



POLICIES

Effective Date: June 1, 2020

Retired:

Revised:

Approved by: Office of the President

Subject: Post COVID-19 Back-To-Business Policy- Staff and Faculty

PURPOSE:

This policy is intended to provide guidance for a return to work process of all faculty and staff of Meharry Medical College (“College”). The College has addressed a return to school process for the Schools in a separate policy.

POLICY STATEMENT:

As the College continues to fulfill its mission of providing excellence in our service to the underserved and underrepresented, business recovery is paramount. To reach the goal of bringing employees back to work the College must ensure a safe workplace as we navigate a “new normal.”

DEFINITIONS:

COVID-19- Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Reports suggest that 2019-nCoV, COVID19, infection can cause mild to severe disease and may be fatal in some. Commonly observed symptoms include fever, cough, shortness of breath, sore throat, and breathing difficulties. In more severe cases, infection can cause pneumonia or severe acute respiratory syndrome, particularly in those with other chronic underlying health conditions, and even death.

Currently, an effective vaccine for COVID-19 is not available.

PROCEDURE:

The College has followed guidelines developed by the Center for Disease (CDC) and the Occupational Safety Health Administration (OSHA) guidance lines developed to assist employers in transitioning employees back to work during the COVID-19 pandemic. To that end, the College’s COVID-19 back to business plan will be a gradual “phasing in” for returning employees.

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PHASE I:

To ensure a safe working environment faculty and staff will be tested for COVID-19 by clinicians from Student and Employee Health Services (“SEH”), prior to gaining official access to the campus. **Testing is MANDATORY.** Confirmation of testing from an outside source does not fulfil this requirement. Failure to comply with the testing directive may result in disciplinary actions up to and including termination of employment.

Only members of SEH will have access to an employee’s test results. Information may be shared with others only on a “need to know” basis and under the Health Insurance Portability and Accountability Act (HIPAA) minimum necessary standard.

PHASE II:

Employees and faculty who have tested negative will regain access to the campus and must comply with guidelines detailed in the colleges reopening plan. Each divisional head and/or supervisor will develop a staggered work schedule for all direct or indirect reports. Additionally, divisional heads and/or supervisors will establish department specific guidelines for those 65 and older and considered high risk under the CDC guidelines to enable them to continue working remotely, if needed.

SEH will provide guidelines for individuals who test positive for COVID-19. These guidelines will be relayed to an individual’s direct and indirect manager, as needed.

Daily Operations:

A link to the College’s detailed reopening plan is provided in the exhibit. The table below provides a high-level overview of daily operational protocols:

Management	Daily	Weekly	As Needed
Attendance Guidelines a. Temperature checks/questionnaire upon entry b. Self-check procedures c. Oversight and management of symptomatic employees d. Employees who are sick should stay at home	X		
Personal Hygiene a. Hand Washing b. Hand Sanitizer Stations c. Clothing: Entering, During and Leaving Work	X		



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PPE Supply a. Masks must be worn outside of personal office space and when in the company of others b. Gloves/Shields must be worn if required during a clinical setting	X		
Enforce Social Distancing Measures a. In Work Areas b. During Lunch and Breaks c. During Meetings/Video Conferencing is the preferred method	X		
Cleaning and Disinfecting Protocol a. Trash Handling and Removal b. Door Handles & Knobs c. Copiers & Faxes d. Desk/work areas, computer keyboards, screens e. Telephones f. Kitchens & Break Areas g. Other high touch areas	X		
Signage a. For visitors and delivery b. For employees (e.g. spacing marks for elevators)	X		
Executive Team Communications with a. Faculty/Staff b. Clinicians c. Vendors d. Patients e. Community representatives/public health officials		X	
College response plan in the event of confirmed COVID-19 case(s) a. Reporting to TN public health authorities b. Quarantining and tracing procedures c. Continued staggering of staff			X

EXHIBITS: Meharry Medical College Reopening Plan 2020