

Nueta Hidatsa Sahnish College

Guidelines for Return to Work/COVID-19 Re-Entry

Phase One

1. **Notify:** Employees must notify their direct supervisor of any contact with individuals who have been diagnosed with or who are suspected of having COVID-19. Upon consultation with the Campus Safety Director a determination will be made regarding when this employee may safely return to work.
2. **High Risk Employees:** It is recommended that employees who self-report as being at high risk for highly contagious infections should stay home, telework as much as possible, and maintain isolation. This does not prevent employees who are deemed to be at high risk from returning to work with the permission of their supervisor, if deemed appropriate.
3. **Pre-Screen:** Upon reporting for work on each shift, employees will be responsible to review the Staff Self-Screening Tool which includes reviewing the possible signs and/or symptoms of infection and ensuring the absence of any symptoms prior to starting work. Temperatures will be taken. All staff must enter through Door C where the Campus Safety Director will take temperatures.

Any employee with a temperature reading above 100.4 degrees Fahrenheit (or above 99.6 degrees Fahrenheit if older than 70 years of age or immunocompromised) or anyone who reports “yes” to any of the screening questions, will be asked to return home immediately and directed to contact their direct supervisor and the Campus Safety Officer for further direction.

4. **Regular Monitoring:** All employees are advised to self-monitor throughout their shift. All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and the Campus Safety Officer.
5. **Individuals with confirmed COVID-19 or symptoms of COVID-19:** Sick employees should contact the Campus Safety Officer (701-421-0023) for guidance on following the most current CDC recommendations.
6. **Wear a Mask:** It is required that NHSC staff wear a face mask if there is the potential to come within six feet of other persons. NHSC staff can use cloth face coverings. It is required that NHSC Staff wear a face mask when entering buildings on campus where others may be working.
7. **Hand Hygiene:** Respiratory etiquette and hand hygiene will be required for all employees, students, and visitors. Soap and water is available at numerous places throughout campus.

Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department.

8. **Social Distance:** The employee should maintain 6 feet distance and practice social distancing as work duties permit while in the workplace.
9. **Wellness Exercise Area:** The Wellness Center exercise room will remain closed due to the small room size that does not readily allow for appropriate social distancing.
10. **Meetings/Events:** All events with more than 10 people will be prohibited. Events with less than ten people in attendance can occur provided that social distancing with greater than six feet can be maintained at all times.
11. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected, by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. If surfaces are dirty, they should be cleaned using soap and water prior to disinfection. EPA-approved products for use against COVID-19 will be used.
Employees should avoid touching other employee's phones, desks, offices, work tools, or equipment when possible. If use is necessary, such as the use of copy machines and scanners, cleaning and disinfecting should be completed before and after use.
12. **Travel:** No out of state or international travel recommended.

References:

<https://www.whitehouse.gov/openingamerica/#guidelines>
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
<https://www.osha.gov/Publications/OSHA3990.pdf>
<https://ndresponse.gov/covid-19-resources>

Phase Two

1. **Notify:** Employees must notify their direct supervisor of any contact with individuals who have been diagnosed with or who is suspected of having COVID-19. Upon consultation with the Campus Safety Director, a determination will be made regarding when this employee may safely return to work.
2. **High Risk Employees:** All employees may return to their normal on campus work spaces.
3. **Pre-Screen:** No pre-shift screenings will be performed but employees are encouraged to self-monitor for signs or symptoms of possible infection.
4. **Regular Monitoring:** All employees are advised to self-monitor throughout their shift. All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and/or the Student Health Nurse.
5. **Individuals with confirmed COVID-19 or symptoms of COVID-19:** Sick employees should contact Campus Safety Director (701-627-8052) for guidance on following the most current CDC recommendations.
6. **Wear a Mask:** It is recommended that staff members wear a face mask if there is the potential to come within six feet of other persons. Staff members may use cloth face coverings. All employees should wear a face mask when entering buildings on campus where others may be working.
7. **Hand Hygiene:** Respiratory etiquette and hand hygiene will be required for all employees, students, and visitors. Soap and water is available at numerous places throughout campus. Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department.
8. **Social Distance:** The employee should maintain 6 feet distance and practice social distancing as work duties permit in the workplace.
9. **Wellness Exercise Area:** The Wellness Center exercise will remain closed due to the small room size that does not readily allow for appropriate social distancing.
10. **Meetings/Events:** All events with more than 10 people will be prohibited. Events with less than ten people in attendance can occur provided that social distancing with greater than six feet can be maintained at all times.

11. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected, by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. If surfaces are dirty, they should be cleaned using soap and water prior to disinfection. EPA-approved products for use against COVID-19 will be used.

Employees should avoid touching other employee's phones, desks, offices, work tools, or equipment when possible. If use is necessary, such as the use of copy machines and scanners, cleaning and disinfecting should be completed before and after use.

12. **Travel:** Non-essential travel can resume based upon supervisor approval. Consideration will be given to destination, restrictions and current risks.

References:

<https://www.whitehouse.gov/openingamerica/#guidelines>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://ndresponse.gov/covid-19-resources>

Phase Three (New Normal)

1. **Notify:** Employees must notify their direct supervisor of any contact with individuals who have been diagnosed with or who is suspected of having COVID-19. Upon consultation with the Campus Safety Director, a determination will be made regarding when this employee may safely return to work.
2. **High Risk Employees:** All employees should return to their normal on-campus work spaces.
3. **Pre-Screen:** No pre-shift screening will be performed.
4. **Regular Monitoring:** All employees are advised to self-monitor throughout their shift. All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and/or the Student Health Nurse.
5. **Wear a Mask:** The employee may choose to wear a face mask at times of close contact with other persons (less than six feet).
6. **Hand Hygiene:** Respiratory etiquette and hand hygiene will be required for all employees, students, and visitors. Soap and water is available at numerous places throughout campus. Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department. Handshaking is discouraged.
7. **Social Distance:** The employee should practice social distancing as work duties allow while in the workplace.
8. **Wellness Exercise Areas:** The exercise room can reopen without restrictions. All equipment will be wiped down by the user after its use. Maintenance staff will also wipe down equipment and high touch services at the end of each day.
9. **Events:** Group gatherings may be held as long as social distancing can be maintained at all times. One way traffic lines should be noted along with social distancing markings on the floor when appropriate. Frequent disinfection of high touch surfaces must be performed.
10. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected, by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. If surfaces are dirty, they should be

cleaned using soap and water prior to disinfection. EPA-approved products for use against COVID-19 will be used.

11. **Travel:** Travel is open and without restrictions

References:

<https://www.whitehouse.gov/openingamerica/#guidelines>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://ndresponse.gov/covid-19-resources>

