

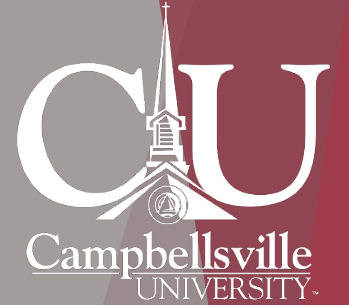
Campbellsville
UNIVERSITY



C.A.R.E
PLAN

Comprehensive Approach for Returning Employees

CU C.A.R.E. Plan



- ▶ Comprehensive Approach for Returning Employees
- ▶ Before any employee returns to a Campbellsville University site, they must read this document and have approval from their direct supervisor.
- ▶ Each department will have additional guidelines, specific to the needs of their area or department.

Healthy at Work

- ▶ Campbellsville University is developing a phased reopening plan, through its Staged Reopening Committee (SRC).
- ▶ Per state guidance, CU can only reopen when a number of conditions are met and fulfilled. Any employee returning to work, as assigned by their supervisor, must comply with this plan.
- ▶ CU will continue to be accommodating to employees who are not able to report to work due to illness, taking care of a family member(s), or lack of childcare options.

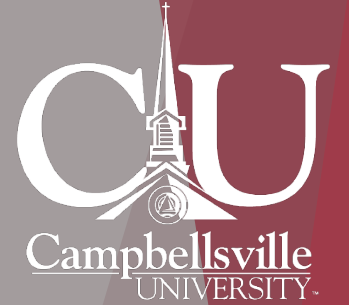
[Click here to read more on KY's Healthy at Work Guidelines](#)

Remote Work

- ▶ CU will continue telecommuting and remote work to the extent possible.
- ▶ If practicable, and with supervisory approval, employees who are able to perform their job duties via telework (phone and/or internet) will continue to do so.
- ▶ You should consult with your supervisor to discuss continued telework options.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Social Distancing



- ▶ Employees who are not able to telework and are physically present in University offices are required to remain a minimum of six (6) feet away from all other employees unless closer interaction is absolutely necessary.
- ▶ Employees must also minimize face-to-face contact with one another and with campus visitors to the greatest extent practicable. Meetings should be conducted via telephone or Internet, if possible.
- ▶ CU will restrict common areas such as lobbies, break rooms, lounges, and other facilities to maximize social distancing and reduce congregating.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Personal Protective Equipment (PPE)

- ▶ Employees are required to wear a minimum of a cloth facemask when reporting for work on-site, or when meeting in person with any individual, unless doing so would create a serious health or safety hazard to the individual.
- ▶ When an employee is working alone in an enclosed space *OR* when an employee is working alone in an area with more than six (6) feet of social distancing, they are not required to wear a cloth facemask.
- ▶ CU has provided each employee with a cloth facemask.

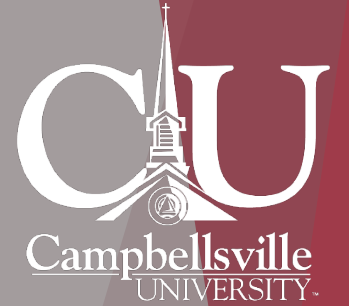
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Personal Protective Equipment (PPE)

- ▶ Any visitors to campus will also be encouraged to wear a facemask.
- ▶ Additionally, CU will ensure that employees whose job duties include touching items often touched by others have gloves that are regularly replaced.
- ▶ For more information on the use of cloth facemasks, click the link below:

**Use of Cloth Face Coverings to
Help Slow the Spread of COVID-19**

Hygiene



- ▶ CU will ensure that employees and any campus visitors have adequate access to hand sanitizer.
- ▶ CU also continues to encourage frequent handwashing.
- ▶ Employees should wash their hands after being in a public place and/or touching an item or surface frequently touched by other people, such as door handles, tables, screens, and before touching their eyes, nose, or mouth.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Hygiene



- ▶ Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.
- ▶ Follow these five steps every time.
 - ▶ **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - ▶ **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - ▶ **Scrub** your hands for at least 20 seconds.
 - ▶ **Rinse** your hands well under clean, running water.
 - ▶ **Dry** your hands using a clean towel or air dry them.

<https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>

Sanitation and Cleaning

- ▶ CU will implement measures to increase cleaning and sanitation, especially on frequently touched surfaces.
- ▶ If an employee tests positive for COVID-19 or has associated symptoms, the University will restrict access to contaminated areas, post signage, and adequately clean impacted areas.
- ▶ Any contaminated area will be completely shut-off from use to all but essential personnel for a minimum of 24 hours.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Daily Health Checks

- ▶ CU is opting to enforce daily health checks in the form of self-administered screenings.
- ▶ Employees who have a fever (temperature over 100.4) or any symptoms of COVID-19 will not be allowed on any University property until the completion of an appropriate quarantine period and/or will be directed to their healthcare provider to be tested.
- ▶ Daily self-screening *must* be completed prior to reporting to a site or campus to work. Presence of any symptom or fever over 100.4 immediately disqualifies an employee from working on-site.
- ▶ The CU Daily Health Assessment can be conducted by clicking [HERE](#).

[Click here to read more on KY's Healthy at Work Guidelines](#)

Daily Health Checks

- ▶ If an employee is unable to complete the self-administered CU Daily Health Assessment must report to a C.A.R.E. kiosk, which will be located in 2 places on main campus:
 - ▶ 1. For physical plant employees:
 - ▶ Physical Plant (7:00am - 8:00am)
 - ▶ 2. For all other employees:
 - ▶ Stapp Hall porch (7:30am - 8:30am)

[Click here to read more on KY's Healthy at Work Guidelines](#)

Daily Health Checks - Regional Sites

- ▶ If an employee is unable to complete the self-administered CU Daily Health Assessment must report to a C.A.R.E. kiosk, which will be located in the following places for CU regional sites:
- ▶ Harrodsburg
 - ▶ Administration Building front porch (7:30am - 8:30am)
- ▶ Louisville
 - ▶ Heritage Hall vestibule (7:30am - 8:30am)

[Click here to read more on KY's Healthy at Work Guidelines](#)

Testing Plan



- ▶ The University strongly encourages **ALL** employees to be tested for COVID-19 prior to returning to work on-site. An employee who is tested, must test negative for COVID-19 before seeking approval to return to work on-site.
- ▶ If an employee has symptoms, they should go home or stay home, contact their supervisor, and seek attention from their healthcare provider.
- ▶ Your healthcare provider will then direct you to the nearest testing facility, if necessary.
- ▶ Additional guidance on testing will be released in the near future.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Contact Tracing

- ▶ In the event an employee is exposed to or tests positive for COVID-19, the University will assist public health officials in tracing contacts for that individual. This might include information such as:
 - ▶ Employee's work schedule
 - ▶ Hours or shifts worked
 - ▶ When the employee was potentially exposed
 - ▶ Names and contact information of any other employee or party exposed to the virus.

[Click here to read more on KY's Healthy at Work Guidelines](#)

Special Accommodations

- ▶ CU will continue to accommodate individuals at higher risk for severe illness from COVID-19. According to the CDC, these individuals are:
 - ▶ *Aged 65 years and older*
 - ▶ *People of all ages with underlying medical conditions, particularly if not well controlled, including:*
 - ▶ *People with chronic lung disease or moderate to severe asthma*
 - ▶ *People who have serious heart conditions*
 - ▶ *People who are immunocompromised*
 - ▶ *People with severe obesity (body mass index [BMI] ≥ 40)*
 - ▶ *People with diabetes*
 - ▶ *People with chronic kidney disease undergoing dialysis*
 - ▶ *People with liver disease*

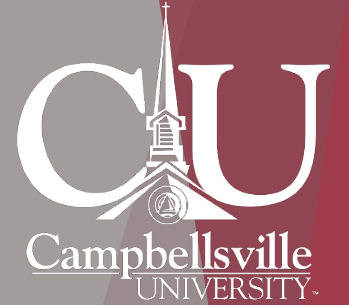
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Healthy at Work Officer

- ▶ In accordance with state guidance, CU has designated an employee as its Healthy at Work Officers:
- ▶ Dave Walters
 - ▶ dlwalters@Campbellsville.edu
- ▶ This person is responsible for the University's compliance with state guidance and any other guidance provided.
- ▶ Employees should contact Dave Walters with suggestions for potential improvements and/or concerns with the University's phased reopening plan.

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