

COVID-19 RETURN TO CAMPUS PROTOCOLS – Updated July 15, 2021

Protocols

At Hodges University, it is our desire to support the health of our employees and their families. As employees are most likely aware, guidelines have recently changed regarding the ongoing COVID-19 pandemic. As has always been the case, the University will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our organization.

While we have previously and will continue to observe various protocols to encourage employee safety, it's up to all of us, faculty, staff, and students to execute these protocols daily. By updating this return to campus protocol, we hope to clearly communicate our plans moving forward, highlight campus protocols in place to support safety, and continue to provide a level of comfort for all of our employees.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to the Director of Human Resources to discuss alternate arrangements, should they be necessary.

Protocols to Follow When Returning to Campus

Hodges University has updated the various protocols designed to encourage the health and safety of our employees. This section further explains these protocols. For additional information, please reach out to the Director of Human Resources.

In keeping with recently issued CDC recommendations and in compliance with newly issued Executive Orders and state law, Hodges University will no longer measure employees' body temperatures before allowing them to enter the campus, require the completion of any health screening procedures for building entry, or require the use of a mask or face covering.

Employee Health and Safety Protocols

The success of our return to campus protocol relies on how well our faculty and staff follow social distancing and health and safety protocols. In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.

As such, the following protocols will remain in effect to support your health and safety. Please bring any concerns regarding the following protocols to the Director of Human Resources immediately.

Social Distancing Protocol

Where possible, employees should follow appropriate social distancing practices while at the University's facilities, including, but not limited to, classrooms, conference rooms, and common areas. However, all spaces on campus are now open with no capacity restrictions. Specifically, employees are encouraged but not required to:

- Use face coverings or masks on campus.
- Keep these items on hand when returning to campus: a mask, tissues, and hand sanitizer with at least 60% alcohol, if possible.
- Stay 6 feet away from others when possible. However, all spaces on campus are now

open with no capacity restrictions.

- Avoid physical contact with others whenever possible (e.g. handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance yourself from anyone who appears to be sick.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect your workspace often.
- Avoid touching your face.

Supervisors are responsible for encouraging their department members to observe social distancing protocols where possible.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene on campus and at home.

- Regularly wash your hands for at least 20 seconds throughout the day after you 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. before touching your eyes, nose, or mouth.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help employees remain healthy, the University has hand sanitizer and disinfecting wipes available throughout the buildings. It is suggested that employees wash their hands more frequently than normal.

In addition, employees are encouraged to wear face coverings at all times and if possible, keep a physical distancing of 6 feet. However, all spaces on campus are now open with no capacity restrictions. If choosing to wear one, employees will provide their own face coverings in accordance with CDC guidelines. It is encouraged 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 or at any time when maintaining social distancing of 6 feet isn't possible. Employees are expected to demonstrate respect for others' decisions to wear a mask or not.

Finally, employees who are feeling sick, experiencing COVID-19 symptoms, have tested positive for COVID-19, or have had unprotected exposure (i.e. without adequate personal protective equipment) to someone with COVID-19 must follow CDC guidance to self-isolate or stay home until recovered. Employees who have severe symptoms such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face should immediately seek medical attention and follow the guidance of a health care provider. Employees who are feeling ill, have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify their supervisor, who will explain how to complete their work. The University expects all employees to exercise wisdom and respect for the health of others when making a decision about returning to campus. If an employee is actively experiencing symptoms or they or a member of their household has tested positive for COVID-19, they should remain off campus. Those who have traveled internationally should observe CDC guidelines and quarantine for 14 days after returning to the United States. However, as long as an employee is not actively experiencing symptoms, or a member of their household has not tested positive, the decision on when to return to campus is at the discretion of the employee.