



CCSNH Temporary Coronavirus Workplace Policy

In alignment with guidance established by the NH Division of Public Health, Bureau of Infectious Disease Control, the following CCSNH workplace practices will be effective July 1, 2021.

A. Vaccination Against COVID-19

1. CCSNH encourages employees to vaccinate against the coronavirus. Receiving the COVID-19 vaccine will help protect you against exposure. There are currently three different COVID-19 vaccines authorized for use in the U.S., including the Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J) Janssen vaccines. An individual is considered “fully vaccinated” when they are at least 14 days beyond completion of the recommended COVID-19 vaccine series.

B. Employees Diagnosed with COVID-19

1. Employees are expected to promptly report to their human resources office upon receiving notice that they have been diagnosed as a confirmed case of COVID-19. Employees diagnosed with COVID-19 are prohibited from performing on-site work. In accordance with the NH Division of Public Health Bureau of Infectious Disease Control, the following requirements shall apply.
 - a. Employees who have symptoms of COVID-19 and a positive COVID-19 test must self-isolate until 10 days have passed since symptom onset, and at least 24 hours have passed since fever-free without the use of fever-reducing medications, and other symptoms have improved.
 - b. Employees who do not have symptoms of COVID-19 but have a positive COVID-19 test must self-isolate until 10 days have passed since the date of collection of your positive COVID-19 test and are symptom free. The employee should still self-observe for symptoms of COVID-19.
2. CCSNH is allowing the flexible use of accrued leave in recognition of employees’ individual circumstances. Employees, who are subject to quarantine may be approved to work remotely to fulfill all or part of their job duties. Such determination will be evaluated on a case-by-case basis and approved by management. Employees, who are subject to quarantine and whose job duties are not approved for remote work will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures.
3. 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.

C. Employees Exposed to COVID-19

1. Employees who are unvaccinated and report household contact to someone diagnosed with COVID-19 are prohibited from performing on-site work. In accordance with the NH Division of Public Health Bureau of Infectious Disease Control, the following requirement shall apply.
 - a. Employees must self-quarantine for 10 days from the date of their last contact/exposure with the household member with COVID-19 while they are considered infectious (within their 10-day isolation period). The employee may begin their 10-day quarantine period sooner if the employee can avoid ongoing close contact within the household. Provided that the employee does not develop symptoms of COVID-19, the quarantine period may end their quarantine and report to onsite work after 10 days.
2. CCSNH is allowing the flexible use of accrued leave in recognition of employees' individual circumstances. Employees, who are subject to quarantine may be approved to work remotely to fulfill all or part of their job duties. Such determination will be evaluated on a case-by-case basis and approved by management. Employees, who are subject to quarantine and whose job duties are not approved for remote work will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures.
3. Return to Work After an Exposure to COVID-19: Unvaccinated employees who report close contact to a household member with COVID-19 may return to onsite work when at least 10 days have passed from their last exposure to a person infectious with COVID-19.

D. 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 business needs of CCSNH and its institutions.
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.

E. Safe On-site Workplace Practices

1. Symptom Monitoring/Screening – The daily COVID-19 symptom monitoring/screening for employees working onsite is no longer required. Employees may elect to self-monitor/screen for COVID-19 symptoms, if they so choose.

Employees who elect to self-screen are not required to report their screening results. 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 and institutional leave policies and procedures.

2. Face Coverings – The wearing of face coverings is optional and not required. Employees are free to wear a face covering in the workplace if they so choose. Individual masking choices should not be interpreted as an indicator of vaccinated/non-vaccinated status. CDC guidance on the use of cloth face coverings is available at <https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid-mask-guidance.pdf>.
3. Physical Distancing – Employees are encouraged to maintain appropriate social/physical distancing of at least 6 feet (2 arms’ lengths) from other people while in the workplace.
4. Work Areas – Work environments and meeting spaces shall be arranged, where possible, to allow for at least 6 feet of social/physical distancing for work activities and the flow/movement of individuals throughout the institution. Although 6 feet apart is desired, it may not be achievable given office and/or meeting space size or layout.
 - b. Consistent with the NH Department of Education K-12 Back-to-School Guidance, college classrooms shall be arranged so that, where possible, students are spaced at least 3 feet apart with a goal of attempting to get chairs/desks 6 feet apart. Although 6 feet apart is desired, it may not be achievable given classroom size and layout. Chairs/desks should be arranged to avoid students sitting in groups.
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, which 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>.
6. Contact Tracing – CCSNH and its institutions will continue to implement contact tracing based on the CDC’s and NH DPHS Bureau of Infectious Disease Control guidelines.
7. Cleaning and Disinfection – Workspaces and classrooms will continue to be cleaned based on the CDC’s guidelines. 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 should 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.

E. 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.
4. 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.
5. Isolation: Individuals who have tested positive for COVID-19 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](#) or when they have met the criteria established by the NH Department of Public Health. See NH Department of Public Health [self-isolation guidance](#).
6. Symptomatic Individuals: People that have [symptoms of COVID-19](#) are "symptomatic". If these symptoms are new or unexplained (e.g., by a chronic medical condition), the person should be tested for COVID-19.

Date Approved:

Effective Date: July 1, 2021

Date of Last Amendment: June 29, 2021