



Employee Guidelines for COVID-19 SAFETY & PREPAREDNESS





A message from
President Federico Zaragoza



Dear CSN Family,

The College of Southern Nevada remains committed to the health, safety and well-being of our students, faculty, staff, vendors and community members who have occasion to visit any of our locations throughout Southern Nevada.

I am pleased to present our Employee COVID-19 Safety & Preparedness Guidelines. Our response to the COVID-19 pandemic has been guided by an overarching desire to protect the health and safety of all members of the CSN family, and to continue empowering our students and communities to achieve, succeed, and prosper.

The college continues to use a data-informed and phased-in approach in returning to college operations, instruction, services and activities. CSN's plans are consistent with guidance from the state of Nevada's Roadmap to Recovery, Clark County's Mitigation Plan as well as policies and directions from the Nevada System of Higher Education. We will continue to follow recommendations from the experts at the Centers for Disease Control and Prevention, the Southern Nevada Health District, and the Nevada Occupational Safety and Health Administration.

As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will evolve with it. We will update them, and the entire CSN family, as appropriate should more information become available.

Thank you for those who have taken the opportunity to be vaccinated, and I again encourage all who can, to do so as soon as possible. Only through the continued efforts of vaccination will we be able to fully return to the pre-COVID environment.

Thank you.

A handwritten signature in blue ink that reads "Federico Zaragoza".

Federico Zaragoza
President
College of Southern Nevada

COVID-19 SAFETY & PREPAREDNESS GUIDE

Face Coverings

Face coverings are not currently required inside CSN buildings and campuses except for areas where medical services are provided (i.e., Dental Faculty Practice and the Accessible Spaces, Inc. clinic at the West Charleston Campus). In addition, face masks are required on public transportation to include the CSN Campus Commuter.

While the face covering mandate has been removed, all CSN employees, students, and members of the public retain the option of personally deciding to continue wearing a face covering on CSN property, including classrooms and workspaces. Those members of our college community who choose to continue wearing a face covering, or who choose not to, should be permitted to do so free of any criticism, judgment, or retaliation.

Please note that individuals may be instructed to wear a face covering around others in public as part of isolation/quarantine guidance given by a public health official, medical provider, or the CSN Wellness team. These individuals should continue to wear a mask on campus, around others for the prescribed period of time.

Symptom Monitoring Requirement

Employees are required to complete a health self-assessment daily prior to coming to campus. The health assessment questions include:

- Do you have a new cough that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Do you have any two of the following symptoms: Fever (100.4 degrees F or higher), chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, nausea, vomiting, or diarrhea?
- Have you come into close contact (within 6 feet for about 15 minutes or more) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 10 days?
- Have you been tested for COVID-19 and are pending results?
- Have you been advised to self-quarantine?

If any questions are answered “yes”, the employee shall not come to campus or engage in CSN activities (on or off campus). Contact Wellness@csn.edu with questions regarding a return to campus.

The [CSN Mobile Safety App](#) offers a COVID-19 Assessment Tool that will not record any answers or personal health information. Employees should follow the instructions in the app for any “yes” answers and follow up with their supervisor. If an employee is unable to access the app, they may request a paper copy of the screening questions from EHS@csn.edu.

People with COVID-19 have reported a wide range of symptoms ranging from mild to severe. Symptoms may include one or more of the following:

- ◆ Fever
- ◆ 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, vomiting or diarrhea



If an employee is sick or experiencing any symptoms related to COVID-19 (even minor symptoms), they should not come to campus, regardless of vaccination status. The employee should take a sick day or contact their supervisor for alternative work arrangements and follow-up with Wellness@csn.edu.

COVID-19 Reporting Procedures

Reporting COVID-19 Exposure or Diagnosis: All CSN students, faculty, staff and visitors are asked to report the following situations via the [CSN COVID-19 Online Reporting Form](#) within 24 hours:

- Positive COVID-19 test results.
- Undergone COVID-19 testing and are awaiting results.
- Exhibiting symptoms of COVID-19 and did not come to campus.
- Exhibiting symptoms of COVID-19 while on campus and later left.
- Have been in close contact with a confirmed COVID-19 case (within 6 feet of the person for 15+ minutes over a 24-hour period).
- Ordered to self-quarantine by Southern Nevada Health District or health provider.

This is CSN's confidential portal for reporting suspected or confirmed cases and will be used for contact tracing and notification purposes as required. CSN case managers will verify any exemptions to quarantine after an exposure (i.e., fully vaccinated or recent case of COVID-19). The employee should report their situation even if they think they are exempt from quarantine. If an employee has any questions about the reporting form or their personal situation, they should contact Wellness@csn.edu.

Human Resources Protocol for Post COVID-19 Exposure or Diagnosis:

- Upon receiving notification from the [Online Reporting Form](#) or Wellness@csn.edu, a trained Human Resources representative will contact the employee via their CSN issued email address to arrange a time to speak via telephone.
- The HR representative will ascertain information about the timeframe and possible location where the employee believes they may have come in contact with the COVID-19 virus. The HR representative will provide the employee with information regarding quarantine requirements and answer any questions related to health insurance, benefits, or other related questions.
- CSN Human Resources will communicate with the Office of Environmental Health and Safety and the Department of Public Safety to decide if any required legal notifications should be disseminated.

If an Employee Feels Ill at Work: If an employee is not feeling well or is experiencing symptoms related to COVID-19, the employee should put on a face covering, contact their supervisor and leave work immediately.

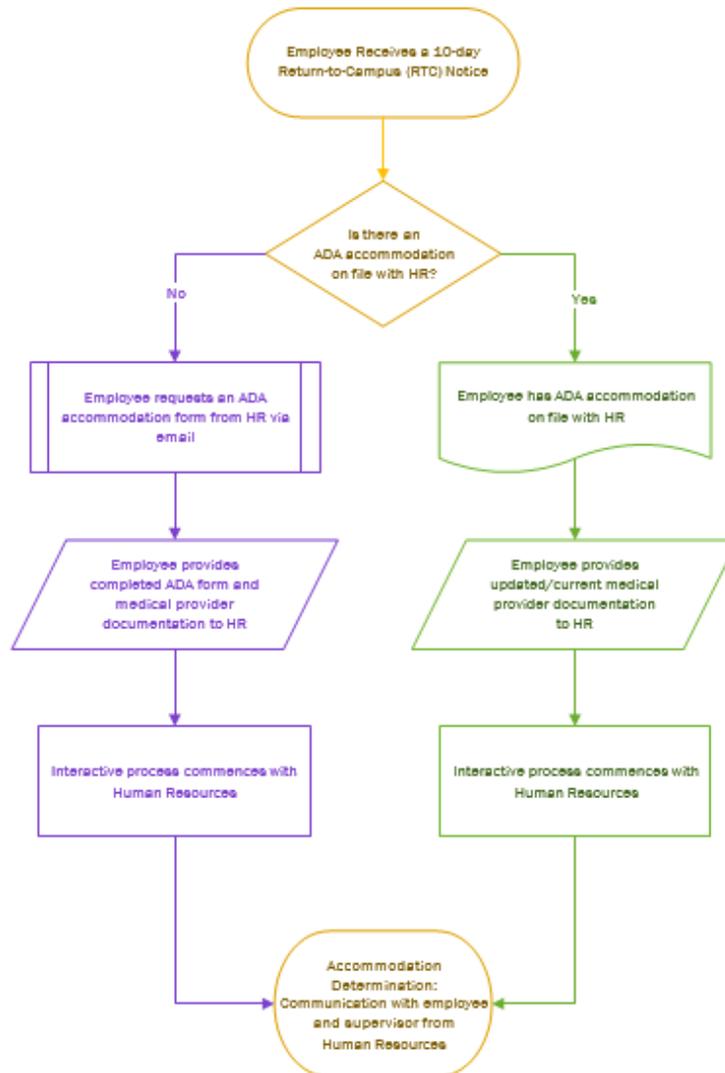
Upon leaving campus, employees should use the [CSN COVID-19 Online Reporting Form](#) or Wellness@csn.edu to report their condition. If appropriate, the workspace the employee occupied will be closed if possible followed by a deep cleaning protocol.

Prioritization of Confidentiality: CSN understands the importance of balancing employee confidentiality and informing the campus community of possible cases. CSN will inform the campus community of the general characteristics of the possible infection, while Human Resources conducts information gathering as required by OSHA.

Staffing Considerations

Vulnerable and High-Risk Populations: Employees who have concerns due to being a member of vulnerable or high-risk group based on a medical diagnosis, should engage in the interactive process as prescribed by the Americans With Disabilities Act (ADA) to arrive at job accommodations, if needed. Employees should work with Human Resources and follow the CSN ADA Policy in requesting job accommodations under the ADA.

Return-to-Campus ADA Accommodation Process Flow



Remote Work: Telecommute/Virtual work arrangements may continue for positions approved under the CSN Telecommuting Policy. The work arrangement is found on CSN's [COVID-19 Website](#) or can be obtained by contacting HRcustomerservice@csn.edu.

Personal Safety Practices

COVID-19 Vaccination: Being fully vaccinated and boosted when eligible is the best way to protect yourself against COVID-19 and prevent it from spreading to others, including those who are vulnerable to serious illness. All employees are encouraged to receive the COVID-19 vaccine. For assistance locating a vaccination site, please contact Wellness@csn.edu.

Face Coverings: Face masks continue to be a public health tool in preventing the spread of COVID-19. The CDC recommends wearing the most protective mask you can indoors where viral transmission is high. In addition, people who have a condition or who are immunocompromised should consider taking all recommended precautions including wearing a face covering in public around others.

Handwashing: Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching



your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands with sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of their Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common, everyday tasks.

Cleaning and Disinfection: Custodial teams will clean offices, workspaces, classrooms and high touch areas based on CDC guideline for disinfection. In addition to regular cleaning and disinfection, employees can wipe down commonly used surfaces within their work areas as needed. Products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface will be provided to use on shared areas and equipment such as copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.

Personal Protective Equipment (PPE) & Supplies: PPE and supplies may be requested via the online [PPE Ordering System](#). Supplies must be approved in the system by the supervisor and EH&S. Once approved, Delivery Services will bring the items to the location specified in the request. Contact EnvironmentalHealth.andSafety@csn.edu with any PPE or COVID-19 supply questions.

Coughing/Sneezing Hygiene: Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Travel: The CDC recommends taking the the following steps to protect yourself and others during travel:

- ◆ Protect yourself by being fully vaccinated and boosted when eligible.
- ◆ Do not travel if you are sick.
- ◆ Wear a mask over your nose and mouth.

- ◆ Avoid crowds and stay at least 6 feet from anyone who is not traveling with you.
- ◆ Wash your hands often or use hand sanitizer with at least 60% alcohol.
- ◆ Follow state and local travel restrictions. Check the state or local health department guidelines where you are going, along your route, and at your planned destination. This information is typically found on city or county health department websites.
- ◆ Review CDC guidelines for [travel within the U.S.](#) as well as worldwide [Travel Health Notices](#).
- ◆ Monitor yourself for symptoms after travel. Do not return to work if you become ill.
- ◆ For international travel, please follow the [CDC's International Guidance](#) for both vaccinated and unvaccinated individuals.

Guidance for Specific Workplace Scenarios

Public Transportation and CSN Shuttle Service: If you must take public transportation or use the CSN Campus Commuter shuttle service, all personnel should wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60 percent alcohol as soon as possible and before removing your mask.

Meetings: Where feasible, meetings should continue to be held using the extensive range of available collaboration tools (e.g. Webex, Microsoft Teams, telephone, etc.).

Employees are encouraged to continue communicating with colleagues and supervisors as needed by email, instant message, telephone or other available technology (e.g. Webex, Microsoft Teams, etc.).



Meals: Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

Signage and Posters: Employees are expected to follow signage on mask requirements and other COVID-19 protective measures.

Mental and Emotional Wellbeing

Employee Assistance Program (EAP): EAP is available to all employees of CSN and is provided through our vendor, ComPsych. [EAP benefits](#) are free and confidential and include a variety of services related to life, work, family, money, stress, and health. Employees are encouraged to use these services via the following methods:

- Online: Log into [GuidanceResources.com](https://www.guidanceresources.com)
 - ◆ APP: GuidanceNow
 - ◆ Organization Web ID: CSNEAP

Additional Resources and Contacts

- Human Resources – Leave, ADA Requests, Employee Concerns
 - ◆ Phone: 702-651-5800
 - ◆ HRcustomerservice@csn.edu
- Facilities Management – Building Maintenance and Service Requests, Cleaning Protocols
 - ◆ Phone: 702-651-4888
 - ◆ Online requests: [iServiceDesk](#)
- Environmental Health & Safety – PPE, Safety Practices
 - ◆ Phone: 702-651-7445
 - ◆ EHS@csn.edu
- CSN Wellness – COVID-19 Reporting, Testing and Vaccination Information
 - ◆ Phone: 702-651-3558
 - ◆ Wellness@csn.edu
- College of Southern Nevada [COVID-19 Website](#)
- Centers for Disease Control and Prevention (CDC) [COVID-19 Website](#)
- Southern Nevada Health District (SNHD) [COVID-19 Website](#)
- Nevada Health Response [COVID-19 Website](#)