
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Pandemics

NUMBER: PRO 2-27

REFERENCE:

PAGE: 1 OF 5

I. PURPOSE

Lake-Sumter State College is committed to providing a safe environment for students, employees, and other members of the college community. This policy outlines the measures the College will take to mitigate the spread of a pathogen on our campuses. Invocation of the pandemic policy may be declared by the College President (or designee), in consideration of appropriate public health authorities (local, state, and federal), and Centers for Disease Control and Prevention (CDC) guidance, as well as existing College conditions. Cooperation and consistent adherence to the expectations outlined in this policy is necessary to sustain a healthy and safe learning environment and workplace, as well as to maintain the privacy and confidentiality of members of the College community.

This policy is subject to change in response to changes in governmental and regulatory guidelines.

II. RESPONSIBILITY

Oversight for this procedure falls under the supervision of the Executive Vice President.

III. SCOPE

This pandemic policy applies to all College students, employees, volunteers, and visitors to campus.

IV. DEFINITIONS

Pandemic Work Accommodations for LSSC Employees – Strategies that help prevent the spread of a pathogen in the workplace, help protect all members of the College community, including those at higher risk. These strategies may include sick leave, Family and Medical Leave Act leave (FMLA), Americans with Disabilities Act (ADA), flexible scheduling, working remotely, or other interim measures provided by local, state, or federal governments or agencies. The appropriate accommodation will be determined on a case-by-case basis, based the individual's situation and the College's operational needs.

Pandemic Accommodations for Students – Strategies that help prevent the spread of a pathogen in classrooms and public areas will be implemented to help protect students, including those at high risk. Course scheduling and/or teaching modalities may be modified or changed in order to address classroom and campus density concerns. The Emergency Deans will be activated to help address student questions and concerns, assist students with getting needed support and/or accessing area resources, assist students with exposure reporting, and help students look at their enrollment or administrative appeal options. Training for students on prevention strategies, College policies, and reporting protocol will be put in place to educate and guide student behavior and engagement.

Pandemic - Pandemics happen when a new pathogen emerges to infect people and can spread between people sustainably. Since there is little to no pre-existing immunity against the new pathogen, it spreads worldwide.

Personal Protective Equipment - Personal protective equipment, commonly referred to as “PPE”, is equipment worn to minimize exposure to a variety of hazards. A mask (or cloth worn over the nose and mouth) is an example of PPE.

Social Distancing - Social distancing means avoiding large gatherings and maintaining distance (according to appropriate health authorities) from others when possible. Decisions regarding closing community and/or public spaces like lounges, cafes, etc., as well as classroom density, will be handled locally, in keeping with current capacity guidelines, and considering whether social distancing adherence can be appropriately monitored and maintained.

V. RESPONSIBILITIES

To maintain a healthy and safe learning environment and workplace, and prevent the spread of a pathogen, every member of the College community is expected to adhere to the following based on guidance from the appropriate health authorities as follows:

a. Employee Responsibilities – General

1. If you have symptoms associated with the pandemic:
 - i. Employees should contact their supervisor prior to the start of their shift to request sick leave;
 - ii. Stay home until you have fully recovered per your health provider or guidance from the appropriate health authorities;
 - iii. If employees are off for three or more days, they must present a medical release to return to work.
2. If you have a positive pandemic illness diagnosis, stay home and seek medical care.
 - i. Employees should contact their supervisor prior to the start of their shift to request sick leave;
 - ii. Employees should complete and submit the Pandemic Exposure Reporting Form;

- iii. Stay home until you have fully recovered (a doctor's note may be requested to confirm an employee's medical release to work).
3. If you've been in close contact with someone infected by a pandemic illness, with high chances of being infected yourself, stay home and follow guidance from the appropriate health authorities:
 - i. Stay home the designated number of days after your last exposure (per guidance from the appropriate health authorities);
 - ii. Monitor your pandemic related symptoms;
 - iii. If possible, stay away from people who are at higher risk for getting very sick from the virus.
 4. If you are unable to return to work because of childcare reasons (for example, your minor child's school or daycare is not open) or you are caring for a high-risk individual, contact your supervisor and Human Resources to discuss pandemic accommodations for which you may be eligible.
 5. If you are unable to return to work due to reasons related to 1 - 4 above, contact your supervisor and Human Resources to discuss accommodations for which you may be eligible.
 6. When you are on campus (per current guidance from the appropriate health authorities), faculty and staff should:
 - i. Avoid close contact with others by practicing social distancing;
 - ii. Cover your mouth and nose with a cloth face cover (a mask) when around others and you are unable to practice social distancing; when you leave workspace, you are expected to wear a mask;
 - iii. Wash your hands often or use hand sanitizer;
 - iv. Cover coughs and sneezes;
 - v. Clean and disinfect often; this includes your workstation, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, and copiers.
- b. Employee Responsibilities Concerning LSSC Students**
1. Communicate with students about College policy, clarify expectations, discuss material and equipment changes, and gauge student well-being;
 2. Educate and reinforce the College safety protocols;
 3. If you observe a student exhibiting symptoms associated with the pandemic:
 - i. Meet with the student privately to share your observations and listen to their feedback
 - ii. If they indicate that they are ill, direct the student to go home until they have fully recovered per their health provider or guidance from the appropriate health authorities
 - iii. Encourage students to seek medical attention
 - iv. Remind them of College resources
 - v. Have the student follow up with the Emergency Deans or submit a referral

4. If you learn that a student has a positive pandemic-related diagnosis, direct them to stay home and seek medical care;
 - i. Make a student referral to the Emergency Deans for reporting, tracking, and to ensure they get access to support;
 - ii. The student should only return to class after they have fully recovered as indicated through local, state, federal and guidance from the appropriate health authorities.
5. When on campus, faculty and staff should help students to:
 - i. Follow established College guidance regarding PPE and the use of protective equipment or materials;
 - ii. Submit a workorder or contact the help desk on behalf of a student(s) if common areas need additional cleaning or disinfecting due to a safety concern

c. Supervisor Responsibilities Concerning LSSC Employees

1. Communicate with each employee regularly to clarify expectations, material and equipment needs, and to gauge their well-being;
2. Educate and reinforce the Employee Responsibilities while on campus;
3. If you observe your employee exhibiting symptoms associated with the pandemic:
 - i. Meet with the employee privately to share your observations and listen to their feedback;
 - ii. Direct the employee to go home until they have fully recovered per their health provider or guidance from the appropriate health authorities;
 - iii. Encourage them to seek medical care; remind them of pandemic accommodations, including sick leave, FMLA, etc.;
 - iv. If the employee is off for more than three days, a medical release may be requested to return to work.
4. If you learn that your employee has a positive pandemic-related diagnosis, direct the employee to stay home and seek medical care.
 - i. Assist the employee in completing the Pandemic Exposure Reporting Form;
 - ii. Only allow the employee to return to work only after they have fully recovered and per local, state, federal, and guidance from the appropriate health authorities.
5. When you are on campus:
 - i. Follow established College guidance for the procurement of cleaning supplies, hand sanitizer, PPE, and other protective equipment employees will need to adhere to the Employee Responsibilities outlined in this policy;
 - ii. Ensure that the employee and student common areas are cleaned and disinfected regularly;

- iii. Continually assess department operations to determine if any of the pandemic accommodation strategies would enhance your ability to keep employees safe while meeting student needs. Discuss these strategies with your immediate supervisor and Human Resources to evaluate your assessment.

VI. Pandemic Work Accommodations - LSSC Employees and Student Workers

Each request for a work accommodation is evaluated on a case-by-case basis. Factors considered include the reason for the request, the nature and timing of the request, and department operational and staffing needs.

- a. LSSC Employee Work Accommodations Include:
 - 1. Administrative Procedure 5-11 Leaves, including:
 - i. Sick Leave;
 - ii. Personal Leave;
 - iii. Vacation;
 - iv. Sick Leave Pool.
 - 2. Administrative Procedure 5-31 Family and Medical Leave Act Leave (FMLA);
 - 3. Available local, state, and/or federal interim pandemic-related employment benefits;
 - 4. Interim Flexible Work Arrangements Guidelines – Applies to certain exempt and non-exempt employees and may be in place for a minimum of 30 days up to 12 months; results/outcomes regularly assessed; may be discontinued at any time based on the College's operational and staffing needs.
 - i. Flextime – variations in work schedule; may include altered start/end times and/or a compressed workweek;
 - ii. Flexplace – working remotely from home or other designated location; may include designated days working on campus and working remotely;
 - iii. Schedule must comply with FLSA guidelines for hours of work, overtime, and meal periods.
- b. LSSC Student Worker Accommodations Include:
 - 1. Variations in work schedule; may include altered start/end times and/or a compressed work schedule;
 - 2. Working remotely from home or other designated location; may include designated days working on campus and working remotely;
 - 3. Variations in work tasks or assignments.

VII. TRAVEL/EVENT MEASURES

During the declaration of a pandemic, all student travel, employee travel, and on and off campus event and meeting decisions will comply with local health departments guidelines. All athletic activity will follow the NJCAA guidelines and collegiate recommendations.