



Nichols College

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**RETURNING TO THE WORKPLACE POLICY
COVID-19 Control Plan**

POLICY 05-06-01

Effective Date: 05/20/20

Date Last Revised: 08/13/2021

The following are responsible for the accuracy of this information contained in this document:

Responsible Policy Administrator

Vice President for Operations

Responsible Department

Human Resources

Contact

(508) 213-2111

1.0 - Primary Purpose:

Nichols College's policies and protocols are designed to protect the safety of our employees, students and the public with whom we interact. Our plans will be aligned with local, state and federal guidelines. As information regarding the COVID-19 virus continues to evolve, our policies and plans may be updated as appropriate.

2.0 - Expectations:

All staff and faculty are expected to comply with the guidelines outlined in this document. Failure to do so may result in disciplinary action.

3.0 - Symptom Monitoring:

Although it is not required to report daily symptoms in CoVerified, it is recommended to use caution and remain off campus if you exhibit any of the following symptoms:

- Cough
- Shortness of breath
- Fever in excess of 100 degrees
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

4.0 - Hygiene Protocols:

- The college will ensure access to handwashing facilities on site, including soap and running water and encourages frequent hand washing. Alcohol-based hand sanitizers with at least 60% alcohol can be used as an alternative.

Stop the Spread of Germs: <https://www.youtube.com/watch?v=atoYskgIFXs>

5.0 -Face Coverings:

- Unvaccinated individuals should wear face coverings in accordance with the Vaccination Policy (08-04-01).

6.0 -Staffing and Operations:

- There will be no occupancy limits beyond building codes.
- Employees who have COVID-19 like symptoms will be advised not to report to the office or will be sent home.
- Employees who test positive for COVID-19 will be required to remain off campus for a minimum period of 10 days from diagnosis. Additionally, employees will not be permitted to return until they have been symptom free for a period of 24 hours without the use of medication, and a minimum of ten (10) days have passed since the onset of symptoms.
- If an unvaccinated employee has been exposed to someone with COVID-19 or tests positive for the virus, they should report this to their supervisor or human resources immediately. They will be instructed to remain off site for a minimum of 7-10-days. This may adjust based on guidance from Mass.gov. Details on quarantine timing can be found at <https://www.mass.gov/guidance/information-and-guidance-for-persons-in-quarantine-due-to-covid-19#how-long-must-you-quarantine->
- If an employee develops symptoms, has been exposed to someone with COVID-19 or tests positive for the virus and has been on-site, we may ask them to provide us with information regarding who they have been in close contact with at Nichols. Close contact is defined as within six feet for a cumulative period of 15-minutes or more. Unvaccinated individuals who have been exposed through close contact will be asked to isolate for a period of 10 days.

7.0 – Testing:

- Unvaccinated employees will be required to sign a two-part consent form and participate in random weekly COVID-19 tests that will be conducted on campus.

8.0 - Cleaning and Disinfecting:

- If an employee who is diagnosed with COVID-19 has been on campus, the area will be thoroughly disinfected by facilities management.
- The college will conduct frequent cleanings and disinfection of facilities (at least daily and more frequently if feasible).

10.0 – Links:

[Mass.gov COVID INFO](#)
[CDC COVID INFO](#)

10.0 – Related Policies:

Vaccination Policy 08-04-01



Vice President for Operations

8/13/2021

Date

The above policy has been reviewed and approved by President's Council and is effective as of the date indicated above.