



# RETURNING TO WORK POST COVID-19



# PURPOSE OF TODAY'S TRAINING



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- To educate employees on best practices for returning to the workplace.
- To inform you of the Workplace Safety Policy and Procedures Related to COVID-19 ("Policy"), which was revised July 7, 2020, distributed via email and is posted on the College website.
- To discuss highlights in the Policy regarding actions employees can take to maintain a safe working environment.
- The College has taken additional measures to ensure safety, including obtaining face masks for employees who need face masks, replacing air dryers with paper towels, and providing employees with hand sanitizers.

# WHAT WE WILL COVER TODAY:



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- Concordia's Response to COVID-19
- COVID-19 Signs & Symptoms
- Workplace Changes
- Protecting Yourself and Others
- Face Coverings and Masks
- Washing Hands
- Screening Employees
- Response to Employees Who Have Symptoms
- Planned Response to an Employee's Positive Coronavirus Test
- Working Remotely
- Health and Wellness Resources
- Additional Resources
- Questions
- Information for Supervisors Only

# CONCORDIA'S RESPONSE TO COVID-19



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With guidance from New York State governor's office, NYS Department of Health, the World Health Organization and the Centers for Disease Control and Prevention (CDC), Concordia has taken the following steps in response to the coronavirus pandemic:

- Controlled and limited access to campus
- Education on common COVID-19 symptoms
- Enhanced cleaning procedures
- Use of face coverings
- Physical / social distancing

# COVID-19 SIGNS & SYMPTOMS



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- According to the CDC, people with COVID-19 can have a wide range of symptoms – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus and include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

This list does not include all possible symptoms.

Learn More Here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# COVID-19 SIGNS & SYMPTOMS



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## When to Seek Emergency Medical Attention (CDC.gov)

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Confusion
- Bluish lips or face
- Persistent pain or pressure in the chest
- Inability to wake or stay awake

# WORKPLACE CHANGES



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We have made the following required and best practices changes:

- Staggered schedules for administrative offices.
- Continued remote work, if sensible and practical.
- Modification of traditional undergraduate academic calendar to end in-person classes before the Thanksgiving break so that students may choose to remain home.
- Posting of signs throughout campus reminding employees, students and visitors to wear face coverings when in public places, wash their hands, and practice social distancing.
- Everyone must check in with Security before entering campus.

# PROTECTING YOURSELF & OTHERS



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## CLEANING YOUR AREA

While Concordia College New York is implementing appropriate and required cleaning measures in response to COVID-19, each employee can play a part by keeping their work area clean.

As stated in the Workplace Safety Policy and Procedures Related to COVID-19, we require you to clear your work area and desk daily to facilitate compliance with cleaning requirements.

Sanitizing wipes will be available in all buildings to facilitate additional daily intermittent cleaning of computers, electronic devices, telephones, and other surfaces.

# FACE COVERINGS & MASKS



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According to the CDC, masks and face coverings can help prevent the spread of COVID-19. The CDC currently recommends and New York State requires the wearing of face coverings in public and in the workplace.

**Q: What is the difference between masks and face coverings?**

**A:** A face covering refers to a cloth covering of the face and is not a medical-grade mask. Masks refer to filtering respirators, such as an N95, K95, medical-grade or surgical mask. Masks are considered critical supplies which are reserved for health care workers and other medical first responders.

# WASHING YOUR HANDS



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- Wash your hands for at least 20 seconds.
- Use soap.



# SCREENING EMPLOYEES

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If an employee is not working remotely, employees are required to complete the Daily Self-Assessment Questionnaire before arriving at their workplace.

# RESPONSE TO EMPLOYEES WHO HAVE SYMPTOMS

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Employees who have COVID-19-related symptoms should report symptoms immediately to Human Resources by sending an email to [humanresources@concordia-ny.edu](mailto:humanresources@concordia-ny.edu).

Or you can call the Director of Human Resources at (914) 337-9300, extension 2116.

# PLANNED RESPONSE TO AN EMPLOYEE'S POSITIVE CORONAVIRUS TEST

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- Directly notify any co-workers, employees, students or guests with whom the employee with a positive response may have been in contact.
- Contact local health agencies.
- Facilities will sanitize the workplace area and follow CDC guidelines.

# WORKING REMOTELY

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- Employees may continue to work remotely provided they have pre-approval from their supervisor.
- Employees are responsible for ensuring they can virtually access the College's various drives and systems.
- Please refer to the Workplace, Working Remotely and Overtime Policy, which has been distributed by email and can be found at S/HR/Policies.

# HEALTH & WELLNESS RESOURCES



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- CITY MD | EASTCHESTER  
369 WHITE PLAINS ROAD (914)337-8743  
MONDAY THRU FRIDAY: 8 AM - 8 PM; SATURDAY AND SUNDAY: 9 AM - 6 PM
- CVS MINUTE CLINIC | EASTCHESTER  
375 WHITE PLAINS RD (914)337-5300  
MONDAY THRU FRIDAY: 9 AM - 2 PM AND 3 PM - 8 PM  
SATURDAY AND SUNDAY: 9 AM - 1 AM AND 1:30 PM - 5:30 PM
- CITY MD | YONKERS  
2393 Central Park Ave – 10710 (914)219-0393  
Monday thru Friday: 7 am - 11 pm; Saturday and Sunday: 9 am - 7 pm
- CLOSEST HOSPITAL | NEW YORK PRESBYTERIAN-LAWRENCE  
55 Palmer Ave., Bronxville, NY 10708 (914)787-1000
- Concordia Plan Services launched 98point6, another telehealth option that can be accessed from a smartphone from anywhere at any time and it is free. 98point6 is well suited for many aspects of behavioral health given the on-demand feature that is available 24/7.

# ADDITIONAL SAFETY INFORMATION & RESOURCES

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- New York State Department of Health Novel Coronavirus (COVID-19) Website  
<https://coronavirus.health.ny.gov/>
- Centers for Disease Control and Prevention Coronavirus (COVID-19) Website  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Occupational Safety and Health Administration COVID-19 Website  
<https://www.osha.gov/SLTC/covid-19/>
- American College Health Association Website  
<https://www.acha.org>



## QUESTIONS?

As you return to work, contact Human Resources if you have questions related to work or benefits, and Security if you want to access the campus.

Questions or concerns regarding this training, please contact [humanresources@concordia-ny.edu](mailto:humanresources@concordia-ny.edu).