



Section: 300 – Human Resources	Subject: Employment Environment
Policy: CCSNH Coronavirus Workplace Policy	Approved: December 10, 2021
Policy #: CCS 383.02	Date of Last Amendment: August 30, 2023
Approved: Mark Rubinstein, Chancellor	Effective Date: September 1, 2023

### **Policy Statement**

In recognition of updated guidance established by the Centers for Disease Control and Prevention (CDC) and/or the New Hampshire Division of Public Health, Bureau of Infectious Disease Control (“NHDPH”), the Community College System of New Hampshire (“CCSNH”) implements this CCSNH Coronavirus Workplace Policy (“Policy”) effective September 1, 2023. CCSNH grants to its college Presidents the authority to implement additional safety measures, as the need for certain measures varies based upon the geographic location of the campus. CCSNH reserves the right to revise or revoke this Policy at its discretion.

### **Policy Purpose**

The purpose this Policy is to provide guidelines for a safe work and learning environment for faculty, staff, students, and the community at large.

#### **A. Vaccination Against COVID-19**

1. CCSNH encourages employees to become vaccinated against the coronavirus. Receiving the COVID-19 vaccine will help protect you against exposure. There are currently three different COVID-19 vaccines approved or authorized for use in the U.S., including the Pfizer-BioNTech, Moderna, and Novavax. An individual is considered “fully vaccinated” when they have completed the recommended COVID-19 vaccine series. A person is “up to date” on COVID-19 vaccination when they have received their COVID-19 vaccinations as recommended by the Center for Disease Control and Prevention (CDC).

#### **B. Employees With a Positive COVID-19 Test**

1. Regardless of vaccination status, previous infection, or lack of symptoms, employees who test positive for COVID-19 are expected to promptly report their confirmed COVID-19 diagnosis to their human resources office. In accordance with the guidance issued by the CDC, employees who test positive **are required to isolate** and remain outside the workplace as follows:
  - a. Employees who test positive for COVID-19 must isolate for at least 5 days. If you had no symptoms, Day 1 of isolation is the first full day following the day you were tested. If you had symptoms, Day 1 of isolation is the first full day after the day your symptoms started.
  - b. Employees who experienced no symptoms may end isolation after 5 days. Employees who experienced symptoms, may end isolation after 5 days if they are fever-free for at least 24 hours without the use of fever-reducing medications and symptoms are improving.

- c. Employees who have symptoms that are not improving must continue to isolate until they are fever-free for at least 24 hours without the use of fever-reducing medications, and other symptoms are improving.
- d. Employees who had symptoms and experienced moderate illness (shortness of breath or had difficulty breathing) or had symptoms and severe illness (hospitalization) must isolate for 10 days.

**C. Use of Leave for Employees With a Positive COVID-19 Test**

1. Employees who are ill and unable to work following a COVID-19 positive test will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures. Employees who test positive for COVID-19 and feel well enough to work may be approved to work remotely to fulfill all or part of their assigned job duties. Such determination will be evaluated on a case-by-case basis and approved by management. Employees whose job duties are not approved for remote work will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures until they are able to return to work in accordance with this Policy.

**D. Returning to Work After Positive COVID-19 Test**

1. Employees who tested positive for COVID-19 may return to on-site work upon the conclusion of their isolation period in accordance with Section B above.
2. Employees who return to on-site work are required to wear a well-fitted face covering/mask when around other people in the workplace or when indoors in public spaces for a period of 10 days (an additional 5 days following the 5-day isolation period), with Day 1 considered the first full day of isolation.
3. Employees who return to on-site work are prohibited from engaging in work-related travel for an additional 5 days after the end of the employee's isolation period.

**E. Employees Who are Exposed to COVID-19**

1. Employees who are exposed to COVID-19 are required to wear a well-fitted face covering/mask when around other people in the workplace or when indoors in public spaces for a period of 10 days. Employees are encouraged to monitor for symptoms and to test for COVID-19 at least 5 days after their last exposure. Day 1 is the first full day after the employee's last exposure.
  - a. Employees who test positive for COVID-19 are prohibited from on-site work and shall be subject to the requirements outlined in Section B above.
  - b. Employees who test negative for COVID-19 are not required to isolate and may report to work as scheduled.

**F. Employees Experiencing Symptoms of COVID-19**

1. Employees who report that they are experiencing symptoms of COVID-19 (regardless of vaccination status), are encouraged to test for COVID-19.
  - a. Employees who test positive for COVID-19 are prohibited from on-site work and shall be subject to the requirements outlined in Section B above.

- b. Employees who test negative for COVID-19 are not required to isolate and may report to work as scheduled.

#### **I. Telework/Remote Work and Alternative Scheduling**

1. Requests for remote work will be evaluated in accordance with CCSNH's Remote Work Policy.
2. In some circumstances, business needs may result in changes to regular work schedules. Where such change is deemed appropriate, the institution will work with the affected employee in a manner that meets the business need and maintains reasonable work hours in view of the employee's job function and responsibilities.

#### **J. Safe On-site Workplace Practices**

1. CCSNH has granted authority to its college Presidents to develop and implement safe on-site workplace practices, as the determination of appropriate measures varies based upon the geographic location of the campus. Below are some workplace safety practices that employees may be required to perform:
  - a. Symptom Monitoring/Screening – The daily COVID-19 symptom monitoring/screening for employees working onsite is no longer required. Employees may elect to self-monitor/screen for COVID-19 symptoms if they so choose. Employees who elect to self-screen are not required to report their screening results. Employees who are experiencing symptoms, such as those associated with the flu or common cold, are expected to stay home or leave work if working on-site until they are free of fever, without using a fever-reducing or other symptom altering medication (e.g., Tylenol, cough suppressants) for at least 24 hours and their symptoms have improved. In these instances, employees will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures.
  - b. Face Coverings – The wearing of a well-fitted face coverings is governed by CCSNH's System Office and institutional policies. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
  - c. Handwashing – Employees are strongly encouraged to practice good hand hygiene. Employees should wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, handled materials, equipment, or other items recently touched by others, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains 60% alcohol should be used. Please review the CDC's guidance on handwashing at <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
  - d. Respiratory Etiquette – Employees are strongly encouraged to practice good respiratory etiquette, which includes coughing and sneezing into a tissue or your elbow rather than your hands. Handwashing immediately after coughing or sneezing is strongly encouraged. Please review the CDC's guidance on how to help prevent the spread of respiratory diseases like COVID-19 at [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html).
  - e. Cleaning and Disinfection – Workspaces and classrooms will continue to be cleaned based on the CDC's guidelines. Employees should not use other employees' phones, desks, offices, work tools and equipment, when possible. If the sharing of work areas and equipment is needed, employees should wipe down the shared work areas and equipment with a disinfectant product prior to and after use. Each CCSNH institution shall make available disinfectant products for wiping down work areas and equipment.

## **K. Disciplinary Actions**

1. Employees who violate this Policy will be subject to appropriate disciplinary action.

## **L. Definitions**

1. COVID-19 Tests: Approved COVID-19 tests currently include PCR-based test (molecular test) or antigen test. Antigen tests are rapid test which produce results in 15-30 minutes. Persons who have symptoms of COVID-19 should test immediately. Persons exposed to COVID-19 and do not have symptoms should wait at least 5 full days after exposure before testing. <https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#print>
2. Asymptomatic Infection: People who are infected with COVID-19 but who show no outward symptoms of COVID-19. These individuals are diagnosed through testing.
3. Isolation (isolate): The separation of a person who has been infected with COVID-19 from those who are not infected to prevent spread of the communicable disease. Isolation is calculated from the first day of symptoms or a positive viral test, which is considered Day 0, with Day 1 considered the first full day after symptoms developed or the test specimen was collected. Day 5 is considered the fifth day of staying home and away from other people.
4. Symptomatic Individuals: People who have [symptoms of COVID-19](#).
5. Vaccination: A person is “up-to-date” on COVID-19 vaccination when they have completed a primary COVID-19 vaccine series of Pfizer-BioNTech, Moderna, or Novavax).
6. Unvaccinated: Any person who has not completed a primary COVID-19 vaccine.

**Additional Resources:** <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)