



## HOUSING

# EMPLOYEE EXPECTATIONS AND PROTOCOL COVID-19

This resource is designed to provide additional resources and guidance for Tri Delta facility staff. Questions or concerns related to this resource can be directed to each location's Tri Delta Housing Supervisor.

## TABLE OF CONTENTS

<a href="#"><u>Returning to Work</u></a>	2
Employee Information and Emergency Contact	
<a href="#"><u>Working During the COVID-19 Pandemic</u></a>	2
Self-Assessment	
Reporting to Work	
Personal Protective Equipment (PPE)	
<a href="#"><u>Employee Policies</u></a>	4
Sick Leave	
Reduction in Work	
Scheduled Breaks during the Academic Year	
<a href="#"><u>Reporting COVID-19 Symptoms or Diagnosis</u></a>	4
Symptoms of COVID-19 during a Shift	
Confirmed Case of COVID-19	
Reporting	
<a href="#"><u>Response and Action Plan</u></a>	6
Facility Protocol	
Communication Plan	
<a href="#"><u>Kitchen and Dining Staff</u></a>	6
ServSafe Training	
Additional Cleaning Measures	
<a href="#"><u>Housekeeping Staff</u></a>	7
Resources	
Additional Cleaning Measures	

## RETURNING TO WORK FOR 2020-2021

Employees are expected to communicate with their immediate supervisor over the summer. All employees should plan to share their intention to return to work for the upcoming year with their immediate supervisor. Employees should stay in communication with their immediate supervisor about their return to work date knowing that additional training may be required prior to the start of the school year.

Before returning in the fall, employees should familiarize themselves with this resource. Protocol and resources may change based on the evolving nature of COVID-19. Employees should direct any questions to their immediate supervisor.

## EMPLOYEE INFORMATION AND EMERGENCY CONTACT INFORMATION

All employees should review their contact information, including emergency contact information in Paycom. Employees are expected to keep this information up to date in their Paycom [employee self-service portal](#).

## WORKING DURING THE COVID-19 PANDEMIC

Tri Delta cares about all facility employees. In the interest of providing a safe and healthy work environment, Tri Delta Housing has established the following policies and procedures that all employees must adhere to.

- Employees should follow house rules and CDC guidelines about social distancing, handwashing and hygiene.
- Employees should self-screen (take their own temperature) daily.
- Employees should wear masks and other appropriate PPE when in the chapter house.
- Employees must complete the [Workplace Health Screening form](#) at the start of every shift.
- If you are showing symptoms of COVID-19, follow CDC guidelines and consult your healthcare provider to inquire about being tested.

## SELF ASSESSMENT FOR COVID-19

Take seriously your responsibility to keep yourself, other Tri Delta employees and Tri Delta members healthy. All facility employees should monitor their health status by carefully completing a self-assessment each day before reporting to work. If an employee is displaying or can confirm any of the following, the employee should not report to the facility and should notify their immediate supervisor:

- COVID-19 symptoms including:
  - Temperature greater than 100.4
  - A fever within the last 14 days
  - A forceful dry cough or productive cough within the last 14 days
  - Difficulty breathing or shortness of breath within the last 14 days
  - Chills or repeated shaking with chill within the last 14 days
  - New unexplained muscle pain within the last 14 days
  - New or atypical headache for you within the last 14 days
  - A sore throat within the last 14 days

- Recent sudden loss of taste or smell
- Close contact exposure to anyone showing symptoms of COVID-19. Close contact is defined as working within 6 feet of someone who has tested positive for COVID-19, for 15 minutes or more, within the 48 hours prior to the sick individual showing symptoms or later.
- Awaiting test result for COVID-19
- Positive COVID-19 test results

Employees who identify that they are experiencing symptoms related to COVID-19 should contact their healthcare provider.

## REPORTING TO WORK

Employees who have had close contact exposure to a sick person, show symptoms or test positive for COVID-19 should not report to work. Employees should only plan to return to work once all of the following conditions have been met:

- Employee has self-quarantined for 14 days
- Employee is fever free for 72 hours, without the use of medication that reduces fevers
- Other symptoms have improved
- Documentation is provided by employee health care provider that the employee has been cleared to return to work

Employees will be screened, including a temperature check, when reporting to work each day. The immediate supervisor will provide a [Workplace Health Screening form](#) to each employee to be completed at the start of each shift. Each chapter employee will be screened by the utilization of a touchless forehead/temporal artery thermometer. Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. If an employee is sent home, the immediate supervisor should report this to their Tri Delta Housing Supervisor. The employee will be placed on sick leave.

Based on the nature of their role, house directors who live in the chapter facility should self-screen (take their own temperature) daily before starting their work day and moving about the facility. If a house director has a fever at or above 100.4 degrees Fahrenheit or is experiencing coughing or shortness of breath, they should contact their Tri Delta Housing Supervisor and will be placed on sick leave.

## PERSONAL PROTECT EQUIPMENT (PPE)

Employees are required to wear appropriate personal protective equipment while at work. Personal protective equipment or PPE is defined as, but not limited to:

- Personal face mask or face covering
- Personal face shield
- Gloves
- Goggles or protective eye wear

Employees may wear all or some of the PPE listed above. It is required that all employees wear at least a personal face mask or face covering during the entirety of the work day. PPE may be

removed when you are in a personal workspace and at least 6 ft away from another individual. If an employee does not have a personal face mask or face covering, a disposable face mask will be distributed to the employee.

It is expected that all employees maintain proper hand hygiene at all times. Employees should wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can be used, but not as a substitute for cleaning hands with soap and water. Employees are expected to wash hands before and after work, before and after work breaks, after handling frequently touched items or touching community surfaces, after eating and after blowing your nose, coughing and sneezing.

Employees should report any breaches in PPE such as a tear in gloves or other potential exposures to their immediate supervisor. All employees should properly dispose of PPE in designated waste containers

Kitchen and dining staff and housekeepers may be required to wear disposable gloves throughout the work day while performing various tasks. If the employee does not have disposable gloves there will be extras kept onsite for all employees to utilize. Per CDC guidelines:

- Kitchen staff will be required to wear disposable gloves when handling food and non-disposable food service items such as cups, utensils and serving trays prior to washing as usual.
- Housekeepers should wear disposable gloves during such custodial job duties, including trash removal. Carefully remove and discard gloves after use, and immediately wash your hands.

## **EMPLOYEE POLICIES**

### **SICK LEAVE**

Per the [Families First Coronavirus Responses Act](#), Tri Delta Housing provides employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Familiarize yourself and understand these policies.

### **REDUCTION IN WORK**

The house director should report any unexpected closures to their Tri Delta Housing Supervisor and discuss and review the staff schedule. Based on the evolving nature of COVID-19, determinations on reductions in work or continued wages will be handled on a case-by-case basis.

### **SCHEDULED BREAKS DURING THE ACADEMIC YEAR**

As universities are adjusting their academic calendars, it is expected that facility opening and closing dates will be revised. During times in which the facility is scheduled to be closed for semester/quarter breaks, employees may be asked to work on an as needed basis. Employees who work during the time in which the facility is schedule to be closed will receive compensation for the hours worked.

## REPORTING COVID-19 SYMPTOMS OR DIAGNOSIS

If any employee displays symptoms or tests positive for COVID-19, they will be expected to follow these protocols:

### SYMPTOMS OF COVID-19 DURING SCHEDULED SHIFT

- If an employee begins to show symptoms of COVID-19 while at work, the employee will be asked to leave the premises. The employee should be tested for COVID-19 before returning to work.
  - The symptomatic employee should notify their immediate supervisor of anyone they came into close contact with while at work.
  - If the symptomatic employee is well enough to drive their own vehicle, they will be asked to leave work and go home or to the nearest healthcare center.
  - If the symptomatic employee cannot drive themselves or does not have their own means of transportation, the employee will be asked to call to make other arrangements to leave work and go home or to the nearest health center. If necessary, the employee's emergency contact may be contacted.
  - The employee should notify their immediate supervisor of their test results upon receipt.
    - If the results are negative and the employee is symptomatic, the house director or property manager should determine when the employee can return to work.
    - If the results are positive, the employee will not be allowed to return to the facility until they have been cleared by a doctor.

### CONFIRMED CASE OF COVID-19

- If an employee contracts COVID-19 while away from the facility, the employee should not return to the property under any circumstance. All employees should consider taking any personal belongings that may be needed when finishing a shift each day.
- An infected employee should notify their direct supervisor about their illness.
- The infected employee will not be allowed to return to the property until they have been cleared by a doctor.
- The employee should expect their personal medical information will be held in confidence.

### REPORTING

- Any employee who tests positive for COVID-19 must notify supervisor immediately.
- Upon notification, the house director should prompt notify their Tri Delta Housing Supervisor. The house director should report the following information:
  - Employee name and position
  - Whether the employee is on site, or when the employee was last on site
  - Any information about who the employee may have been in contact with
- The Tri Delta Housing Supervisor will work with Human Resources to place the employee on paid sick leave per [Families First Coronavirus Response Act](#).

- The house director should not share any personal information or the name of the employee who tested positive for COVID-19.

## RESPONSE AND ACTION PLAN

When an employee reports that they have tested positive, the following action should be taken:

### FACILITY PROTOCOL

- Employees and members who recently had close contact with the infected employee should:
  - Stay home until 14 days after last exposure
  - Check their temperature twice a day and watch for symptoms of COVID-19
  - If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.
- All areas of the facility that the employee came into contact should be temporarily closed. When possible, wait 24 hours or as long as possible before cleaning and disinfecting.
- Cleaning measures should be implemented to clean and disinfect all spaces the employee came into contact with.
- The house director should take action to arrange any temporary services as needed. Modifications may be needed to the housekeeping or dining plan in the event service areas will need to be closed for disinfection. The house director should take action to arrange any temporary services as needed.
- Access to the facility should be reviewed. Access to the facility may need to be reduced to residents and employees only for a minimum of 14 days. This should be handled on a case-by-case basis.

### COMMUNICATION PLAN

- Tri Delta Housing will work with the house director to provide notification to all members, volunteers and employees that an employee has tested positive for COVID-19. The communication will include information about:
  - Areas of the chapter facility that may be closed and any disruptions of service
  - Additional cleaning measures
  - Information for members and employees on how to conduct self-screening for symptoms of COVID-19
  - Information about restricted access to the chapter facility, if applicable

## KITCHEN AND DINING STAFF

Due to changes in dining and meal service, expectations of kitchen and dining staff will be modified to accommodate. Additional training should be completed prior to dining services starting this fall.

### SERVSAFE TRAINING

All kitchen and dining staff should complete free training courses offered by ServSafe. All training is offered in English and Spanish.

[Reopening Guidance: COVID-19 Precautions](#)

[Takeout: COVID-19 Precautions](#)

## INCREASED CLEANING MEASURES

Increased cleaning measures in commercial kitchen and serving areas should be completed to help prevent the spread of COVID-19.

- Clean and disinfect “high touch” surfaces every 30 minutes: countertops, napkin dispensers, flatware holders, refrigerator handles; door handles
- Ensure all cleaners and sanitizers are safe for use on food-contact surfaces
- Ensure all cleaners and sanitizers are used at the correct concentration; use test strips to confirm; if using a dish machine, check all chemical concentrations, using test strips, and, check dish machine temperatures at least once each meal service

## HOUSEKEEPING STAFF

Due to changes in cleaning measures, expectations of housekeeping staff will be modified to accommodate.

## RESOURCES

Cleaning measures should be increased and follow the guidance from the [CDC](#). Housekeeping staff should familiarize themselves with this guidance and information on [EPA-registered household disinfectants](#).

- Cleaning and disinfecting hard, non-porous surfaces
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common [EPA-registered household disinfectants](#) should be utilized. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time.
  - Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time for at least one minute, and allowing proper ventilation during and after application.
  - Check to ensure all products are not past their expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
  - Do not mix household bleach with ammonia or any other cleanser.
- Soft, porous surfaces
  - For soft, porous surfaces such as carpeted floor, rugs and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
  - After cleaning, and if the item can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items. Dry completely.

## INCREASED CLEANING MEASURES

Increased cleaning measures in the facility should be completed to help prevent the spread of COVID-19.

- Cleaning and disinfection measures should be completed daily, with high touch surfaces cleaned three times per day when the facility is occupied.
- Record the last time the space was cleaned and/or disinfected on the posted cleaning log.
- Ensure high-touched surfaces are cleaned and disinfected daily. This might include door knobs and handles (interior and exterior), panic bars, handrails, blind wands, light switches, cabinet and drawer handles, countertops, tables, hard back chairs, desks, phones, keyboards, toilets, faucets and sinks.
- Ensure there is a frequent schedule for trash to be removed from the facility. Sanitize waste and recycling receptacles regularly.
- Ensure trash is removed regularly. Sanitize waste and recycling receptacles regularly.
- Clean and disinfect bathrooms spaces three times daily. Use disinfectant and bleach with high frequency in these spaces.
- Ensure the laundry room is picked up regularly, left items are placed in lost and found and the lost and found box is emptied regularly.
- Follow specific direction regarding additional cleaning if an exercise room is present.
- While residents will still be responsible for the regular housekeeping in their bedrooms, housekeeping should regularly disinfect bedroom door handles from the exterior of the room.
- Complete additional exterior cleaning measures. This may include access control systems, handrails and railing, door knobs/handles, dumpster enclosure gates and patio furniture.
- Use new cloths, gloves, mop heads and water should be used in each area to limit cross-contamination.
- Ensure any reusable housekeeping supplies are cleaned between use in the dishwasher or washing machine.
- Be prepared for housekeeping measures following a positive case of COVID-19 which would include:
  - Closing off areas used by the sick person until cleaning and disinfection can be completed.
  - Waiting at least 24 hours before cleaning and disinfecting the sick person's area. If 24 hours is not feasible, wait as long as possible.
  - Follow increased cleaning measures outlined by the [CDC](https://www.cdc.gov).