

CCSNH Temporary Coronavirus Workplace Policies

As CCSNH continues to monitor the local, national, and international incidence of the coronavirus and the illness it causes – COVID -19, the following temporary operational policies are established. CCSNH’s priorities in establishing these temporary workplace policies are to maintain a safe and healthy workplace and sustain academic programs and services and operational continuity.

A. Increased Telework/Remote Work and Alternative Scheduling

1. CCSNH and its institutions may require employees to work on-site or to work remotely to meet academic and/or business needs. While remote work may continue where appropriate, CCSNH management will ensure that there is adequate on-site coverage and support to meet CCSNH and its colleges’ mission. Each situation is evaluated on a case-by-case basis, taking into consideration the safety of the workplace with respect to maintaining social distance and the business needs of CCSNH and its institutions. Remote work may include performing the employee’s assigned job duties at another CCSNH institution.

1. CCSNH and institutional IT departments are providing the technologies needed for remote work and guidance to employees on how to utilize them.
2. In some circumstances, business needs may result in changes to regular work schedules. Where such change is deemed appropriate, the institution is working with the affected employee in a manner that meets the business need and maintains reasonable work hours in view of the employee’s job function and responsibilities.

B. Travel

1. Until further notice, business travel shall be limited to the New England states (Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island). Business travel outside of the New England States will not be permitted unless such travel is deemed essential. Employees are expected to review out-of-state business travel plans with their supervisor to determine the business need and the risks associated with transmission of COVID-19 at the time of the anticipated travel.
2. Many areas of the world, including areas within the United States, continue to experience high levels of new COVID-19 infections resulting in high-risk exposure for individuals who travel to these areas. Employees planning personal travel by public transportation, by cruise ship, internationally, or outside the New England states should consider the potential risk of COVID-19 exposure.
3. Employees who traveled for non-essential purposes internationally, by cruise ship, or domestically outside of New England are prohibited from performing on-site work and shall be required to self-quarantine for 10 days from the last day of travel. Employees have the option of testing out of quarantine with a negative SARS-CoV-2 test on day 6-7 of the quarantine (SARS-CoV-2 is the novel coronavirus that causes COVID-19); this test must be a molecular test to detect active infection, such as a PCR-based test. If the test is obtained on day 6-7 of the quarantine, the person is asymptomatic, and the test is negative, then the employee can end their quarantine and report for on-site work, but they must still self-observe for symptoms of COVID-19. A test that was performed before days 6-7 of quarantine due to symptoms, requires a second test on day 7 with a negative test result to end the quarantine after 7 days. This 7 day “test out” of quarantine option applies only to travel-related quarantine.
4. Employees should consult with their health care provider(s) about COVID-19 testing or seek testing at one of the many testing locations around NH (<https://www.nh.gov/covid19/resources-guidance/testing-guidance.htm>).

C. COVID-19 Symptom Monitoring Requirements

1. In compliance with the Safer at Home Universal Guidelines issued by the Governor’s Reopening Taskforce updated on December 9, 2020, CCSNH employees who have been scheduled to work on-site must be screened daily prior to reporting to work. The screening information collected from employees shall be used only for the purpose of maintaining healthy business operations and shall be maintained as confidential. Prior to the beginning of a shift, each on-site employee shall:
   1. Attest that they have taken and recorded their temperature prior to arriving at work and that the temperature did not exceed 100.4 degrees Fahrenheit or submit to having their temperature taken upon arrival, and
   2. Answer each of the following Employee Illness and Risk Screening questions:
      1. Have you been in close contact with a suspected or confirmed case of COVID-19 in the past 10 days? (**NOTE:** Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have close contact exposure and should answer “no” to this question.)
      2. Have you had a fever or felt feverish in the last 24 hours?
      3. Are you experiencing any new or unexplained respiratory symptoms including a runny nose, nasal congestion, sore throat, cough, or shortness of breath?
      4. Are you experiencing any new or unexplained muscle aches, chills, and severe fatigue?
      5. Are you experiencing any new or unexplained gastrointestinal symptoms such as nausea, vomiting, or diarrhea?
      6. Have you experienced any new or unexplained change in your sense of taste or smell?
      7. Have you traveled on non-essential travel in the past 10 days outside of NH, VT, RI, CT, MA, or ME, internationally, by cruise ship, or any domestic travel within the U.S., outside of NH, VT, RI, CT MA, or ME, regardless of the mode of transportation?
   3. Any employee who answers “yes” to any of the questions above or has a temperature that exceeds 100.4 degrees Fahrenheit shall not report to work or shall be required to leave the work premises. If it is unclear if an employee’s symptoms are new or unexplained, the employee may be required to provide medical documentation that outlines the employee’s medical condition(s), symptoms associated with the employee’s medical condition(s), and if the employee is experiencing any new or unexplained symptoms of COVID-19.
   4. The CCSNH COVID-19 Employee Screening form must be completed each day that the employee works on-site. A mobile health screening application available at [healthreport.ccsnh.edu](http://healthreport.ccsnh.edu/) or an online screening from may be accessed electronically at <https://my.ccsnh.edu/>.

D. COVID-19 Reporting Requirements

* 1. Employees are expected to promptly report to their human resources office upon receiving notice that they

have been diagnosed as a confirmed or suspected case of COVID-19. Employees will be prohibited from

performing on-site work and directed to self-isolate until at least 10 days have passed since symptoms first started; (2) at least 24 hours have passed since their last fever, without using fever-reducing medication; and (3) symptoms have improved; **or** an approved COVID-19 test is negative, at least 24 hours have passed since their last fever, without using fever-reducing medication, and symptoms have improved.

1. Employees who report that they are experiencing new or unexplained symptoms of COVID-19, that they have recently been in close contact with someone suspected or confirmed with COVID-19, or that they have recently traveled for non-essential purposes internationally, by cruise ship or outside of New England regardless of the mode of transportation will not be allowed to perform on-site work. In accordance with the State of New Hampshire Safer at Home Universal Guidelines dated December 9, 2020, the following isolation, quarantine, and testing requirements shall apply.

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|  | **Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 10 days.** | **Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 10 days.** | **Traveled internationally, by cruise ship, or domestically outside of New England.** | **Travel within New England or No Travel.** |
| **New or Unexplained Symptoms of COVID-19** | Isolate, Get Tested. If, negative Self-Quarantine for 10 days from last day of exposure (no exceptions). | Isolate, Get Tested. If, negative Self-Quarantine for 10 days from last day of exposure (unless essential employee). | Isolate, Get Tested. If negative can return to normal activities once free of fever, without fever for at least 24 hours without the use of fever-reducing medications, other symptoms are improving, and any one of the following 3 criteria apply:  1. Complete self-quarantine for 10 days.  2. Travel was for “essential” travel.  3. Person ends quarantine after day 7 with a negative SARS-CoV-2 test on day 6-7 of quarantine (must be a molecular test to detect active infection, such as PCR test). **Note:** if person was tested before days 6-7 of quarantine due to symptoms and was negative, a second test on day 7 is still required to end quarantine after 7 days. | Isolate, Get Tested. If negative, then individual can return to normal activities once without fever for at least 24 hours without the use of fever-reducing medications and other symptoms are improving. |
| **Asymptomatic** | Self-Quarantine for 10 days from last days of exposure (no exceptions). Get Tested. | Self-Quarantine for 10 days from last days of exposure (unless essential employee). Get Tested. | Self-Quarantine for 10 days from the last day of travel (unless essential travel). Individual has the option of testing out of quarantine with a negative SARS-CoV-2 test on day 7 of quarantine (must be a molecular test to detect active infection, such as PCR test). | No Restrictions |
| **Tested Positive for COVID-19** | Self-Isolate | Self-Isolate | Self-Isolate | Self-Isolate |

1. Employees who are experiencing symptoms, such as those associated with the flu or common cold, are expected to stay home or leave work if working on-site until they are free of fever, without using a fever-reducing or other symptom altering medication (e.g., Tylenol, cough suppressants) for at least 24 hours and their symptoms have improved. In these instances, employees will be required to utilize their accrued leave in accordance with CCSNH leave policies and procedures. The reporting and recording of leave time shall be made in accordance with institutional and CCSNH policies.
2. Return to Work After Testing Positive for COVID-19: Employees who tested positive for COVID-19 and developed symptoms may return to on-site work under these conditions (1) at least 10 days have passed since symptoms first started; (2) at least 24 hours have passed since their last fever, without using fever-reducing medication; and (3) symptoms have improved. Employees who tested positive for COVID-19 and who never developed symptoms may return to on-site work 10 days after their first positive test.
3. Return to Work After an Exposure to COVID-19 or High-Risk Travel: Employees who report close contact to someone with COVID-19, or those reporting high-risk travel risk factors may return to work when at least 10 days have passed from their last exposure to a person infectious with COVID-19 or from their return from travel. Employees identified with high-risk travel outside of New England may end their quarantine with a negative SARS-CoV-2 test that (1) is a molecular test to detect active infection, such as a PCR test and (2) that is taken on the 6-7 day of their quarantine.
4. Exceptions to the Quarantine Requirements – Employees do not need to quarantine after close contact exposure to a person with COVID-19 or after travel outside of New England under the following conditions:
   1. Employees who are 14 days beyond the second dose of their COVID-19 vaccine (i.e., 14 days after vaccination). Proof of vaccination is required.
   2. Employees who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing. Employees who had a previous infection that was more than 90 days prior, are subject to a quarantine.
5. Employees who return to on-site work after testing positive for COVID-19, after exposure to COVID-19, or after high-risk travel must continue to monitor for symptoms of COVID-19 mitigation and adhere to safe on-site workplace practices pursuant to this policy.

E. Safe On-site Workplace Practices

1. Physical Distancing – Employees must maintain appropriate physical distancing of at least 6 feet (2 arms’ lengths) from other people while in the workplace. No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. Casual group gatherings of any sort are prohibited.
2. Work Areas – Employees should not use other employees’ phones, desks, offices, work tools and equipment, when possible. If the sharing of work areas and equipment is needed, employees must wipe down the shared work areas and equipment with a disinfectant product prior to and after use. Each CCSNH institution shall make available disinfectant products for wiping down work areas and equipment.
3. Face Coverings – In accordance with the State of New Hampshire Emergency Order #74, effective November 20, 2020, CCSNH employees, who are working on-site, are required to wear a disposable face mask or cloth face covering over their nose and mouth at all times while in public areas, reception/receiving areas, and in areas where physical distancing measures of at least 6 feet are difficult to consistently maintain (e.g., common workspaces). Public areas include cafeterias, break rooms, elevators, stairways, hallways, restrooms, sidewalks, parking lots, and outside patios. Each CCSNH institution shall make available disposable face masks or cloth face coverings for employee use. Please review the CDC’s guidance on the use of cloth face coverings at <https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid-mask-guidance.pdf>.
4. Handwashing – Employees are strongly encouraged to practice good hand hygiene. Employees should wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, handled materials, equipment, or other items recently touched by others, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains 60% alcohol should be used. Please review the NH Division of Public Health’s guidance on handwashing at <https://www.nh.gov/covid19/resources-guidance/documents/hands-kids.pdf>.
5. Respiratory Etiquette – Employees are strongly encouraged to practice good respiratory etiquette that

Includes coughing and sneezing into a tissue or your elbow rather than your hands. Handwashing immediately after coughing or sneezing is strongly encouraged. Please review the CDC’s guidance on how to help prevent the spread of respiratory diseases like COVID-19 at <https://www.nh.gov/covid19/resources-guidance/documents/stop-the-spread.pdf>.

F. Leave Practices Associated with COVID-19

1. Generally, healthy employees are expected to report to work, whether on-site or remote, as scheduled to

perform their assigned job duties unless they are caring for someone with COVID-19. If caring for someone

with COVID-19, the employee is required to self-quarantine. The CCSNH institution’s human resources department will determine an appropriate return to work date based upon the cared-for person’s and the employee’s symptoms which may arise during the quarantine period.

1. CCSNH is allowing the flexible use of accrued leave in recognition of employees’ individual circumstances and personal choices, which may include the care of parents or grandchildren or circumstances where the employee believes they may be especially vulnerable to COVID-19 due to age or medical condition.

G. Additional Emergency Leave – Families First Coronavirus Response Act (FFCRA).

On December 27, 2020, President Trump signed H.R. 133, Consolidated Appropriations Act 2021, which allows for the voluntary extension of the Emergency Leave under the Families First Coronavirus Response Act (FFCRA). The extension of the FFCRA emergency leave benefit only provides for an extension of the time for which FFCRA emergency leave benefits may be used. The extension of the emergency leave under the FFCRA does not provide new entitlements under the FFCRA, meaning employees do not receive any new or additional FFCRA emergency leave. Employees, who have remaining unused FFCRA emergency leave benefits as of January 1, 2021, may carry over and use the remaining emergency leave through March 31, 2021.

The following FFCRA Emergency Leave provisions shall apply effective April 1, 2020 through March 31, 2021.

1. Emergency Paid Sick Leave (EPSL):
2. Full-time employees who are unable to work (or work remotely) due to a need for leave because (#1) they are subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (#2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; and/or (#3) are experiencing symptoms of COVID-19 and are seeking a medical diagnosis will be provided with up to 10 days of emergency sick leave to be paid at the employee’s regular rate of pay. Full-time employees who are unable to work (or telework) because (#4) they are caring for an individual that is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or (#6) they are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services are eligible to receive up to 10 days of emergency sick leave to be paid at two-thirds of the employee’s regular rate of pay. The total number of days that an employee can receive emergency paid sick leave is 10 days. A day is defined as 7.5 hours or 8.0 hours as determined by the classification and work schedule of the employee’s position. Payment amounts are capped at $511 per day for absences due to an employee’s own COVID-19 related health condition (#1-3 above) and $200 per day for absences due to the employee caring for an individual that is subject to a Federal, State, or local quarantine or isolation related to COVID-19 or is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services (#4 and #6 above).
3. Part-time employees who are unable to work (or work remotely) due to a need for leave because they (#1) are subject to a Federal, State, or local quarantine or isolation related to COVID-19; (#2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; and/or (#3) are experiencing symptoms of COVID-19 and are seeking a medical diagnosis will be provided with emergency paid sick leave equivalent to the number of hours equal to the average number of hours that the employee works over a typical two-week period). This sick leave shall be paid at the employee’s regular rate of pay. Part-time employees who are unable to work (or telework) because (#4) they are caring for an individual that is subject to a Federal, State, or local quarantine or isolation related to COVID-19, or (#6) they are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services are eligible to receive emergency sick leave equivalent to the number of hours equal to the average number of hours that the employee works over a typical two-week period) to be paid at two-thirds of the employee’s regular rate of pay. The total number of days that an employee can receive emergency paid sick leave is 10 days. Payment amounts are capped at $511 per day for an employee’s own COVID-19 health condition (#1-3 above) and $200 per day for absences due to the employee caring for an individual that is subject to a Federal, State, or local quarantine or isolation related to COVID-19 or is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services (#4 and #6 above).
4. Expanded Family and Medical Leave (EFML) – Employees who have been employed at CCSNH for at least 30 days and (#5) who are unable to work (or work remotely) because they are caring for their child (under 18 years of age) because of a school or childcare provider closure due the COVID-19 related reasons are eligible for up to 12 weeks of paid sick leave and expanded family medical leave to be paid at two-thirds (2/3) of the employee’s regular rate of pay. Part-time employees are eligible for expanded family and medical leave for the number of hours that the employee is normally scheduled to work over that period. Payment amounts are capped at $200 per day and $12,000 total. Full-time employees may elect to utilize their accrued and unused annual leave and sick leave for personal or dependent care pursuant to collective bargaining agreements and handbooks, as applicable.

H. Definitions

1. Approved COVID-19 Test: Approved COVID-19 tests currently include PCR-based test (molecular test) or Quidel Sofia Antigen FIA test (antigen testing must be conducted within 5 days of symptom onset).
2. Asymptomatic Infection: People who are infected with the novel coronavirus that causes COVID-19, and are possibly contagious, but who show no outwards symptoms of COVID-19. These individuals are diagnosed through testing.
3. Close Contact: People who have been within 6 feet for 10 minutes or longer of a person with COVID-19. The 10 minutes of contact can be at one time or cumulative over the course of the day. Close contact does not include brief contact with a person or customer in passing. In the event a person is identified with COVID-19 in the workplace or activity area, the New Hampshire Department of Health and Human Services (DHHS) Division of Public Health Services (DPHS) will help to determine who has been in close contact through public health contact tracing.
4. Essential Travel: Essential travel includes personal safety; medical care; care of others; parental shared custody; for medication, and for food or beverage (brief trips for take-out and groceries only); for delivering or picking-up a student from an institution of higher learning or a preparatory high school; or for work. Essential travel also includes travel for students and their parents or guardians who are visiting institutions of higher learning or preparatory high schools as potential future students, including allowing the students to remain at the schools for overnight stays. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.
5. Mildly Symptomatic: A person who is “mildly symptomatic” usually refers to a person with one or more [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) that are not severe enough for the person to normally stay home or seek healthcare (e.g., runny nose or congestion, sore throat, etc.), but even a person with a mild case of COVID-19 (if COVID-19 is causing the symptoms) can spread his or her infection to others.
6. Self-Quarantine: An employee or volunteer who has a risk factor for exposure to COVID-19 (e.g., close contact to someone with COVID-19) is required to remain at home and away from public locations for at least 10 days after their last day of potential risk factor or exposure regardless of the presence or absence of symptoms.
7. Isolation: Individuals who have tested positive for COVID-19 or who have new unexplained symptoms of COVID-19 (but are not tested) must isolate by staying home and away from other people, even other members of their households, in order to avoid spreading the virus. A person can end their isolation when they have met CDC’s [criteria for discontinuation of isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html) or when they have met the criteria established by the NH Department of Public Health. See NH Department of Public Health [self-isolation guidance.](https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/self-isolation-covid.pdf)
8. Suspected COVID-19: Individuals that have any new or unexplained [symptoms of COVID-19,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) but who have not been tested for the novel coronavirus, are considered to be suspected of having COVID-19. These individuals should be tested to clarify whether or not they have COVID-19 because it affects how long the individuals need to isolate at home, and because early identification of infection helps NH DHHS DPHS identify close contacts and prevent further spread in our communities.
9. Symptomatic Individuals: People that have [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) are “symptomatic”. If these symptoms are new or unexplained (e.g., by a chronic medical condition), the person should be tested for COVID-19.

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