



**Subject:** Workplace Safety Policy and Procedures Related to COVID-19

**Effective Date:** July 6, 2020

**Revised Date:** As of June 15, 2021

Concordia College ("Concordia" or "the College") is committed to maintaining a safe environment in response to the Coronavirus disease (COVID-19) pandemic. Concordia is taking steps to protect its employees, students and visitors with the guidance of New York State and local public health officials, the Centers for Disease Control and Prevention ("CDC"), and the Occupational Safety and Health Administration (commonly referred to as "OSHA").

This policy implements practices that will promote the safety of the College community among employees, students and the community.

### **Scope**

All employees, regardless of their positions, are covered by and are expected to comply with this policy. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

### **Policy and Procedures**

#### Screening Policy

Pursuant to revised New York State guidelines of June 15, 2021, the College no longer requires employees, students or third parties to complete the Daily Self-Assessment Questionnaire (the "Questionnaire"). Employees are required to report positive COVID-19 cases to [humanresources@concordia-ny.edu](mailto:humanresources@concordia-ny.edu); and, students are required to report positive COVID-19 cases to [studenthealth@concordia-ny.edu](mailto:studenthealth@concordia-ny.edu).

#### Face Coverings Policy

Unvaccinated individuals continue to be responsible for wearing masks, in accordance with federal CDC guidance. Consistent with the State's implementation of the recent CDC guidance, masks are still required for unvaccinated individuals.

New York State requires employers to provide workers with an acceptable mask at no cost to the employees and to have an adequate supply of masks in case of need of replacement.

Employees will be allowed to bring their own face mask or other face covering, provided they are acceptable, including but not limited to, cloth (e.g., homemade sewn, quick cut, bandanna), surgical masks and face shields. If an employee does not own a face mask, a face mask will be provided to the employee by the College.

If an employee is working alone in an office or other work area, the employee is not required to wear their face mask.

Unvaccinated employees are required to wear facial coverings in common areas.

#### *Social Distancing Policy*

Unvaccinated individuals: Require 6 feet of social distancing and wear masks in most settings  
Vaccinated individuals: No social distancing or masks required.

#### *Security Policies*

- Employees must wear their College ID at all times; see College Services Department if you need a lanyard for your ID, or a new ID.
- All package and/or food deliveries must be directed to the Security Office.

#### *Additional safeguards implemented by the College*

- Hand sanitizers have been placed in every campus building.
- When feasible, employees may telework, adopt a staggered schedule or hybrid schedule.
- Employees are encouraged to report any safety and health concerns to Human Resources.

#### *When an employee is sick*

- If an employee reports feeling unwell while in the office, the employee will be sent home to contact a healthcare provider for further guidance.
- If an employee tests positive for COVID-19, the employee must immediately stay home for at least fourteen (14) days and consult their health care provider. After fourteen (14) days, the employee must produce medical documentation to HR clearing the employee to return to work.
- In the meantime, the employee's workstation will be sanitized.
- If a sick employee was in contact with other employees, the employees who have had close contact and exposure to the sick employee will be asked to remain home and to contact a healthcare provider for further guidance.

#### *Travel from "Hot Spots"*

The travel guidelines require all New Yorkers, as well as those visiting from out-of-state or another country, to take personal responsibility for compliance in the best interest of public health and safety. Visit this website for current travel guidelines: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

#### **Complaint Process**

Concordia will courteously treat any person who files a complaint, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of the Complaint Policy and Procedures and will be treated as a violation, which may result in termination of employment. See Complaint Policy and Procedures at [S/HR/Policies](#) and Complaint Form at [S/HR/FORMS](#). A sample Complaint Form is attached as Appendix A.

## **Confidentiality**

During the complaint process, the confidentiality of the information received, to the extent possible, and the privacy of the individuals involved will be strictly maintained by the College and those involved in the investigation.

## **Retaliation**

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of violation of this policy.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

## **Conclusion**

Any employee in violation of this policy will be subject to disciplinary action, which may lead to termination of employment. We appreciate your understanding and cooperation with this policy.

*Concordia College reserves the right to amend this policy at any point in time.*

*Also, any questions regarding the above policy should be directed to your manager,  
President's Council member and/or Human Resources.*

**Appendix A**  
**Complaint Form**  
*Concordia College New York*

You are encouraged to complete this form and submit it to the Director of Human Resources. You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, the investigator will complete this form, provide you with a copy and follow its Complaint Policy and Procedures by investigating the claim.

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**COMPLAINANT INFORMATION**

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

**COMPLAINT INFORMATION**

1. Your complaint is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) violation occurred:

Is the violation continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_