Returning to the Workplace Guide

COVID-19 Task Force Team
2020
Guiding Principles

Life Chiropractic College West (LCCW) Return to the Workplace Guide was created to establish safety, health and wellness standards for staff and faculty in response to the COVID-19 pandemic as well as compliance that aligns with local orders, the State of California, the Center for Disease Control and Prevention (CDC), the Department of Health, the federal government, and the Life West COVID-19 Task Force Team.

It is equally important that we continue our mission, education, and research that will support patient care in the community we serve.

The COVID-19 Task Force will implement this guide until we transition to normal business operations following the COVID-19 pandemic.

We will continue to update our Life West Community as our knowledge and understanding continue to evolve.
Monitoring Symptoms

Employees returning to work are required to monitor and perform a self-observation screening on themselves prior to leaving home. The self-observation screening should be performed daily. Employees must also complete and submit the Health Screening questionnaire that can be found here. The Health Screening form is to be updated only when there is a change in the employee’s health or medical condition.

We strongly encourage employees who are sick to stay home. If you are on campus experiencing any of the following symptoms, please notify your supervisor immediately and contact your medical provider for additional instructions. While on campus, employees will be required to self-isolate until he/she safely leaves the campus. Human Resources will contact the employee to discuss additional steps that will be required prior to the employee returning to campus.

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<thead>
<tr>
<th>COVID-19 SYMPTOMS</th>
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<td>Fever or Chills</td>
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<td>Shortness of breath</td>
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<td>Fatigue</td>
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<td>Headache</td>
<td>New Loss of Taste or Smell</td>
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<td>Sore Throat</td>
<td>Congestion or Runny Nose</td>
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<td>Nausea or Vomiting</td>
<td>Diarrhea</td>
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Employees whose health condition falls within one of the above categories or those who may need a Reasonable Accommodation to be considered should contact Human Resources at (510) 780-4541 or HR@lifewest.edu. The employee will be expected to complete and submit a Temporary Reasonable Accommodation Request form. All requests will be carefully reviewed and you will be notified of the decision within two days.

If an employee is confirmed to have COVID-19 infection:

Life West is required to inform employees of their possible exposure to COVID-19 while still maintaining the employee’s rights to confidentiality and privacy, as required by the Americans with Disabilities Act (ADA). Please see further information on protecting the privacy of persons with COVID-19 from the California Department of Fair Employment and Housing.

The general area where the infected employee works will be temporarily closed until cleaning is completed. Additional steps will be taken by Administration that are required by law.
Phased Staffing

The purpose of the Life Chiropractic College West (Life West) COVID-19 Reintegration Plan is to establish standards that will enable our employees to return to work in an environment that protects their health, safety, and well-being as well as the Life West Community.

The Life West COVID-19 Task Force will implement a phased reintegration approach that offers flexibility to returning employees that will be coordinated over time to ensure we comply with all safety guidelines that include social distancing, the use of personal protective equipment, and personal health screening for COVID-19. This plan will begin once higher education institutions are permitted to move to Stage 2 or the Shelter in Place has been eliminated.

Staffing will be controlled and coordinated with employees by your manager to mitigate potential risks, concerns, or special considerations that may be requested by employees. As decisions to expand on-site staffing are made by the President and the Executive Leadership Team, staff and faculty are expected to follow these guidelines for returning to work on campus.

Employees will be notified and given twelve days to plan and prepare for their return. Employees are expected to return on the first Monday following the twelve day period unless approved in advance by your supervisor or other arrangements have been agreed to in advance by your supervisor and Human Resources.
Staffing Options

Life West has worked diligently to prepare the campus by taking several preventative measures to ensure the health and safety of our employees. Department supervisors will work closely with their employees individually to assess their employees’ needs and to consider the best options for a safe and smooth transition back to work.

There are two temporary ways department managers may follow as we transition employees back to work and until the Shelter in Place has been eliminated:

**Alternating/Staggering Days:** To support social distancing, department leaders may allow temporary staggering of shifts or partial staffing on alternating days. Again, this will be only a temporary arrangement until the Shelter in Place is eliminated. This arrangement is subject to change with or without notice, depending on the State or local Shelter in Place status update.

**Remote Work:** Available for those who have been approved for a reasonable accommodation. This arrangement must be approved by the immediate supervisor and Human Resources in advance of this option being granted.
Personal Safety Practices

Face Covering
Employees will be required to wear a face covering while in public and when social distancing is not possible as required by the CDC, local Health Department, and state, federal, and other local agencies. Employees will not be permitted to enter the building without a face covering.

Employees are responsible for bringing their face covering with them. Face coverings will not be provided to employees and will not be available for purchase onsite.

The CDC recommends the use of face coverings to help slow the spread of COVID-19 in public and office settings when social distancing is unable to be practiced.

The CDC also recommends face coverings when people leave their homes, regardless of whether they have fever or symptoms of COVID-19.

With the shortage of face coverings, cloth face coverings are an additional step to help flatten the curve when used in tandem with proper infection control (including frequent hand cleaning and surface washing) and social distancing, even for those who are asymptomatic.
Please consider the following guidelines when handling face coverings:

- Wash hands prior to handling the face covering (if not possible use a hand sanitizer).
- Face coverings should cover the nose, mouth, and under the chin.
- Face coverings should be snug around the sides along the face.
- While wearing a face covering, do not touch the face covering, or place the face covering on your forehead and neck.
- When removing the face covering, always handle it by the ear loops, fold the outside corners together, and wash your hands immediately afterward.
- Cloth face coverings should be washed after each use, while single-use face masks should be disposed of after each use.

**Social Distancing**

The CDC recommends that everyone should remain at least 6 feet (about 2 arms’ length) from other people. Do not gather in groups, stay out of crowded places, and avoid mass gatherings.

**Here are a few additional tips the CDC recommends:**

- Limit close contact with others outside your household in indoor and outdoor spaces.
- Keep at least 6 feet or more between yourself and others, even when you wear a face covering.
- Cover your mouth and nose with a cloth face covering when around others, including when you have to go out in public, for example, to the grocery store.
• Avoid gatherings of any size outside your household such as a friend’s house, parks, restaurants, shops, or any other place. This advice applies to people of any age including teens and younger adults. Children should not have in-person play dates while school is out. To help maintain social connections while social distancing, learn tips to keep children healthy while school’s out.
• Limit using any kind of public transportation, ridesharing, or taxis if possible. If you must use public transportation, follow these tips to protect yourself.
• If you are a student or parent, talk to your school about options for digital/distance learning.

Handwashing
Handwashing is critical after being in a public place. Scrubbing and lathering with soap and water for at least 20 seconds is recommended by the CDC. Follow the guidance from your local public health officials. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

Hand Sanitizer
Handwashing is the best approach to clean hands. Using a hand sanitizer is an alternative when soap and water are not available. Please keep in mind that hand sanitizers may not get rid of all bacteria and viruses and may not remove potentially harmful chemicals or visible dirt from hands. Properly use hand sanitizers by rubbing hands together and covering the entire hand between fingers until the skin is dry.
Sneezing and Coughing
To stop the spread of COVID-19 and germs in general, good practices are to cover your mouth and nose with a tissue when you cough or sneeze, and throw used tissues in the trash. If you don’t have a tissue, cough or sneeze into your elbow, not into your hands.

GUIDANCE FOR WORK AREAS

Office Settings
Life Chiropractic College West has set up visual cues on the floors of the campus to remind everyone of social distancing of at least 6 feet / 3 meters from one another.

Emotional and Mental Health
Life Chiropractic College West has an Employee Assistance Program through Anthem, available for all employees at the college who may need guidance and support during this stressful time. Usage of EAP is strictly confidential. EAP is available 24 hours a day, 7 days a week and can be used for various reasons. For more information, please visit www.anthemEAP.com or call 1-800.999-7222. Company Code: Life Chiropractic College West.
Gloves
In accordance with the CDC, gloves have mainly been used for health care workers and those who work in high-risk areas. We strongly encourage employees to practice good hygiene standards by washing your hands frequently with soap and water and making this a best practice throughout your day and after each task.

Face Shields/Goggles
Wearing a face shield or goggles should not replace social distancing, wearing a face covering, and good hand hygiene. Employees do not need to wear face shields or goggles in the workplace.

Coughing / Sneezing
- The CDC recommends that individuals cover their mouth and nose with a tissue or use the inside of their elbow when they sneeze or cough.
- Remember to throw the tissue into the trash.
- Next, immediately wash your hands with soap and water for at least 20 seconds. A hand sanitizer that contains at least 60% alcohol can be used if soap and water are not readily available.
ENTRY/EXIT CONTROL

Entering and exiting the building will be regulated and monitored. Employees will be required to use only the front and back entrances. All individuals entering the building must have a face covering on and should have completed their Self-observation and Health Screening prior to leaving home (if they have not been cleared to come on campus).

Visitors, guests, and pets are not allowed at this time. Service animals are an exception.

**Violations of these guidelines will be subject to disciplinary action.**
References