GUIDING PRINCIPLES

Compliance and coordination – we’re all in this together

Phased employee return

Individual health and wellbeing

Clear ongoing communication

This document is intended to guide employees through the workplace transition during the summer months. An updated guide will be issued in July addressing fall semester and returning students.
Dear Colleagues,

As the COVID-19 pandemic enters a new phase, Bay College has developed a coordinated plan to safely guide our employees and students back to the campus. Our number one focus in this approach is keeping you and your families safe and healthy and our students and their families safe and healthy.

The information in this publication is a guide to us returning to work at both campuses and working with our business and industry partners. The Pandemic Team, which includes senior leadership members, Human Resources, Dean of Allied Health and Dean of West Campus, and a faculty member are overseeing the process and will implement it in a staged approach. We are gathering information from the CDC, ACHA (American College Health Association), OSHA, and the State of Michigan to guide our plans. We will be flexible and proactive to the dynamic, rapidly changing environment.

The Bay College family has responded in amazing ways to the COVID-19 pandemic and I know this commitment to fellow employees and students will continue throughout the coming months. While the higher education world and the world in general has been changing quickly, the ingenuity, agility, resilience, and collaborative spirit of everyone at Bay College did not change. We are stronger together!

Going forward we need to use the same can-do spirit that got us through winter semester so we can continue to serve our students, and keep all employees safe as we return to the workplace. We will implement social distancing guidelines and other health and safety best practices.

Throughout this process, we must share best practices and follow the standards outlined in this Return to Workplace Plan. Each of us has control over our human behavior, which when we follow these standards will help us stay healthy and safe and ultimately will also help our loved ones stay safe and healthy.

The Bay College family is strong and will keep moving forward!

Stay healthy,

Laura L. Coleman, Ph.D.
President
Bay College will follow the Michigan Safe Start Plan issued on May 7, 2020 by Governor Gretchen Whitmer. The plan is designed to re-engage Michigan’s economy and provide direction for workplaces on when and how to safely return. In addition, the College will follow all Michigan Executive Orders as well as all MIOSHA rules and regulations. Check the College’s COVID website for up to date information on what stage of the Michigan Safe Start Plan we are in.
WHAT IS COVID-19?

- Coronavirus are a family of viruses that can cause illness in people. Coronavirus circulate among animals, including camels, cattle, and cats.

- SARS-CoV-2, the seventh known human coronavirus and the virus that causes COVID-19, is thought to have jumped species from animals to begin infecting humans.

- Other coronaviruses have caused other outbreaks – Severe Acute Respiratory Syndrome (SARS) & Middle East Respiratory Syndrome (MERS).

Signs & Symptoms

- COVID-19 causes mild to severe respiratory illness – can cause a severe pneumonia-like illness

- Typical symptoms
  - Fever (>100.4°F)
  - Cough
  - Shortness of Breath
  - New loss of taste or smell
  - Symptoms begin 2-14 days after exposure

How COVID-19 is Spread

- Person to Person Spread
  - Exposure to respiratory droplets from someone who is infected
  - People without symptoms are able to spread the virus

- Contaminated Surfaces and then touching eyes, nose, or mouth

This Photo by Unknown
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Site Preparedness

#baysafe
### BAY COLLEGE STANDARDS

The Return to Workplace Plan will include the following college standards at a minimum:

<table>
<thead>
<tr>
<th><strong>Respect and adhere to Bay College policies</strong></th>
<th><strong>Facial coverings required in common areas and where social distancing is not possible</strong></th>
<th><strong>College facilities entry process will include health and screening questions</strong></th>
<th><strong>Proper use of Personal Protective Equipment (PPE)</strong></th>
<th><strong>Disinfecting and hygiene, in individual offices as well as common areas such as break rooms, common spaces, cafe and conference rooms</strong></th>
</tr>
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<tbody>
<tr>
<td>Sick? Stay home</td>
<td>Social distancing (min 6ft)</td>
<td>Visitors by appointment only</td>
<td>Return to Workplace phased approach</td>
<td>Communication and training prior to return to workplace</td>
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<td>Maintaining an inclusive culture through our behaviors and actions</td>
</tr>
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Your safety is our number one priority. Please stay focused for your safety and your colleagues’ safety. If you see unsafe behaviors, please intervene and/or report to your supervisor or HR.
RETURN TO WORKPLACE PLAN

This plan is intended to provide employees with guidance for implementation of the college Return to Workplace Plan.

The Return to Workplace Plan:
• a phased approach to recovery, with flexibility to allow for tailored implementation.
• consistent with CDC, State of Michigan, and MIOSHA guidelines and requirements.

The following are required in the Return to Workplace Plan:
• Employees are required to wear face coverings, see Facial Coverings Guidelines.
• Employees are required to use proper hand hygiene and wash or sanitize their hands frequently, see Hand Hygiene Guidelines.
• Employees are required to social distance (6 ft), see Social Distancing Guidelines.
• Employees are required to assist in disinfecting their office, lab, classroom, etc, see Disinfecting Guidelines.
• Employees are required to read and understand the new Communicable Disease Policy 610 and to report any potential signs and symptoms of COVID-19 and stay at home if ill.
• Employees are required to answer daily health screening questions.
• Employees are required to self-monitor and report illness.

• The College will follow current CDC travel advice.
• Response measures may temporarily rise or be re-introduced, during an overall effort to reach full recovery.
• Testing methods may not be readily available in our local areas, Bay College will continue to monitor and evaluate relevant testing if/when it becomes available.
RETURN TO WORKPLACE PLAN (CONTINUED)

Stay home when you are sick. Employees who are not feeling well, especially if you are showing any signs or symptoms of COVID-19, will be restricted from coming to campus. If you come to campus ill, you will be sent home. Employees can use their sick time or if possible, work from home until you are well enough to report back to campus.

Wash your hands frequently: Wash your hands with soap and water for a minimum of 20 seconds.

Personal Protective Equipment (PPE): Bay College will provide government recommended provisions, such as masks, sanitizers, and personal protective equipment (PPE), as well as implement procedures for social distancing for the wellness and safety of on-site employees. When on campus, you are required to wear a mask in open spaces such as hallways, classrooms, common spaces, restrooms, etc.

Entrance/exits on campus: There will be limited entrance and exit points on to campus. Employee must use approved entrances and exits while on campus.

Sanitize your workspace and equipment often: Employees will be required to assist with cleaning their office areas in conjunction with the Facilities Support Services department. This includes but not limited to regular cleaning of objects and areas that are frequently used, door handles, countertops, desks, keyboards, pointing devices, phones, and remote controls.

Social Distance. On-site employees must follow the six-feet rule and all other CDC guidelines while on Bay College campuses.

Meet remotely as much as possible. Try to meet as much as possible online. If you must meet face-to-face, use social distancing guidelines and masks. Bay College will follow the Michigan Safe Start Plan for allowable size groups. This will change over time.

Schedule differently. Try flexible work hours and staggered or rotational shifts so fewer people are in the office at one time.

Redesign workspace. Where possible, create partitions between employees such as cubicle walls, plexiglass dividers in common areas. If you need a partition in a shared workspace or safety tape to create a safe distance from where you work, please contact Human Resources.

Avoid congregating in breakrooms and common spaces: Employees will be prohibited from congregating for lunches and breaks on campus. Hourly employees who choose to stay on campus for lunch and eat at their desks are prohibited from working during their lunch time.

No communal food: Bay College employees will be prohibited from holding pot lucks or sharing communal food on campus.

Travel: All Bay College business travel is prohibited. Should an employee choose to travel for personal reasons, the College will folow the CDC travel guidelines and any travel restrictions specified in a state Executive Order.
PERSONAL PROTECTIVE EQUIPMENT (PPE)

Every employee will be provided the following items:

Two reusable masks  
32 oz refillable bottle of disinfectant, one per office location  
Large container of disposable towels  
5 brown paper bags for keeping reusable masks  
small alcohol wipes for carrying with you around campus

Classrooms, labs, conference rooms, etc will be provided the following items for all employees to use to keep these areas sanitized:

32 oz refillable bottle of sanitizer  
Large container of disposable towels  
Rubber gloves

Front desks, support/service desks, cashiers, tutoring, and other areas requiring sustained in person interactions will be outfitted with:

Plexiglass cough/sneeze guards  
32 oz bottle of disinfectant  
Large container of disposable towels  
Rubber gloves

Around campus:

Alcohol based hand sanitizer  
Sanitary disposable wipes  
6’ social distancing visual queues  
Room occupancy signs  
General safety signs and messaging

Please contact maintdept@baycollege.edu or maintdeptwest@baycollege.edu when you need a refill of disinfectant, disposable towels, alcohol wipes, or hand sanitizer.
REQUIRED DAILY SCREENING

Required Daily Health Screening

Employees can access the online health screening tool or call Human Resources (906.217.4036) to report their daily health screening answers if they do not have access to the internet.

The following questions will be asked daily of any employee who will be coming on site.

1. Do you have a fever, a dry cough, or shortness of breath?
2. Have you been in contact with someone who has tested positive for COVID-19 in the past 14 days?
3. Have you traveled internationally in the past 14 days?

If you answer yes to any of these questions you need to contact your supervisor. DO NOT COME to campus.

Scan QR code with your smart phone to directly access the daily screening form. Requires myBay login.
RETURN TO WORKPLACE REQUENTLY ASKED QUESTIONS

What if I took equipment when I left the college and need to bring that equipment back?

• You need to schedule a time to bring your equipment back so it can be properly cleaned, disinfected, and wired safely in your office. Contact John Lewandowski or Linda Varda to schedule a day and time for your equipment return.
  • Main campus, John Lewandowski lewandoj@baycollege.edu
  • West campus, Linda Varda vardal@baycollege.edu

What if I am ill?

• Do not come to work if you are sick. Stay home, let your supervisor know, follow up with your personal healthcare provider, and contact HR if you are positive for COVID-19.
• If you are at work and become ill, isolate yourself and call HR for guidance.

Can I continue to work from home?

• Yes/Maybe. Talk with your supervisor to develop a plan for continued remote work.
• If you are at work and become ill, isolate yourself and call HR for guidance.

What if I am high risk for getting very sick from COVID-19?

• Contact your supervisor and/or HR to discuss options.

What if I have been exposed to COVID-19?

If you believe you have been exposed in the past 14 days or have been in close contact with someone who is ill and has symptoms of respiratory illness, and develop fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice, do not come to campus, and contact your supervisor and HR for guidance.

What will Human Resources ask or do?

• HR will ask about your personal history of illness or contact with others who may have been ill.
• If you are ill, you will be asked about your symptoms, when they started and what if any interaction you may have had with your personal health care provider or the local health system.
• This information, along with guidance from CDC and WHO, will be used to determine:
  - If you may need to self-quarantine
  - If you need to follow up with your health care provider or local public health organization
  - If you may return to work on site
  - If you test positive for Covid-19
Mitigation and Individual Health and Wellbeing
#baysafe
All Bay College employees/students/contractors/guests will be required to wear facial coverings;

- In all common areas
- In any space where social distancing guidelines can’t be met (6ft separation)
- You do not need to wear facial covering when alone in your office
FACIAL COVERINGS GUIDELINES

The U.S. Centers for Disease Control and Prevention (CDC) continues to study the spread and effects of the novel coronavirus across the United States and on April 3, 2020, issued new recommendations. The new recommendations are that individuals should wear cloth face coverings in public settings where other social distancing measures are difficult to maintain especially in areas of significant community-based transmission.

The most effective way to control the spread of the virus and to protect the health of high-risk groups such as senior citizens and those with compromised immune systems is to practice social distancing, frequently and thoroughly wash your hands, and avoid touching your face.

The improper use of face masks or facial coverings may create more risk because individuals may not properly clean them, may feel an inflated sense of protection and let their guard down with social distancing practices, handwashing, or in fact touch their face more frequently as they adjust their mask.

What is a facial covering?

CDC is advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made from common materials at low cost can be used, however the College will provide employees with reusable masks. Click on the image to the right for more information on using a cloth mask.

You look awesome in a face mask!
Face Masks at Bay College:
We will provide you with a reusable face mask. The mask can be hand washed and hung to dry. If you wish to make your own mask the CDC has posted detailed instructions, as well as information on how to properly position and clean the mask.

When wearing a facial covering at work the face covering must:

• Cover your nose and mouth
• Not be torn or soiled and fit snug over mouth and nose
• Not display inappropriate graphics or language

What do I do with my mask when I’m not wearing it?
Place your mask in the brown paper bag provided to you when not in use. This will help to remove moisture from the mask and keep the mask from accidently being touched.

**DO NOT push your mask below your chin when not in use, remove the mask fully and DO NOT touch the front**

If your glasses fog up when you’re wearing a mask, the mask is not fit well. Make sure the mask fits properly and that the top of the mask is snug over the bridge of your nose. Place glasses over the fabric of the mask to reduce fogging.

**Note** a facial covering does not take the place of practicing proper hygiene. Hygiene practices listed below are still the best way to prevent the spread of the virus:

• Maintain social distancing
• Clean your hands often with soap and water
• Use hand sanitizer
• Avoid touching your face
• Use tissues to cover your mouth if you sneeze or cough, then dispose of the tissue in a designated trash receptacle
• Avoid close contact with people who are sick
• If you are sick or suspect you may be sick, stay at home and contact your medical professional for further guidance

Can I use a facial covering if I bring my own?
Yes, you can, and you can find information on how to make your own facial covering [here](#). Bay will provide disposable masks if you forget yours at home.

**HOW TO WEAR A FACIAL COVERING PROPERLY**
HAND HYGIENE – HAND WASHING

Washing our hands has never been more important. To watch a video on proper hand washing click here.

**Step 1**: Prepare the paper towel. On the main campus all paper towel dispensers are manual so let out as much towel as you need **BEFORE** you start to wash your hands.

**Step 2**: Wet hands with water, cold or warm water is fine.

**Step 3 & 4**: Apply soap and wash hands, back and palms, under fingernails, and at the wrists for at least 20 seconds.

**Step 5**: Rinse and remove soap.

**Step 6**: Dry hands with paper towel and use the towel to open restroom door.
HAND HYGIENE – HAND SANITIZER

Hand Sanitizer is available throughout the college in both wall-mounted units as well as portable hand pump containers.

Step 1: Apply hand sanitizer to dry hands.

Step 2: Rub hands together getting sanitizer on the palms, back of your hands, and in between fingers.

Step 3: Make sure to cover all surfaces of your hands and wrists.

Hands must be washed with soap and water after about every 10 applications of hand sanitizer to get the buildup of sanitizer off of the hands.
SOCIAL DISTANCING AT BAY COLLEGE

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

• Stay at least 6 feet from other people

COVID-19 spreads mainly among people who are in close contact (within about 6 feet). Transmission happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and come into contact with people nearby - typically entering through the mouth or nose. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

Bay College is finding creative ways to maintain social distancing while managing everyday work activities such as using cough/sneeze guards, closing small restrooms, limiting break room use, and more.

Video from CDC on the importance of social distancing.

Question prompts for social distancing scrutiny:

• In cases where social distance cannot be maintained, can the job/task be delayed?

• Are there alternative ways to complete a job in order to maintain social distancing?

• What are the added layers of protection that can be put in place to safely perform work where minimum social distance cannot be maintained?

Finally, social distancing is key to protecting our physical health during the pandemic. However, the physical separation hasn’t stopped our Bay teams from finding novel ways to maintain personal connections and work group engagement which are vital to supporting one another’s emotional health and demonstrating that together we are strong.
Bay College will provide disinfecting solutions to all employees.

- Every office will receive a 32 oz spray bottle with CDC approved disinfectant and disposable towels that employees can use to clean frequently used areas in their office, such as keyboard, mice, desktop surfaces, chair arm rests.

- Classrooms, labs, conference rooms, and break rooms will also have disinfectant available. Every employee must do their part to help keep equipment and furniture clean and sanitized throughout the day.

- Rubber gloves will be available in all classrooms, labs, and conference rooms.

- Facilities Support Services will clean and disinfect every evening focusing on public areas such as hallways, restrooms, conference rooms, high touch points (door knobs, light switch, ADA buttons), etc.

- Replacement disinfectant and disposable towels will be provided by Facilities Support Services. Send an email to maintdept@baycollege.edu or maintdeptwest@baycollege.edu and indicate you need a refill.

How long does coronavirus last on surfaces?

<table>
<thead>
<tr>
<th>Material</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal doorknobs, jewelry, silverware</td>
<td>5 days</td>
</tr>
<tr>
<td>Wood furniture, decking</td>
<td>4 days</td>
</tr>
<tr>
<td>Plastic plastic containers</td>
<td>2-3 days</td>
</tr>
<tr>
<td>Stainless steel refrigerators, some water bottles</td>
<td>2-3 days</td>
</tr>
<tr>
<td>Cardboard shipping boxes</td>
<td>24 hours</td>
</tr>
<tr>
<td>Copper pennies, teakettles, cookware</td>
<td>4 hours</td>
</tr>
<tr>
<td>Aluminum soda cans, tinfoil, water bottles</td>
<td>2-8 hours</td>
</tr>
<tr>
<td>Glass drinking glasses, mirrors, windows</td>
<td>up to 5 days</td>
</tr>
<tr>
<td>Ceramics dishes, pottery, mugs</td>
<td>5 days</td>
</tr>
<tr>
<td>Paper mail, newspaper</td>
<td>up to 5 days</td>
</tr>
<tr>
<td>Food/Water takeout, produce</td>
<td>not been shown to spread through food or water</td>
</tr>
</tbody>
</table>

INCLUSION AND COVID-19

What does inclusion have to do with COVID-19?

**I:** Be intentional with information. Refer to official sources and do not be consumed by inaccurate updates born out of fear or panic.

**N:** Intervene when you see non-inclusive behaviors.

**C:** Acknowledge commonalities in this crisis. We need to stand together in solidarity in times like this.

**L:** Listen and respect different perspectives. Be assertive with your feelings of discomfort or anxiety should the topic be too uncomfortable for you.

**U:** Watch for unconscious biases, such as referring to the novel coronavirus as Wuhan or China virus.

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**S:** Ask for support if this situation is causing you fear or anxiety or is hindering your daily function.

**I:** Be patient with inconveniences that are in place as a part of the precautionary measures such as temperature taking, reporting travel, or working remotely.

**O:** Provide options to support flexible work arrangements or arrange for back ups for work that must be completed on site.

**N:** Acquire the appropriate amount of necessities as and when required. Do not hoard. Hoarding would deprive others who may need them more urgently.

Demonstrating inclusive behaviors to keep ourselves, our families, and our communities safe.
EMPLOYEE WELLBEING

COVID-19 has impacted all of us in different ways. It is important to acknowledge uncertainty, change, and the consequences of this pandemic. As a Bay employee, you have access to support and help you navigate through these uncertain times, from flexible work arrangements to counseling services through our Employee Assistance Program (EAP). To help with your overall wellbeing, we have also included tips, information, and resources to assist all employees.

We will continue to monitor needs and update this section with the latest best practices and accessible materials.

External Resources & Services (requires myBay login)

- Employee Assistance Program (EAP)
- Financial Hardship
- Dependent Care
- Mental Health
- Telemedicine
- Legal Services

Tips, Tools, and General Wellbeing (requires myBay login)

- Coping with Stress
- Wellness Tips During a Pandemic
- Personal Wellness & Exercise Plan
- Personal Wellness Worksheet
- Working from Home with Kids

Spot Strengths in Yourself and Others Breathe from the heart Practice Compassion
Connect with great people
Take steps, not the whole journey
Self-Compassion Get Outside More
Short-Circuit Stress Find Meaning
Don’t let fear reign Flex your Kindness Muscle
Feed Positive Emotions

Discover Your Strengths
Be a Thoughtful Consumer of Information
Stay hydrated to stay happy
Appreciate others Cultivate Gratitude
Move regularly

Be Available
Thank Others Prioritize sleep
Be Mindful of Social Media Use
Communicate
Play more.
Powerlessly Laugh more.
Remember the good things
Notice the Unexpected Gifts in Your Life

Be a Giver Dial Up Positivity
Track Your Kindness
Eat Wisely Dial Down Negativity

Don’t Forget Humor Reframe Your Focus Forward Thoughts

We’re strong, we’ll be fine
Resources

#baysafe
If you need a copy of one of these signs they are on the myBay Employees tab are available for download and printing for all employees. LOGIN REQUIRED.
RESOURCES LINKS

Prevention & Testing

- Guidance on PPE
- Proper usage of masks/facial coverings
- Definition and use of different types of facial coverings
- Wash Hands Thoroughly

**Delta County COVID-19 Testing Sites:**
- Michigan Department of Health and Human Services
  - (888) 535-6136
- OSF St. Francis Hospital & Medical Group
  - (833) 673-5669

**Iron Mountain COVID-19 Testing Site:**
- Dickinson County Healthcare System (DCH)
  - (906) 776-5858

**Menominee/Marinette COVID-19 Testing Site:**
- Upper Great Lakes Family Health Center – Menominee
  - (844) 947-4854

Bay College Online Resources

- [Human Resources COVID-19 for Employees page](#)
- [Bay College COVID-19 Resources](#)

Resource Tools

- [Delta & Menominee Public Health and Human Services](#)
- [Dickinson County Health Department](#)
- [Michigan State COVID-19 website](#)
- [Bay College Pandemic Plan](#)
- [Michigan Safe Start Plan](#)
- [Centers for Disease Control (CDC)](#)
- [CDC Travel Information](#)
- [Resources Available to Students](#)

County Resources

- [Delta County website](#)
- [Dickinson County website](#)
STAY SIX FEET APART JOB/TASK EVALUATION FOR CLOSE CONTACT WORK

Work teams should challenge themselves on how the job/task can be performed SAFELY while following COVID-19 social distancing 6 ft precautions. Consider the following:

- Can this job/task be delayed?
- Are there additional steps that can be put in place to achieve the same outcome that will allow for compliance with social distancing 6 ft precautions?
- Are there additional layers of protection that can be applied or performed, before work commences?
- Ask the other employee, student, or guest the health screening questions. 
  Note: If any COVID-19 symptoms are present contact Human Resources. Do not perform the task with the other person.
- Limit time of exposure between co-workers.
- Be conscious of where you are facing vs. others.
- Safety pre-plan the job and discuss how each person should monitor themselves and what they should do if they feel a cough or a sneeze coming on.
- Could additional PPE be used (goggles, face shields, etc.)?
- Are there any other means of accomplishing this work?

If at any time, you are uncomfortable performing any close contact work, reach out to your supervisor.
WHAT HAPPENS WHEN SOMEONE IN MY WORK AREA HAS SYMPTOMS OF COVID-19?

Bay College has communicable disease policy procedures in place to address workplace illness.

These are the general guidelines that Bay College will follow if an employee appears to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or becomes sick during the day.

• The standard response for someone ill at work will be followed. This will typically be a call to their supervisor or Human Resources.
• Anyone responding will be wearing appropriate PPE.
• The employee will be isolated from other employees. This is to prevent the possible spread of any virus or bacteria.
• Human Resources or their supervisor will ask the employee screening questions and determine if further evaluation is necessary. In most cases the employee may be sent home or referred for medical treatment.
• The area where the person worked and had inhabited will be isolated and thoroughly cleaned and disinfected by Facilities Support Services.
• Individuals who may have had close contact with the employee will be identified and interviewed by Human Resources.
• Note that entire buildings, floors, or areas will not be evacuated or shut-down unless warranted.

• All of the steps to the left are applicable and critical to employees in an area possibly compromised, in addition the following may be required:
  - Evaluated by a health professional to determine the exposure risk level the employee may have experienced.
  - Leaders of the areas may determine what and if any additional PPE would be recommended.
  - Employees may need to continue to work while the area is being cleaned.

• The Supervisor will determine if it is safe to continue, and if so, what additional control room/area restrictions or protocols, up to and including screening actions, may need to be implemented.

• If you are concerned about your personal health and safety, talk to your supervisor or Human Resources.
INSTRUCTIONS FOR HANDLING POTENTIAL COVID-19 CASES

This document serves as a guide for employees who may need to respond to and manage another employee who reports that they feel ill from COVID-19.

If the employee is at a Bay College workplace:

- Have the employee isolate themselves in either their office or a separate room.
- Have the employee call their supervisor or Human Resources for guidance.
- Human Resources will conduct a screening procedure. Based on the outcome of the conversation, the person may be:
  - Advised to follow-up with their personal healthcare provider or local health department, and be sent home to self-quarantine
  - Sent directly to the local emergency room based on the severity of the symptoms
  - Notify the Department of Public Health and Human Services:
    - In Escanaba, MI call (906) 786-4111 or go to 2920 College Avenue, Escanaba, MI (906)786-4111
    - Iron Mountain call (906) 774-1868 or go to 818 Pyle Dr A, Kingsford, MI.
- Contact the college’s Facilities Support Services and let them know what rooms the employee has been in contact with so all spaces and equipment can cleaned and disinfected.
- For confirmed cases only: PAC, the employees supervisor, and Human Resources will draft messaging and communicate the situation to colleagues.
- Be sensitive to the employee’s fears about health and that of his/her family or colleagues, about isolation, potential job impact, etc. Be supportive and encourage the employee to use the Employee Assistance Program (EAP) services to discuss concerns.
- Connect with the employee over the phone or text regularly to monitor physical and mental wellbeing.

If the employee works remotely:
Instruct employee to contact Human Resources, who will follow procedures as outlined above.
EMPLOYEE COMMUNICATIONS CHECKLIST

Given the unique situation of each location, campuses will be responsible for site-specific communications to their returning employees. This checklist will provide guidance in developing those communications. The list includes links to existing documents that may be helpful in providing guidance to employees.

- Reinforce facial covering guidelines, hand hygiene, social distancing, and frequent disinfecting.

- Communicate regularly to employees, students, contractors, and other key stakeholders prior to and after return to workplace has begun. Assess and address employees’ emotional needs in addition to tactical aspects of the return.

- Provide a clearly communicated process for employees to follow when feeling ill at work or at home. See Personal Monitoring for Signs and Symptoms.

- Post posters and signage reinforcing personal hygiene, social distancing, reporting, and other best practices in relevant areas.

- Establish plans for employees prior to returning to the workplace and communicate expectations.

- Institute plans for ongoing monitoring and identifying concerns for employees upon return to the workplace.

- Communicate availability of Employee Assistance Program and other wellbeing services and information helpful for return to the workplace.

- Remember, we are in this together. Continue to build an inclusive, supportive environment. See Inclusion Moment: COVID-19.