

Protocol

At Hodges University, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our organization. This return to work protocol details how we plan to reopen our organization and still prioritize employee safety to the extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps we are taking to address COVID-19 concerns when returning to campus

While we will implement various protocols to encourage safety, it's up to each employee to execute these protocols daily. By publishing this return to work protocol, we hope to clearly communicate our plans moving forward, highlight workplace protocols in place to encourage safety, and establish a level of comfort for all of our employees as we return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to contact HR if you are (1) subject to a federal, state or local quarantine or isolation order related to COVID-19; (2) have been directed by a health care provider in writing to self-quarantine due to COVID-19; (3) experiencing symptoms of COVID-19 and seeking a medical diagnosis; (4) caring for an individual who is subject to an order as described in (1) or have been advised as described in (2); or, (5) caring for your child if the school or place of care of the child remains closed due to COVID-19..

The university also understands that the COVID-19 pandemic has increased stress levels of employees across the country and encourages affected employees to reach out to the university's EAP program.

Workplace Protocols to Follow When Returning to Work

Hodges University has implemented various workplace protocols designed to reasonably support the health and safety of our employees as they return to work. This section further explains these protocols. For additional information, please reach out to your manager or supervisor.

Keeping employees safe is a priority. With that in mind, we have created various procedures for screening employees who return to work, dealing with actual and potential exposure to COVID-19, responding to a confirmed case of COVID-19, reporting transparency, social distancing, and employee health and safety protocols.

Employee Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis and all information gleaned will be treated as confidential medical information. Specifically, the identity of employees exhibiting a fever or other COVID-19 symptoms will only be shared with those employees who have a legitimate need to know.

All individuals reporting to the University campus will be screened for symptoms of COVID-19. Every person will be expected to have read the posted screening questions, which have also been sent to all employees and students, attesting that they do not have any symptoms nor are they at high risk for having been exposed to COVID-19. All employees will have their temperatures taken before being permitted to enter the University premises by a non-contact thermometer. Individuals should report to the designated site for screening prior to entering any other areas of Hodges University property. Anyone with a temperature in excess of 100.4 degrees will be prohibited from coming onto campus. If there is a line at the designated screening site, all individuals must social distance by remaining at least six feet apart as further provided below.

One-way traffic flow will be instituted at the designated screening site to minimize contact among individuals.

The University will designate specific persons to perform the COVID-19 screening. Personal Protective Equipment (PPE) will be provided to this person to protect against exposure.

Screened individuals' confidentiality will be protected during the screening process. Specifically, temperature readings/results will only be shared with those on a need to know basis.

Employee Health and Safety Protocols

The success of our return to work protocol relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to support the health and safety of all person on University premises. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

Social Distancing Protocol

Employees must follow appropriate social distancing practices while at the University's facilities, including but not limited to workstations, common areas and office spaces. Specifically, employees are required to:

- Use face coverings or masks if social distancing is not possible and in all common areas to prevent common area surface contamination from droplets. The community room is considered a common area.
- Stay 6 feet away from others when working or on breaks. Where this distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Frequently disinfect their workspace.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas whenever possible.
- Visitors will be limited to those deemed essential by the University's Executive Council.

Department heads are responsible for ensuring their work spaces are compliant with social distancing and ensuring that the social distancing protocol is adhered.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Employees are reminded of the benefit of practicing good hygiene at work and at home. While at work, employees are reminded to:

- Regularly wash their hands for at least 20 seconds throughout the day after they have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc. Employees must also wash their hands before touching their eyes, nose, or mouth.
- Cover coughs and sneezes.
- Avoid touching their eyes, nose, and mouth whenever possible.

To help support employee health, the University has hand sanitizer and disinfecting wipes available throughout the buildings. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

In addition, employees are required to wear face coverings when in common areas and when physical distancing of 6 feet or more cannot be guaranteed. Employees will provide their own face coverings in accordance with CDC guidelines. It is required that employees wear face coverings when entering and exiting the building and when using common areas such as hallways, elevators, stairwells, bathrooms, breakrooms, and the lobby.

Finally, employees who exhibit COVID-19 related symptoms are asked to stay home. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to work remotely, take PTO, or discuss other possible leave arrangements with HR. Employees who have been diagnosed with or are aware that they've been directly exposed to someone with COVID-19 should notify the Director of HR immediately.

Cleaning and Disinfecting Protocol

Employees are asked to do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or copier), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the University. Employees are asked to wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

COVID-19 Confirmed Illness Protocol

All faculty, staff and student employees must inform the Director of HR if they have tested positive for COVID-19 or if they learn of a positive case of COVID-19 at the university. This will allow the University to provide the necessary resources and support, and also determine if others were exposed and may be at risk.

It is the role of the Florida Department of Health to oversee and carry out contact tracing. An employee or student may be informed of a positive case of COVID-19 by a local health department and/or

depending on the circumstances, the University may notify impacted employees if there is a confirmed case in the workplace.

Employees who have had close contact with a person diagnosed with COVID-19 will be instructed to stay home, contact their health care provider, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 On Campus

The CDC suggests the following:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment focusing especially on those frequently touched
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Return to Work Considerations

Employees who are currently experiencing symptoms, have tested positive for COVID-19, have been exposed to an individual experiencing symptoms, or have been exposed to an individual who has tested positive for COVID-19 must remain off campus and contact the Executive Vice President of Administrative Operations to discuss the relevant facts and circumstances and receive a return to work plan. The Executive Vice President of Administrative Operations will consult CDC guidelines in establishing all return to work plans.

Conclusion

Hodges University looks forward to our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace challenges and changes. As communicated throughout this protocol, the University prioritizes the health of our employees as we work toward fully re-opening our campus.

We will execute our plan cautiously and follow applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure. Employees should direct questions regarding the content of this protocol to their supervisor.