

## COVID-19 Protocol for MTSO Employees

Being members of the MTSO community in the midst of the COVID-19 pandemic means that each of us must take special steps to stay well and avoid spreading the virus. This requires taking responsibility for not just your own health but also for the health of others. Success will only be achieved if all members of the MTSO community do their part – which will call upon extraordinary mutual support, clearly articulated behavioral norms, and an abiding personal commitment to shared responsibility for collective health and well-being.

The guidelines outlined in this protocol are driven by current guidance from the Ohio Department of Health and the Centers of Disease Control and Prevention (CDC) for safe living and working spaces. Guidelines could change as expertise around the spread of COVID-19 continues to evolve. Clear guidance on changes will be communicated to all students, faculty and staff.

This protocol is constructed with the recognition that the personal circumstances of some members of our community might prevent them from following certain provisions. **We remain steadfastly committed to inclusivity and, for its sake, to flexibility.**

### Face Coverings

Face coverings can slow the spread of the virus by inhibiting its transmission to others. Wearing face coverings acknowledges each person's responsibility to the health of others. For that reason, all campus residents, students, faculty, staff and visitors are required to observe the following guidelines.

- Common spaces in buildings: Wearing a face covering inside campus buildings, hallways and common spaces is required.
- In individual workspaces: When working alone in spaces with a door, face coverings may be removed. However, face coverings must be quickly accessible if someone should enter the space.
- Outside: Face coverings are not required when alone outside. However, face coverings must be available to put on should those using outdoor spaces come within 10 feet of another individual.
- Exemptions: Persons who live or work on campus and cannot wear a face covering for reasons relating to their inclusion in a protected category may request accommodation through Coordinator of Human Resources Erin Wiggins.
- Exemptions for children: Children under the age of 3 are not required to wear face coverings on MTSO's campus.

Face coverings may pose a communication challenge for those with hearing loss or impairment. If you have previously undocumented hearing issues, please communicate these to Coordinator of Human Resources Erin Wiggins.

*Wearing a face covering is a complementary measure, not a replacement for other preventative measures, which include physical distancing, daily health self-assessments and hand hygiene. Please refer to [this CDC link](#) to learn more.*

### Physical Distancing

MTSO community members and campus visitors are expected to maintain CDC-recommended physical distancing of 6 feet when possible. Abstaining from all physical contact is advised.

- Traffic flow: Some campus hallways, staircases, entryways and exits have been made one-way. As these are posted, please adhere to them as much as possible.

# HEALTHY TOGETHER

- Room use: When practical, meetings and gatherings should take place remotely. When being remote is not a suitable option, physical distancing must be maintained and face coverings should be worn when using campus facilities. Capacities for classrooms and meeting spaces have been posted outside each room. In cases where posted capacities exceed state-mandated group sizes, the smaller number is to be followed. Persons are expected to select seats to ensure the maximum possible distance between participants. A few rooms have been deemed unsuitable for use. These rooms have been marked, and MTSO community members are expected to adhere to these closures.

*Physical distancing is a complementary measure, not a replacement for other preventative measures, which include face covering, daily health self-assessments, and hand hygiene. Please refer to [this CDC link](#) to learn more.*

## Wellness

Employees should stay home if they suspect they are ill. Employees who show signs of illness while in community spaces should leave for home immediately. Those who have reason to suspect that their illness is due to COVID-19 are required to report their illness to Coordinator of Human Resources Erin Wiggins. Employees who test positive for COVID-19 must report this test result to Coordinator of Human Resources Erin Wiggins within 24 hours of receiving the diagnosis.

The Ohio Department of Health requires that those who suspect their illness is due to COVID-19 and those who receive a positive COVID-19 test stay home until symptoms have improved for at least 72 hours (three full days) *and* at least 10 days have passed since symptoms first began. Additionally, persons must be fever-free without the use of fever-reducing medications for at least 72 hours (three full days) before returning to campus.

Employees who have been in contact with someone known or presumed to have COVID-19 within the past 14 days are prohibited from working on campus for 14 days. Campus residents who have been in contact with someone known or presumed to have COVID-19 within the past 14 days will self-isolate to their dorm rooms or campus apartments for 14 days.

Employees are expected to cooperate with contact tracing conducted by health department authorities.

## Work Environment

This institution expects our leaders, supervisors and faculty members to model flexibility and foster a community of wellness and awareness to the maximum extent possible. Flexibility includes readiness to adapt immediately to changing circumstances by implementing more restrictions and/or returning quickly to work-from-home options. MTSO is committed to providing support for employee and student wellness challenges in our community.

## Corrective Action

**Although we are unable to anticipate all circumstances that may arise concerning the health and well-being of MTSO community members, we expect all employees' decision making to be governed by principles for shared responsibility for the collective and persistent protection of each other.**

Employees, campus residents, students or visitors who are unwilling to abide by these guidelines will be asked to follow all protocols or directed to leave the campus space until remedy can be secured. Staff, faculty and students are also subject to further corrective actions if necessary.

Because of our mutual commitment to one another's safety and well-being, employees' failure to comply with the Healthy Together Protocol shall be considered unacceptable personal conduct. Consistent with other serious matters addressed in the employee handbook, corrective-action steps may include a documented verbal warning, a written warning, or termination of employment. The degree of corrective action taken will be determined by how the school views the seriousness of the incident(s) and the surrounding circumstances.