regular cleaning/disinfecting of high-touch common areas such as doorknobs and restrooms;
- Respond to faculty and staff concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

**To minimize the chances of COVID spreading, I pledge to follow these expectations whenever I visit campus:**

1. **I will not come to campus if I am sick, or stay on campus if I feel sick, regardless of symptoms.** I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my supervisor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources. I will not come to campus until:
  - There has been at least 3 days with no fever without the use of fever reducing medications, AND
  - Symptoms are resolved, AND
  - There has been 10 days since symptoms first appeared.
2. **I will not come to campus if I have been exposed to someone with COVID-19 within the previous 10 days** or traveled to an area with a high incidence of COVID-19 within the previous 10 days. If I become aware that I have been in close contact with someone with COVID-19, I will stay home for 10 days after exposure and determine that no symptoms occur. If symptoms occur, see section 1 above. I will contact my supervisor and work with Human Resources to request telework options, alternative work arrangements, or information about the appropriate leave to take. Faculty in clinical settings who, as part of their instructional work, are exposed to someone with COVID-19 are exempt from this requirement if the exposure occurred while the faculty was wearing appropriate personal protective equipment and followed other health protecting protocols.
3. **If, after returning to campus, I find out that I was exposed to someone with COVID-19 outside of the work environment, I will contact my supervisor immediately and quarantine per CDC guidelines.**

I will follow the same guidelines outlined in number 2 above.

4. **If, I am diagnosed with COVID-19, I will not come to campus. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis, so that the College can work with the Department of Health on appropriate follow-up.** If I tested positive for COVID-19, I may be allowed to return to work when:
  - There has been 14 days since they were tested AND
  - All symptoms are resolved for at least 24 hours prior
5. **I will practice social/physical distancing and will not congregate** before, during, and after on-site work activities, as well as during breaks. I will not loiter or socialize on-site and will leave the premises when not engaged in work-related activities.
6. **I will wear a protective face covering (mask) when on campus.** A mask will be required for entry to and occupation of any building, except for when I am alone in my office, until such time as I am directed to discontinue. Other personal protective equipment (PPE) may be required by the College or by my supervisor, to include, but is not limited to: face shields, gloves, etc.
7. **I will conduct a Self-Check each day before coming to campus.** Information about conducting a self-check can be found at <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

**In addition to the expectations listed above,**

8. **I will be prepared if the College is moved to a fully remote work environment for all employees.** In the event of a new outbreak or change in state guidelines, I understand it is possible the College may be moved to a full or partial work environment. I understand that if this occurs, I will need access to technology and the internet with as little as 24 hours' notice.

### **Signature**

By signing below, **I pledge that I understand the conditions required for returning to campus and will follow the above Employee Health Expectations.**

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PRINTED NAME

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SIGNATURE

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DATE

This form may be signed and emailed ([nicelyt@brcc.edu](mailto:nicelyt@brcc.edu)) or mailed to the Human Resources Office. The form may be hand delivered to the Human Resources Office the first time the employee is on campus.

**RECOMMENDATION:** I should sign up for **BRCC's Alert System** so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closings, but other emergency information I should know.

01/04/2021