

## LBC Lancaster Campus

### Return-to-Work Frequently Asked Questions

#### What is LBC doing to keep employees safe?

- ✓ Enhanced and frequent cleaning protocols are being followed according to CDC and State Health Department guidance.
- ✓ Adhering to health and safety protocols as prescribed by the CDC and State Health Department. Includes screening and providing face masks to anyone who enters the LBC premise as well as cleaning products readily available in all locations.
- ✓ If exposure is identified, LBC will work with County and State officials to do contact tracing and will follow the State Health Dept. prescribed protocols including temperature checks.
- ✓ We are in regular contact with local, state and federal emergency management agencies and are continually tracking infection rates and keeping current on up-to-date guidance.

#### What should I do if I have a physical condition that increases my risk, or am feeling anxious about returning to work?

- ✓ You should contact your supervisor to start the process to determine the appropriate accommodations for you.

#### What is expected of me before I return to work?

- ✓ You will need to complete the **Return-to-Work Training** prior to your return. A link to the training is available in the COVID-19 Section of the Employee Portal. The training will include the **Covenant of Care**, an agreement to abide by the CDC and PA Department of Health guidelines.
- ✓ You will need to complete the **Daily Health Survey** found in the LiveSafe App on your mobile device. The screening will require a self-temperature check. If your temperature is 100.4 degrees or higher, please stay home and notify your supervisor. If you do not have the App, it can be found in the Employee Portal, the Apple Store or Google Play.
- ✓ **Mask-wearing** will be required. If you need one supplied to you, contact Bob Wegman, Director of Public Safety at [rwegman@lbc.edu](mailto:rwegman@lbc.edu) to arrange to pick up a mask either prior to your return date or on the day of.
- ✓ **Plan your commute** to allow for arrival on Campus before 7:40 am or after 8:10 am.
- ✓ **Be prepared** to have your mask on prior to check-in at the Public Safety Station. Have your **email Daily Health Survey Confirmation** and LBC ID accessible to be viewed at check-in.

#### What can I expect when I arrive at work?

- ✓ You can expect a wait time as all traffic will flow one way. There will be two lanes. One for those who have completed the Daily Health Survey, have their mask on and ID accessible. Another lane will be for those who need to take additional steps on the spot to be cleared for the next phase of check-in.
- ✓ Be prepared to have your mask on prior to check-in at the Public Safety Station. Have your **email Daily Health Survey Confirmation** and LBC ID accessible to be viewed at check-in.

- ✓ After check-in at the Public Safety Station, you will be directed to the Good Shepherd Chapel for temperature check screening. If your temperature is 100.4 degrees or higher, you will be asked to sit aside for a few minutes and then be rechecked. If your temperature is still high, you will be asked to go home.
- ✓ Hand Sanitizers will be available throughout buildings. Soap and water will be available to promote handwashing.
- ✓ Community areas will be arranged/enhanced to promote social distancing
- ✓ Sneeze guards will be in place in reception areas as a preventative measure
- ✓ Signage and taping to direct traffic patterns.

#### **Do I have to check-in at the Public Safety Station if I arrive to work on foot or a bicycle?**

- ✓ Yes. All employees, no matter the mode of transportation, are expected to sign-up for a specified arrival time, complete the Daily Health Survey, and check-in at the Public Safety Station.

#### **What if I forgot to do my screening before I arrive?**

- ✓ If you do not have your Daily Health Survey Confirmation, you will be asked to drive out of the line of traffic to complete the Survey. You will be processed to enter as soon as a Public Safety staff member can check you in.

#### **Do I have to wear a mask?**

- ✓ Yes. Mask-wearing is required by the CDC and Department of Health. If you do not have a mask, LBC will provide one. Please contact Bob Wegman, Director of Public Safety at [rwegman@lbc.edu](mailto:rwegman@lbc.edu) to obtain a mask.

#### **What type of mask should I wear?**

- ✓ Fabric or cloth face masks may be worn including homemade masks. Scarves cannot be used in place of face masks. If you are unable to wear a mask for health reasons, please contact Bob Wegman, Director of Public Safety at [rwegman@lbc.edu](mailto:rwegman@lbc.edu).

#### **What will the screening process be for LBC employees?**

- ✓ Prior to arrival, employees will be required to complete the **Daily Health Survey** found in the LiveSafe App. The screening will require a self-temperature check. If an employee's temperature is 100.4 degrees or higher, they will be asked to stay.
- ✓ Upon arrival, employees will be required to have their email Daily Health Survey Confirmation accessible to view at check-in.
- ✓ After check-in at the Public Safety Station, you will be directed to the Good Shepherd Chapel for temperature check screening. If your temperature is 100.4 degrees or higher, you will be asked

#### **Is LBC screening *everyone* before they come on campus?**

- ✓ Yes. While LBC will limit the number of visitors as much as possible, visitors who do not fall into the category of employee or student, will be screened at the Public Safety Station.

### **Does LBC have the right to ask about my health history and take my temperature?**

- ✓ Yes. According to the Equal Employment Opportunity Commission, "Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions as of March 2020, employers may measure employees' body temperature. As with all medical information, the fact that an employee had a fever or other symptoms would be subject to ADA confidentiality requirements."

### **Will departments schedule employees to work alternate workdays?**

- ✓ No. We will rely on the ongoing mitigation measures taking place to maintain a safe work environment. For areas with limited space, the department head should work with their Cabinet member and physical plant to determine the best measures to work safely.

### **How will I know if there is a potential COVID-19 exposure at LBC?**

- ✓ LBC will defer to county and state officials for contact tracing with reported positive cases for all sites. The College has specific personnel trained and prepared to assist with that process as needed at all sites.
- ✓ LBC will implement temperature checks for all employees, students and visitors for 14 days following the date of the potential exposure.

### **Who should I contact if I have concerns or questions regarding new protocols?**

- ✓ You may talk to your manager, Bob Wegman, Director of Public Safety at [rwegman@lbc.edu](mailto:rwegman@lbc.edu) or contact People & Culture at [PeopleandCulture@lbc.edu](mailto:PeopleandCulture@lbc.edu).

### **Will I be able to eat my lunch in the cafeteria?**

- ✓ No. Olewine will have limited seating capacity prioritized for resident students. It is recommended you plan to eat in your office or off-site.

### **Will it be safe to use the elevators?**

- ✓ It is recommended to use stairways but if needed, defer to occupancy limit posted at the elevator.

### **Will I be required to attend large gatherings/meetings?**

- ✓ No, LBC will not require you to attend large gatherings.

### **What do I need to do to avoid a spread of COVID-19?**

- ✓ To avoid a spread of COVID-19 practice the following:
  - Leave work immediately if you begin to feel sick. Notify your supervisor once isolated.
  - Limit your own exposure to COVID-19 outside of the workplace.
  - Take responsibility to clean your workspace frequently.
  - Wear a mask
  - Wash your hands frequently.

- Practice social-distancing
- Stay home when sick.

### **What should I do if I have COVID-19 symptoms?**

- ✓ If symptoms develop outside of work, stay home, notify your supervisor and take care of yourself. Seek medical attention as needed. You will be given 14 days to self-quarantine and can return after the 14-day period.
- ✓ If symptoms develop while at work, immediately isolate yourself from others by returning to your vehicle and notify your supervisor by phone or email. You will be given 14 days to self-quarantine and can return after the 14-day period.
- ✓ A member of the COVID-19 Response Team will follow-up with you via a phone call or you will receive an online survey to be completed by you for the purpose of contact tracing. Your cooperation will help contain and/or limit the spread of COVID-19.
- ✓ The **COVID-19 Emergency Sick Leave Policy** allows for up to 14 days of paid time off for COVID-19 related illness or quarantine. Contact People & Culture at [PeopleandCulture@lbc.edu](mailto:PeopleandCulture@lbc.edu) for more information.

### **What if I do not have childcare or my child's school is not open yet?**

- ✓ If a legitimate childcare need hinders your ability to work, the **COVID-19 Care for Child Leave Policy** may apply. The policy covers up to 6 weeks of leave at 60% pay. Contact People & Culture at [PeopleandCulture@lbc.edu](mailto:PeopleandCulture@lbc.edu) for more information.

### **What if I need to care for a loved one who has COVID-19?**

- ✓ The **COVID-19 Emergency Sick Leave Policy** provides up to 14 days of leave to care for a loved one who has COVID-19 or has been quarantined. Contact People & Culture at [PeopleandCulture@lbc.edu](mailto:PeopleandCulture@lbc.edu) for more information.

### **What if my work area is crowded and does not provide six feet spacing for work or for walking in the office space?**

- ✓ President Kiedis has approved the continuation of COVID remote working arrangements that have been in effect, within the following framework, beginning August 3 and continuing through October 2, with re-evaluation in late September:
  - Office managers and department chairs may implement a daily split shift of remote and on site work or a schedule that alternates days of remote and on site work for the purpose of reducing the risk of COVID exposure by reducing office density.
  - The practice put into use for an office should be implemented in a way that works for all on the team.
  - The practice should ensure that the office has 50% physical representation in the office during work hours and 100% of work effectiveness through the course of the week, as we've maintained since the spring.

- Office managers and department chairs will coordinate these decisions with their cabinet members so that senior leaders are familiar with the practices in their areas of responsibility.
- Faculty members may work remotely when not teaching a class or meeting with students or other employees.
- Use of video conferencing and telephone are encouraged to provide additional mitigation for student advising, and department or staff meetings.