

# HEALTHY TOGETHER

GUIDE FOR  
EMPLOYEES  
ON CAMPUS



LEO  
1911-1990  
CLASS OF 1930



**KING'S COLLEGE**

TRANSFORMATION. COMMUNITY. HOLY CROSS.



## HEALTH AND SAFETY PROTOCOLS FOR OUR ON CAMPUS EXPERIENCE

We will engage, and ask you to engage with us, the practices that will help keep us all as healthy and safe as possible.

The College will follow the rules, regulations, and guidance from local, state, and federal governments and agencies. Our facilities and housekeeping teams will work diligently to clean and disinfect your classrooms, residences, and other campus facilities.

Most classrooms and meeting rooms will be furnished and spaced at an approximate capacity of 80%. Masks are required inside any college facility with exception of being seated while eating or drinking. Updates will be made to our protocols as deemed safe based on the campus vaccination rate and community situation.

If you see something you believe to be unsafe, please respectfully correct the situation, report it to our pandemic safety officer [pandemicofficer@kings.edu](mailto:pandemicofficer@kings.edu) or report the situation with the **Campus Shield App** Anonymous Reporting tool.

# HEALTHY TOGETHER

Guide for Employees on Campus

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# HEALTHY TOGETHER

Guide for Employees on Campus

## EXPECTATIONS AND GUIDELINES

King's College is excited to welcome everyone to campus, knowing that the new academic year continues to bring ongoing challenges. Our emphasis is on safety for all. Continued safe behaviors and compliance with our processes are critical in maintaining our in-person presence. We have endured COVID-19 and will continue to move forward and thrive by being smart, kind, strong, creative and resourceful.

Our adjusted plan utilizes guidance from local, state and national organizations including the Wilkes-Barre City Department of Health (WB DOH), the Pennsylvania Department of Health (PA DOH), the Pennsylvania Governor's Office, the Centers for Disease Control (CDC), and the American College Health Association (ACHA). Guidelines will be closely monitored, and our policies will be updated as necessary. The requirements for masking, spacing, and testing are subject to change and may be dependent upon increases or decreases in cases, as well as guidance from state and federal government.

We are all in this together but YOU are the leaders of today. New social norms and behaviors still matter. How we do is up to You! We believe you will rise to the challenge and are counting on you to keep yourself and your neighbors safe. We look forward to students living on campus, enjoying campus life, and attending in-person classes from here on.



We have endured COVID-19  
and will continue to move forward and thrive by  
being smart, kind, strong, creative and resourceful.

# PERSONAL RESPONSIBILITY

It is not hard to be smart. It just takes commitment to the cause.  
Please do your part to STAY SAFE.

- **Wear your mask!** A properly worn facial covering/mask is required indoors if you are not alone.
- Wash your hands often and vigorously for at least 20 seconds. If you are unable to wash your hands, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth. Avoid close contact with people who are sick.
- People without symptoms can still spread the virus — in fact, you could give COVID-19 to others even if you don't feel sick.
- In the event a King's employee is exposed, or diagnosed with COVID-19, the employee should notify their supervisor, and call the Human Resources office at **570-208-5925**. The Office of Human Resources will guide the impacted employee to discuss time off, working away from campus, and discuss what necessary notifications must occur. All information will remain confidential and only will be used for contact tracing purposes when required.



# SYMPTOM MONITORING REQUIREMENT

If you experience symptoms of COVID-19 (see the list in the graphic below) in a fashion different from your normal health pattern, **PLEASE STAY HOME** from work. Additional steps follow.

1. If you are experiencing severe symptoms such as a high fever or shortness of breath, or if you feel that you are in crisis, call 911 and your healthcare provider.
2. Employees will seek medical guidance and treatment options from their healthcare provider.
3. Employees can find out more about testing on the CDC Testing Overview site. Testing facilities can be found by contacting your primary health physician, or the PA Department of Health Testing site Locator. National providers like MedExpress, CVS, Walgreens, LabCorp, Quest Diagnostics and Rite Aid also have some testing sites available. Information is also available on the **King's COVID-19 web page**.
4. Employees who exhibit any symptoms of illness outside of their normal health pattern are encouraged to remain off campus. Please notify your direct supervisor if you are not going to be at work.

## SYMPTOMS



- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

# SAFETY GUIDELINES

The combination of wearing a mask, social distancing, hand washing, disinfecting surfaces and daily health monitoring gives us the best chance to **STAY SAFE** and **STAY ON CAMPUS**.

## FACE MASKS/ FACE COVERINGS

Masks are effective in reducing the spread of COVID-19 by acting as a barrier to particles that come out of the nose and mouth. They must be worn **PROPERLY** covering the nose and mouth fully.

### What type of face covering should I wear?

King's will require face masks in all indoor campus locations and when occupying a vehicle with another person for work purposes, regardless of vaccination status. With the high degree of transmissibility from the Omicron variant, we strongly recommend that you wear a KN95 or disposable surgical face mask in lieu of cloth masks or neck gaiters.

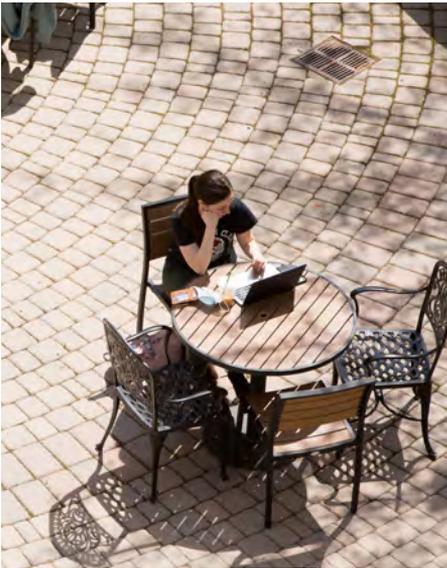
(Note: A disposable surgical mask can be made well-fitted through a knot and tuck preparation. See directions at <https://youtu.be/GzTAZDsNB0.>)

If you are unable to procure an KN95 or disposable surgical face mask, you must layer more than one cloth mask for protection. Neck gaiters are not acceptable for they do not provide the necessary level of protection.

Masks are optional outdoors; however, you must be prepared to put your mask on at any moment. Exhalation vented masks are **NOT** acceptable. Face masks must be worn in all classrooms and campus buildings. Masks are optional outdoors, however, you must be prepared to put your mask on at any moment. Exhalation vented masks are **NOT** acceptable.

Under the OSHA regulations, employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. King's policy is that all employees mask while indoors unless they are completely alone.

One can spread COVID-19 even with no symptoms and when not feeling sick. It is very important to wear a mask to protect everyone around you. Masks also help to filter the air you breathe in and so will decrease the chance of getting sick from inhaling other people's respiratory particles, including viruses.



## Where You Should Wear A Mask

Any public area, including but not limited to:

- Class
- Libraries
- Shared Offices
- Gyms or fitness centers
- Common areas (hallways, lounges, stairwells, laundry rooms and elevators)
- Campus/transportation
- Facilities around campus
- King's Court and other Dining Service locations

**Remember: DO NOT lay your mask down on a counter, desktop, or other surface that could transmit infection.** Masks created for single use should be discarded and replaced daily.

Visit CDC @ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html> for details.



## **PUBLIC COMMON AREAS OUTSIDE OF BUILDINGS:**

If a person is alone walking or working on campus, and maintains 6 feet distance from others, the person can remove the face covering/mask, but must be prepared to put the face covering on if 6 feet distance cannot be maintained.



## SOCIAL DISTANCING

Stay at least 6 feet apart from others. Social distancing, also known as physical distancing, is one of the most effective ways to keep yourself and others from being exposed to COVID-19.

Tips for a safe adjustment back to campus:

- **GET VACCINATED.** The College is requesting anyone who can receive the vaccine safely to do so.
- Please pay attention to where you have been each day in the event you are notified through our contact tracing process.
- **Use the stairs when you can.** If using the elevator, limit it to 4 people in at a time.
- Don't share equipment and tools, such as phones, laptops, writing utensils, and other items. **Sharing items = sharing germs.**
- **Be creative.** Replace handshakes and hugs with waving, placing a hand over your heart, or making a peace sign when you do not know if someone is vaccinated.
- Please plan in person meetings in advance, make appointments when possible, and be mindful of room capacity. If you are unsure of a room's capacity, please reach out to [facilities@kings.edu](mailto:facilities@kings.edu). Disinfect cell phones, electronic equipment (with proper cleaners for your electronic devices), and commonly touched areas daily.
- Stay "social" and safe with facetime or video calls with friends and family.

## Tips for proper handwashing and habits to prevent illness.



- Wash your hands using soap and water for at least 20 seconds, especially after you have been in public areas. Include front, back, in between and tips of fingers and thumb. If so inclined, say the Our Father twice, which takes about the time needed for a thorough cleansing.
- Wash your hands before and after you eat.
- If not able to wash with soap and water, use a hand sanitizer that contains at least 60% alcohol.

←----- 6 FEET -----→

We have adjusted classrooms and other spaces on campus to 80% capacity to allow for teaching and learning in a socially distanced manner.

## ACADEMIC INFORMATION

- In the classroom, all students and faculty are expected to wear a mask. Students are not allowed to attend in-person course meetings without a mask, and continued refusal to comply is reason for disciplinary action, up to and including dismissal from the College. Students should sit in the same assigned seat for the duration of the semester to assist with any follow-up communication required through our contact tracing process if needed.
- Class attendance plays an important role in academic success. However, a student who exhibits any potential symptoms of COVID-19 must not attend in-person class meetings at that time. In such instances, students should contact the College's Student Health Center for guidance. Students should also contact instructors as soon as possible to inform them of the absences. If you have a student show up for class with symptoms, please pull them aside privately and ask them to consult with the Student Health Center. They should not be in class if they are exhibiting symptoms.
- If a member of faculty is exhibiting symptoms, they should report to their Department Chair and make arrangements to provide a modified course, cancel, or reschedule class. If a faculty member tests positive for COVID-19, they should report both to their Department Chair and Human Resources. Human Resources will assist with contact tracing.



## CAMPUS ACTIVITIES

Campus Activities will continue to offer a variety of activities and experiences, to help create a social vitality to enrich the student experience. Virtual events are being offered in addition to limited in-person activities that follow guidelines. Masks are required at all indoor events, and physical distance is encouraged. In-person activities will only be held if all CDC and state guidelines are followed for the duration of the event.

- Faculty and Staff may continue to use the Intermetro Wellness Center, the pool and other areas in the Scandlon building when available. Face masks are required at all times while working out or engaging in activity. We are following an 80% maximum capacity in all areas. As always, participants using the fitness machines are required to wipe them down when their workout is complete. All individuals are required to bring their own water bottles and recreation equipment, such as basketballs, footballs, etc. Outside guests are not permitted at this time. More information about Athletics and Recreation can be found on the Athletics website and on the Athletics and Recreation FAQ sheet.

### Events

- Gatherings will be held in venues to allow social distancing and 80% maximum capacity guidelines.
- Outdoor events will be held in areas with acceptable attendance numbers and safe distancing following CDC and state guidelines.
- Any indoor event gatherings will be subject to College guidelines in conjunction with CDC and Pennsylvania Department of Health.



# MENTAL HEALTH TIPS

Work can be “stressful” under normal circumstances. Add on the information overload of what is happening in our country/world and it is a prime setup for increased anxiety. But there are things you should know and can do to make this transition easier. Don’t panic, we are in this together!

## CONSIDER THE SOURCE AND FOCUS ON WHAT YOU CAN CONTROL

- King’s College is dedicated to monitoring information from the CDC and the PA DOH.
- Watching the news periodically is OK, but excessive and continuous time spent watching or reading about the situations in the world can increase worrying and feelings of being out-of-control. We will continue to update our processes to keep our community safe, so you don’t have to resort to Dr. Google or rely on what you “heard” from a friend or family member.
- Designate a set 5-10 minute time to check reliable sources for daily updates and then disconnect from continuous news feed on social media. More is not always better!
- Focus on what you can control by following the Safety Guidelines

## USE HEALTHY COPING

Self-care is necessary every day and comes in lots of different “flavors.” Find what is right for you. Here are some suggestions:

- Get enough sleep; take a 20-minute nap
- Exercise. Go outside for a walk, stretch, do yoga. Practice gratitude through journaling
- Have a virtual visit with a friend or family
- Treat yourself to a piece of dark chocolate
- Do a meditation on calm.com
- Color or paint
- Listen to a funny podcast
- Use prayer



We have  
resources! Reach  
out if you need  
help

## REACH OUT

Realize that it is OK (and actually a good thing) to seek out support. Reach out to a professional, especially if:

- You are in Isolation or Self-Quarantine and feeling disconnected.
- Feeling excessively anxious and having trouble eating, sleeping, or working.
- Feeling depressed or having thoughts about harming yourself.
- Our confidential Employee Assistance Program is available to all employees 24 hours a day 7 days a week. Connect to a counselor for free support services: 1-800-386-7055 or Visit [www.ibhworklife.com](http://www.ibhworklife.com) Employee Login: (User name: Matters Password: wlm70101)

## OPERATIONAL GUIDE

### TRAVEL GUIDELINES

The Pennsylvania Department of Health consistently reviews and releases new guidelines on travel that could impact your time allowed on campus if not followed appropriately. Please review and follow the travel guidelines outlined by the state.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

The CDC has provided guidance for travelers. If you are planning to travel, please consult the guidelines **HERE**.

Employees who travel for leisure are encouraged to discuss their plans with their supervisor or Human Resources department if they feel self-isolation after travel would be recommended post travel.



A full list of King's updated protocols for student and employee travel can be found here:

<https://www.kings.edu/sites/default/files/travel-protocall-covid-19.pdf>



## MAKING APPOINTMENTS VS. DROP-IN MEETINGS

As a practice we must avoid drop-in meetings and pre-schedule in person meetings when necessary. Please utilize King's Directory to call or email ahead of time to ensure the availability of those you wish to meet with. Additionally, you may utilize email and outlook calendars to schedule appointments when needed. If you would like to create a Microsoft Bookings page so people can make appointments with you, please open a helpdesk ticket.

## SANITATION PRACTICES

To help prevent the spread of COVID-19, procedures and supplies will be in place to encourage proper hand and respiratory hygiene as well as routine cleaning and special disinfection of high-risk and high-traffic campus locations. To help maintain a safe and healthy physical campus environment, our Facilities team will follow a three-stage process to deliver a comprehensive preventative cleaning program.



- **STAGE 1:** Our standard cleaning protocols will include frequent cleaning of high contact work surfaces, vacuuming floors, removing trash, spot cleaning walls & carpets, and cleaning restroom facilities. Use of EPA-registered cleaners and disinfectants will be utilized according to manufacturer's recommendations for concentrations, contact dwell time and drying.
- **STAGE 2:** After these standard cleaning methods have been completed, each area will then be revisited by custodial services staff to complete an electrostatic spray treatment using a hospital grade disinfectant. Horizontal and vertical room surfaces can be efficiently and effectively reached with this manner of electrostatic spray application in order to achieve the most complete coverage and disinfection of the classroom and workspaces.
- **STAGE 3:** In addition to the standard routine cleaning methods and the electrostatic disinfectant spraying treatments in classrooms, labs, study rooms, and common area spaces, handheld UVC light disinfecting wands will be used to further sanitize door handles and push bars, light switches, restroom fixtures, towel dispensers, and other community shared equipment such as break room appliances and computer stations.

If you have specific question regarding our sanitation practices, please reach out to [facilities@kings.edu](mailto:facilities@kings.edu)

## MONITORING HEALTH CONDITIONS ON CAMPUS

King's Human Resources Director (Regina Corchado) and Director of Student Health Services (JoAnn Kosik) are partnering to monitor health conditions on campus.

No touch thermometers are available at various locations across campus for anyone who needs access. Students and employees exhibiting signs and symptoms of illness are encouraged to stay away from campus to slow the spread of all illnesses.

As a practice, the HR Director and Director of Student Health will meet regularly to discuss the number of illnesses we are made aware of on campus and will provide a weekly dashboard of information on our website.



<https://www.kings.edu/mykings/covid-19-information/campus-metrics>

## GUIDELINES ON GATHERINGS

We will utilize the CDC guidelines when considering events and gatherings.

Class sizes are limited and we have made space modifications to ensure proper physical distancing is attainable. Based on these CDC social distancing guidelines, in most cases our revised classroom seating capacity has been reduced to about 80% of the original room seating capacity. We have also modified larger spaces and conference rooms to accommodate larger classes.

## CAMPUS MINISTRY

As you adjust to life at King's during the COVID pandemic, it is very important that you care for yourself and others physically, emotionally and spiritually.

All are welcome to worship at Sunday Masses (10:30 AM and 8:00 PM) or Weekday Masses (12:05 PM) at the Chapel of Christ the King, following all the safety protocols. For additional information, please visit: [https://www.kings.edu/life\\_at\\_kings/campus\\_ministry](https://www.kings.edu/life_at_kings/campus_ministry) It is always helpful to take a step away and to listen to the voice of God in the depths of your heart.



The Campus Ministry team and Holy Cross religious on campus are available to listen to your needs and concerns and to offer counsel.

## TESTING

Employees will seek COVID-19 testing when desired from their healthcare provider of choice. Pre-semester testing within 7 days prior to classes beginning will be required for all employees, regardless of vaccination status. Also, a weekly COVID surveillance testing program of the unvaccinated college population will occur throughout the semester; this is subject to change and may be more frequent if deemed necessary by college leadership.

### Testing Requirements for Unvaccinated and Partially Vaccinated Individuals

- a. You are required to participate in weekly COVID-19 surveillance testing.
  - i. Students and employees may participate in the free testing provided by the College each week in the Auxiliary Gym; or
  - ii. Submit proof of a negative COVID-19 test from an outside entity. Students must send their test results to [studenthealth@kings.edu](mailto:studenthealth@kings.edu), and employees must submit their test results to [hr@kings.edu](mailto:hr@kings.edu). The test results submission should clearly show: (1) the person's full name; (2) the date the test was administered; and (3) the result.
- b. Please schedule your weekly appointment through the bookings link that is sent to your King's College email account each week.

### Testing for Vaccinated Individuals

- a. Random surveillance testing may be required for vaccinated persons. This will depend on COVID-19 prevalence in the Spring Semester 2022 and is subject to change at any time.
- b. Asymptomatic students and employees may voluntarily participate in COVID-19 surveillance testing, which is held each week in the Auxiliary Gym. If interested, please schedule an appointment through the bookings link that is sent to your King's College email account each week.
- c. At this time, only symptomatic students or individuals who are part of an investigation are being tested for COVID-19 in the SHC. Although we administer courtesy tests for employees on occasion, during active investigations we are not able to accommodate the unrelated requests for courtesy tests from employees. Please contact Human Resources for guidance and support.

Failure to comply with the COVID-19 policy will result in action consistent with the existing Progressive Discipline Policy. King's will pay for up to four hours of time off at the employee's regular rate to get vaccinated, and will allow employees to use a reasonable amount of sick time to recover from possible side effects of vaccination, if either of these occur during working hours.

## Responding Positive or Probable COVID Case (as defined by the DOH) on campus

Employees should follow the direction of their healthcare provider, and keep in contact with Human Resources. Human Resources will coordinate with the College's pandemic safety officer (Tom Butchko) to ensure proper sanitation is conducted of suspect locations on campus including offices and common areas.

Trained King's College contact tracers begin investigation in collaboration with the Wilkes-Barre Department of Health of all close contacts as soon as we become aware of a case. Identified close contacts who are unvaccinated or vaccinated but not boosted must self-quarantine and then self-monitor their health. Close contact is defined as being in the presence of a Positive or Probable COVID case at less than 6 feet, for greater than 15 minutes. Vaccinated employees do not need to quarantine, however they should be tested 3 to 5 days after exposure. All asymptomatic employees are welcome to test at our on-campus events weekly.

### ISOLATION AND SELF-QUARANTINE: SIMILAR BUT NOT IDENTICAL

- **Isolation:** separates Positive and Probable COVID cases from those who are not ill in order to mitigate transmission of the virus.
- **Quarantine:** separates and restricts the movement of non-symptomatic people who were exposed to a Positive or Probable COVID case to allow time to determine if symptoms emerge.

### ISOLATION

Stay in assigned isolation room or a sick room at home for at least 5 days since first experiencing a symptom. In addition to the 5-day isolation, there should be no evidence of a fever for at least 24 hours, without the aid of medications, and symptoms must be improving. To enter isolation, take all personal items needed, use a separate bathroom when possible, check temperature twice daily, use antifever meds as directed, watch for new or increased symptoms such as a cough, loss of taste or smell, achiness, chills, nausea and vomiting, and rashes. Stay well hydrated.

## SELF-QUARANTINE; SHELTER-IN-PLACE

Employees should stay home for 5 days since last possible exposure. Do not go out in public. Avoid contact with people in high-risk COVID-19 categories. Check temperature twice daily. Monitor for symptoms such as cough, loss of taste/smell, achiness, chills, nausea and vomiting. Report increase in temp  $\geq 100.4$  and/or new symptom to your healthcare provider. Wear your mask any time you leave your home and stay 6 feet away from others.

### Who is considered a close contact to someone with COVID-19?

For COVID-19, a close contact is anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

### What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, closely monitor yourself for any symptoms of COVID-19. You do not need to self-quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19.



Individuals who are in isolation or self-quarantine should stay in contact with their friends and family.



### TIPS regarding exposure, close contacts, isolation, and self-quarantine.

- Do not panic. We have processes in place and are prepared to “control” the situation as best we can.
- Exposure will be determined solely by the King’s College trained contact tracers in collaboration with the WB DOH.
- Just because one lives with someone who is symptomatic or has been diagnosed with COVID-19, it does not necessarily mean one was exposed as a close contact.
- Only close contacts will be notified of a positive COVID exposure and required to self-quarantine.

**CONSISTENT BEHAVIOR** is key to our success in remaining on campus. If we all wear our masks, social distance, wash our hands regularly, monitor health daily and implement cleaning routines, every person will have a better chance to STAY SAFE and HEALTHY.



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