



Section: 300 – Human Resources	Subject: Employment Environment
Policy: CCSNH Coronavirus Workplace Policy	Approved: December 10, 2021
Policy #: CCS 383.02	
Approved: Mark Rubinstein, Chancellor	Effective Date: January 20, 2022

Policy Statement

In accordance with updated guidance established by the New Hampshire Division of Public Health, Bureau of Infectious Disease Control (“NHDPH”), the Community College System of New Hampshire (“CCSNH”) implements this CCSNH Coronavirus Workplace Policy (“Policy”) effective January 19, 2022. CCSNH grants to its college Presidents the authority to implement additional safety measures, as the need for certain measures varies based upon the geographic location of the campus. CCSNH reserves the right to revise or revoke this Policy at its discretion.

Policy Purpose

The purpose this Policy is to provide guidelines for a safe work and learning environment for faculty, staff, students, and the community at large.

A. Vaccination Against COVID-19

1. CCSNH encourages employees to become vaccinated 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. A person is “up-to-date” on COVID-19 vaccination when they have completed a primary COVID-19 vaccine series (the single-dose J&J Janssen vaccine, or a 2-dose series of Pfizer-BioNTech or Moderna vaccine) and any booster shots which they are eligible for and recommended to receive.

B. Employees Diagnosed with COVID-19

1. Employees who test positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms, are expected to promptly report their confirmed COVID-19 diagnosis to their human resources office. In accordance with the guidance issued by the NHDPH, employees who test positive **are required to isolate** and remain outside the workplace as follows:
 - a. Employees who test positive for COVID-19 must isolate for at least 5 days. Isolation can end after 5 days if you are fever-free for at least 24 hours without the use of fever-reducing medications, and other symptoms are improving.
 - b. Employees who test positive for COVID-19 and have isolated for at least 5 days, must continue to isolate if a fever has been present in the prior 24 hours, or if other symptoms are not improving. Isolation shall continue until you are fever-free for at least 24 hours without the use of fever-reducing medications, and other symptoms are improving or until after 10 days of isolation.

C. Use of Leave for Employees Diagnosed with COVID-19

1. Employees who are ill and unable to work following a COVID-19 diagnosis will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures. Employees who are diagnosed with COVID-19 but who feel they are well enough to work 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 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 until they are able to return to work in accordance with this Policy.

D. Returning to Work After Positive COVID Test

1. Employees who tested positive for COVID-19 may return to on-site work under these conditions:
 - a. At least 5 days of isolation have passed; and
 - b. At least 24 hours have passed since their last fever, without using fever-reducing medication; and
 - c. Symptoms have improved.
2. Employees who return to on-site work are required to wear a well-fitted face covering/mask when around other people for an additional 5 days after the end of their 5-day isolation period.
3. Employees who return to on-site work are prohibited from engaging in work-related travel for an additional 5 days after the end of the 5-day isolation period.

E. Employees Who Are Household Contacts to A Person Who Tested Positive for COVID-19

1. Employees who are up-to-date and have received all recommended COVID-19 vaccine doses (including booster shots) or have tested positive for COVID-19 in the last 90 days by antigen or PCR-based test, and who are exposed to a household contact diagnosed with COVID-19 are not required to quarantine.
2. Employees who are unvaccinated or not “up-to-date” on receiving all recommended COVID-19 vaccine doses and who are exposed to a household contact diagnosed with COVID-19 **are required to quarantine** and are prohibited from performing on-site work. Pursuant to the guidance issued by the NHDPH, the following requirements shall apply:
 - a. Employees must quarantine for at least 5 days from the date of their last exposure and obtain an approved COVID-19 test at least 5 days after exposure, even if no symptoms develop. Employees who test positive for COVID-19 are prohibited from on-site work and shall be subject to the requirements outlined in Section B above.
3. Employees who return to on-site work are required to wear a well-fitted face covering/mask when around other people for an additional 5 days after the end of the 5-day quarantine period.
4. Employees who return to on-site are prohibited from engaging in work-related travel for an additional 5 days after the end of the 5-day quarantine period.

F. Use of Leave During Quarantine

1. 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 applicable policies and procedures.

G. Employees Who Do Not Need to Quarantine After Exposure to COVID-19

1. Employees who are exposed to a non-household contact diagnosed with COVID-19 do not need quarantine. Employees should continue to watch for COVID-19 symptoms until 10 days after their last contact with the individual diagnosed with COVID-19. If symptoms develop, the employee must isolate immediately and obtain an approved COVID-19 test. Employees who test positive for COVID-19 are prohibited from performing on-site work and shall be subject to the requirements outlined in Section B above.
2. Employees working on-site are required to wear a well-fitted face covering/mask when around other people for a period of 10 days after the last contact with someone with COVID-19.

H. Employees Experiencing New or Unexplained Symptoms of COVID-19

1. Employees who report that they are experiencing new or unexplained symptoms of COVID-19 (regardless of vaccination status), must be tested for COVID-19 and isolate at home. Employees who test negative for COVID-19, are fever free for at least 24 hours without the use of fever-reducing medications and have other symptoms that are improving may return to onsite work. Employees who test positive for COVID-19 are prohibited from on-site work and shall be subject to the requirements outlined in Section B above.

I. Telework/Remote Work and Alternative Scheduling

1. Requests for remote work will be evaluated in accordance with CCSNH's Remote Work Policy.
2. In some circumstances, business needs may result in changes to regular work schedules. Where such change is deemed appropriate, the institution will work 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.

J. Safe On-site Workplace Practices

1. CCSNH has granted authority to its college Presidents to develop and implement safe on-site workplace practices, as the determination of appropriate measures varies based upon the geographic location of the campus. Below are some workplace safety practices that employees may be required to perform:
 - a. 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.

- b. Face Coverings – The wearing of a well-fitted face coverings is governed by CCSNH’s System Office and institutional policies. [Improve How Your Mask Protects You | CDC](#)
- c. 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.
- d. 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.
 - 1. 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.
- e. 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.cdc.gov/handwashing/when-how-handwashing.html>.
- f. 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.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html.
- g. 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.
- h. 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.

K. Disciplinary Actions

- 1. Employees who violate this Policy will be subject to appropriate disciplinary action.

L. Definitions

- 1. COVID-19 Tests: Approved COVID-19 tests currently include PCR-based test (molecular test) or antigen test that are conducted on day 5 of symptom onset or at least 5 days after close contact with a confirmed case of COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#print>

2. Asymptomatic Infection: People who are infected with COVID-19 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. Household Contact: Any person who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to exposure to the person with COVID-19.
5. Quarantine: The separation of a person reasonably believed to have been exposed to COVID-19 to prevent the possible spread of the communicable disease. Quarantine is calculated from the date of exposure, which is considered Day 0, with Day 1 considered the first full day after last contact with a person who has had COVID-19 and Day 5 considered the fifth day of staying home and away from other people.
6. Isolation (isolate): The separation of a person who has been infected with COVID-19 from those who are not infected to prevent spread of the communicable disease. Isolation is calculated from the first day of symptoms or a positive viral test, which is considered Day 0, with Day 1 considered the first full day after symptoms developed or the test specimen was collected and Day 5 considered the fifth day of staying home and away from other people.
7. Symptomatic Individuals: People who have [symptoms of COVID-19](#).
8. COVID-19 Vaccination: A person is “up-to-date” on COVID-19 vaccination when they have completed a primary COVID-19 vaccine series (the single-dose J&J Janssen vaccine, or a 2-dose series of Pfizer-BioNTech or Moderna vaccine) and any booster shots which they are eligible for and recommended to receive.
9. Unvaccinated: Any person who has not completed a primary COVID-19 vaccine series.

Additional Resources:

[COVID-19 Quarantine and Isolation | CDC](#)
[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
<https://www.covid19.nh.gov/>

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