

RETURN-TO-OPERATIONS PLAN
ADDENDUM 2: SUMMER/FALL SEMESTER
(Faculty, Staff, Visitors and Students)
Revised 07/07/2021

Message to the College community from Dr. Thomas Striplin.

New COVID guidelines - Effective July 13th, 2021.

Eastern Community,

Although Eastern appreciates that the COVID-19 pandemic is not over and that we must remain vigilant in safety protocols to protect ourselves and our community, there is reason to be hopeful as we look into the future. Eastern management has been reviewing the changing COVID guidelines outlined by the CDC as well as positivity rates in our area. We recognize that at any time we can see a sudden increase in positive cases including the emergence of variants of the virus. Our goal is to protect Eastern employees as well as new and returning students and to accomplish this, we need to find a good balance.

Based on review of the guidelines provided by the CDC, the changes in state health mandates announced by the Governor, and the current metrics for coronavirus in our surrounding counties, Eastern will make the following changes beginning July 13th, 2021.

- Faculty and staff are planning for in-person instruction to resume for the fall semester. Administration and faculty will be discussing options including staggered schedules for in-person learning, live streaming, and hybrid classes.
- Any staff, faculty, student, parent and visitor who has been fully vaccinated (Two weeks after second dose for Pfizer and Moderna and two weeks after the single dose for Johnson & Johnson) is **NOT** required to wear a face covering on campus.
 - All Eastern employees on any of the locations must submit proof of vaccination to the Human Resources Office. You may email a copy to jaennae.snyder@easternwv.edu.
 - Students, parents and visitors must be prepared to provide documentation of vaccination at the front desk immediately upon entering the Main Campus.
 - If any individual is not vaccinated **OR** does not have their proof of vaccination, he or she **MUST** wear a mask on campus. We will have face masks available for those who need them.

- Eastern will continue implemented safety measures such as signing in at front lobby, safe distancing whenever possible, sanitizing stations, and limited room occupancy based on numbers.
- We encourage employees and students to continue to administer daily self-health checks. If an employee experiences any symptoms such as a high fever, including a fully vaccinated employee, he or she should work remotely from home with supervisor's approval or take sick leave. Students should contact their instructors or Student Services immediately for guidance on completion of current coursework or rescheduling of appointments.

Eastern requires vaccinated or non-vaccinated employees who are sick and showing symptoms to seek medical assistance as appropriate and remain out of the workplace until symptoms resolve. Employees diagnosed with COVID-19 or any variant or have been exposed to someone who tested positive for COVID-19 or any variant must immediately inform the Human Resource Office. Personal information will be kept confidential. **Note:** Vaccinated employees, even if exposed to someone, do not need to quarantine as long as they are asymptomatic. Employees will either need to take sick/annual leave or communicate with his or her supervisor for alternative work arrangements.

Non-vaccinated employees will not be permitted to return to work on site without medical documentation stating when the employee is released from quarantine.

- Non-exempt employees may resume using the Kronos Finger Scan system on the main floor break room to clock in and out daily. If a new employee has not been set up, contact Jaennae Snyder in the Human Resources Office.
- There will be an occupancy limit of two people on the elevator at any given time to continue social distancing measures.
- We will continue to encourage virtual meetings whenever possible throughout the summer and fall semesters. When feasible, for campus meetings, special events, etc, we will continue to create space between participants but there are no six foot restrictions since any person on campus who attends a meeting will either be fully vaccinated or required to wear a mask. All other precautions are still in place such as proper hygiene techniques such as handwashing and following CDC guidelines for exhibiting symptoms associated with COVID-19.
- Vending machines will be available for use again. We just ask that everyone be mindful of the hallway in the upstairs where the vending machines are located and do not let it get overcrowded and practice safe distancing. If you have to, come back at a later time.

- Water fountains will remain closed until further notice.
- There will be no limitation of occupants in the restroom on both floors. We ask that everyone be mindful and not overcrowd them at one time. Remember, wash your hands properly and thoroughly!
- We are eliminating the “one person at a time” restriction for the break rooms on both floors for employees. Take turns if needed to avoid congestion.
- In the event an area in one of Easterns’ locations is identified to have been occupied by an individual with a known COVID-19 case, the following steps should be taken:
 - The Human Resources Office will identify areas of potential contamination and prevent entry to the location, as well as notify local health departments and make recommendations regarding movement of personnel in that area to alternative locations. The Human Resources Office will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home if necessary).
 - Affected area (s) will be cleaned and sanitized per public health guidance. Communication will be provided to employees in regards to returning to location.
- Eastern will continue to encourage and support opportunities for vaccination and share opportunities to do so. If anyone is in need of a vaccine, please go to www.vaccinefinder.org and locate a nearby vaccine site. They can even make an appointment there. They can also call the WV COVID Vaccine Hotline at 1-833-734-0965 and they will help schedule an appointment.
- For employees traveling for business reasons, the above guidelines for face masks apply.

For personal travel in and out of West Virginia, it’s crucial that employees remember to stay vigilant to maintain a healthy work environment and community. At this time, Eastern will not be requesting employees to submit an Employee Travel Registration Form but we do want to stress the importance of following safety precautions when traveling to prevent the spread of COVID-19. Employees should refer to the CDC’s website <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for a full list of travel precautions, recommendations and requirements for personal travel. Eastern recommends that employees keep up-to-date on any guidance in regards to the virus, the emerging variants and vaccinations from their local health department and the CDC webpage: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fullyvaccinated-guidance.html>.

Eastern asks that employees take the following steps when planning personal travel:

- Review the CDC website daily for any updates.
- Be aware of restrictions and requirements at your destination.
- Discuss your plans in advance, including a period of any possible quarantine if needed, with your supervisor. **As has always been the case, you must have your supervisor's approval for any vacation or time off requests.**
- If you must quarantine upon return from your travels, contact your supervisor to discuss possible remote work arrangements or you may use sick or annual leave.

If an employee has any questions or concerns related to personal travel, please feel free to contact the Human Resources Office.

- IT and Facilities staff will verify that all systems, communications, and required capabilities are available and operational to support on campus work. The IT department is not requiring employees to return any equipment taken off campus to the IT department unless he or she needs to. This will allow for employees to work remotely when necessary (i.e. inclement weather, high risk situation, self-quarantine, work schedule accommodation). This is to avoid possible damage to equipment being transporting back and forth.

We expect every member of our College community to commit to these safeguards that are intended to protect everyone. Be aware that these procedures are subject to change at any time due to metrics in COVID tracking in our six-county district and new guidelines/requirements from state/federal/local entities.

We realize that many individuals want to eliminate all of the safety measures, while others will feel it is necessary to keep all precautions in place. We view the above procedures as a gradual rollback of the safety measures, which as COVID continues to decline, will eventually be eliminated. For those individuals who have concerns or questions about these guidelines or need accommodation, send an email to jaennae.snyder@easternwv.edu in the Human Resource Office. She will do her best to answer in a timely manner.

Eastern will provide updates leading up to the fall semester. Please visit the Coronavirus section on our website for any of these updates and additional resources.

Resources

Proof of Vaccination Process

After receiving your COVID-19 vaccination, you will be provided a vaccination card that contains your name and date of birth. It will also have information on the vaccine you were given: brand, lot number, date given, and the vaccine provider. This is your proof of vaccination.

Note: You might want to consider taking a picture of your vaccination card in case you lose it.

If you do lose your vaccination card, contact the organization that provided your vaccine doses. You can also reach out to your state's immunization registry. Your vaccine provider should have provided information about your COVID-19 vaccine to the registry, allowing you to get another copy of your vaccination card.

Websites

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

<https://www.cdc.gov/coronavirus/2019-ncov/variants/index.html>

Health Department Contact Information for Six-County District

Grant County Health Department – 304-257-4922

Hampshire County Health Department – 304-496-9640

Hardy County Health Department – 304-530-6355

Mineral County Health Department – 304-788-1321

Pendleton County Health Department – 304-358-7565

Tucker County Health Department – 304-478-3572