



Section: 300 – Human Resources	Subject: Employment Environment
Policy: CCSNH Coronavirus Workplace Policy	Approved: December 10, 2021
Policy #: CCS 383.02	
Approved: Mark Rubinstein, Chancellor	Effective Date: December 13, 2021

### **Policy Statement**

In accordance with guidance established by 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 December 13, 2021. 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 authorized for use in the U.S., including the Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J) Janssen vaccines. An individual is considered “fully vaccinated” when they are at least 14 days beyond completion of the recommended COVID-19 vaccine series.

#### **B. Employees Diagnosed with COVID-19**

1. Employees who test positive for COVID-19 are expected to promptly report the result to their human resources office. In accordance with the guidance issued by the NHDPH, employees who test positive must isolate and remain outside the workplace as follows:
  - a. Employees who have symptoms of COVID-19 and a positive COVID-19 test must self-isolate until at least 10 days have passed since symptom onset, and at least 24 hours have passed since fever-free without the use of fever-reducing medications, and other symptoms have improved.
  - b. Employees who do not have symptoms of COVID-19 but have a positive COVID-19 test must self-isolate until at least 10 days have passed since the date of collection of your positive COVID-19 test. The employee should still self-observe for symptoms of COVID-19.

#### **C. Use of Leave for Employees Diagnosed with COVID-19**

1. Employees who are ill and unable to work following a COVID-19 diagnosis will be required to utilize their accrued leave in accordance with CCSNH and institutional leave policies and procedures. Employees who are diagnosed with COVID-19 but who feel they are well enough to work may be approved to work remotely to

fulfill all or part of their 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 Test**

1. Employees who tested positive for COVID-19 and developed symptoms may return to on-site work under these conditions:
  - a. At least 10 days have passed since symptoms first started; and
  - b. At least 24 hours have passed since their last fever, without using fever-reducing medication; and
  - c. Symptoms have improved.
2. Employees who tested positive for COVID-19 and who never developed symptoms may return to on-site work 10 days after their first positive test.

#### **E. Vaccinated Employees Exposed to COVID-19**

1. Employees who are fully vaccinated and who have a close contact to a person with COVID-19 **are not required to self-quarantine**.
2. Employees who are fully vaccinated and who have a household contact to someone diagnosed with COVID-19 **are not required to self-quarantine**. The NHDPH recommends that individuals who are vaccinated and have a household contact to someone diagnosed with COVID-19 get tested for COVID-19 with a PCR-based test 3-5 days after their exposure (even if they do not have any symptoms), monitor for symptoms, and wear a well-fitted face covering when around other people.

#### **F. Unvaccinated Employees Exposed to COVID-19 or Who Engage in Risky Travel**

1. Employees who are unvaccinated and who have close contact to a household member diagnosed with COVID-19 **are required to self-quarantine** and are prohibited from performing on-site work. In accordance with the guidance issued by the NHDPH, the following requirement shall apply:
  - a. Employees must self-quarantine for at least 10 days from the date of their last contact/exposure with the household member diagnosed with COVID-19 while they are considered infectious (within their 10-day isolation period). The employee may begin their 10-day quarantine period sooner if the employee can avoid ongoing close contact within the household. If symptoms develop, the employee may not report to work until they have received results from an approved COVID-19 test indicating that they have not contracted COVID-19 or until after their 10-day quarantine has elapsed, whichever is longer. If the employee does not develop symptoms of COVID-19, the employee may end their quarantine and report to onsite work after 10 days.
2. Employees who are unvaccinated and engage in international travel and/or travel on a cruise ship must self-quarantine and are prohibited from performing on-site work. In accordance with the guidance issued by the NHDPH, the following requirement shall apply:
  - a. Employees must self-quarantine for 10 days from the date of their return from travel. If symptoms develop, the employee may not report to work until they have received results from an approved COVID-19 test indicating that they have not contracted COVID-19 or until after their 10-day quarantine has elapsed, whichever is longer. If the employee does not develop symptoms of COVID-19, the employee may end their quarantine and report to onsite work after 10 days. Employees who are asymptomatic may also shorten their quarantine period by seeking a PCR-based test on the 6<sup>th</sup> or 7<sup>th</sup> day they return

from travel. If the test is negative, the individual may return to on-site work after 7 days but must still adhere to COVID-19 mitigation measures for a full 14 days from the date they returned from travel.

3. Employees who are unvaccinated and who have close contact with a non-household member diagnosed with COVID-19 are required to self-observe for symptoms for at least 14 days after their last contact/exposure. The NHDPH recommends that the individuals wear a well-fitted face covering and comply with all COVID-19 mitigation measures. If symptoms of COVID-19 develop, the employee must self-isolate and is prohibited from reporting to on-site work. In accordance with the guidance issued by the NHDPH, the employee should obtain an approved COVID-19 test. Employees who test positive for COVID-19 shall be subject to the requirements outlined in Section B above.

#### **G. Employees Experiencing New or Unexplained Symptoms of COVID-19**

1. Employees who report that they are experiencing new or unexplained symptoms of COVID-19 (regardless of vaccination status), must be tested for COVID-19 and self-isolate at home unless/until one of the following criteria are met:
  - a. Employee receives a COVID-19 test that is negative, is fever free for at least 24 hours without the use of fever-reducing medications, and other symptoms are improving. Proof of a negative COVID-19 test result is required.
  - b. Test positive for COVID-19 or not tested, at least 10 days have passed since symptom onset, and at least 24 hours have passed since fever-free without the use of fever-reducing medications, and other symptoms have improved.
  - c. Test inconclusive or indeterminate, continue to self-isolate and test again for COVID-19. If a positive test for COVID-19, at least 10 days have passed since symptom onset, and at least 24 hours have passed since fever-free without the use of fever-reducing medications, and other symptoms have improved. If a negative test for COVID-19, is fever free for at least 24 hours without the use of fever-reducing medications, and other symptoms are improving. Proof of a negative COVID-19 test result is required.

#### **H. Use of Leave During Self-Quarantine**

1. Employees who are subject to self-quarantine may be approved to work remotely to fulfill all or part of their job duties. Such determination will be evaluated on a case-by-case basis and approved by management. Employees who are subject to quarantine and whose job duties are not approved for remote work will be required to utilize their accrued leave in accordance with applicable policies and procedures.

#### **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 face coverings is governed by CCSNH’s System Office and institutional policies.
- c. Physical Distancing – Employees are encouraged to maintain appropriate social/physical distancing of at least 6 feet (2 arms’ lengths) from other people while in the workplace.
- d. Work Areas – Work environments and meeting spaces shall be arranged, where possible, to allow for at least 6 feet of social/physical distancing for work activities and the flow/movement of individuals throughout the institution. Although 6 feet apart is desired, it may not be achievable given office and/or meeting space size or layout.

1. Consistent with the NH Department of Education K-12 Back-to-School Guidance, college classrooms shall be arranged so that, where possible, students are spaced at least 3 feet apart with a goal of attempting to get chairs/desks 6 feet apart. Although 6 feet apart is desired, it may not be achievable given classroom size and layout. Chairs/desks should be arranged to avoid students sitting in groups.

- e. 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 NH Division of Public Health’s guidance on handwashing at <https://www.nh.gov/covid19/resources-guidance/documents/hands-kids.pdf>.
- f. 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.nh.gov/covid19/resources-guidance/documents/stop-the-spread.pdf>.
- g. Contact Tracing – CCSNH and its institutions will continue to implement contact tracing based on the CDC’s and NH DPHS Bureau of Infectious Disease Control guidelines.
- h. 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. Approved COVID-19 Test: Approved COVID-19 tests currently include PCR-based test (molecular test) or a antigen test that are conducted within 5 days of symptom onset.
2. Asymptomatic Infection: People who are infected with COVID-19 but who show no outwards symptoms of COVID-19. These individuals are diagnosed through testing.
3. Close Contact: People who have been within 6 feet for 10 minutes or longer of a person with COVID-19. The 10 minutes of contact can be at one time or cumulative over the course of the day. Close contact does not include brief contact with a person or customer in passing.
4. Household Contact: Any individual who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs as sleep-over events, shared camp cabins, vacation rentals, etc.
5. Self-Quarantine: The separation of a person reasonably believed to have been exposed to COVID-19 to prevent the possible spread of the communicable disease.
6. 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.
7. Symptomatic Individuals: People who have [symptoms of COVID-19](#).

**Additional Resources**

[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)  
<https://www.covid19.nh.gov/resources/what-do-if-you-were-exposed-covid-19>  
[Self-Isolation Guide \(nh.gov\)](#)

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