


ALASKA PACIFIC UNIVERSITY OFFICIAL POLICY				
Policy Title:	COVID-19: Addendum A – Infectious Disease Control Policy			
Class:	Board Approved <input type="checkbox"/>		Academic/Non-Academic University Policy <input checked="" type="checkbox"/>	
Approvals: (not valid unless properly signed)	_____ Chair, Board of Trustees Date		 _____ 9/9/2020	
	_____ President Date			
File Under:	General Administration <input checked="" type="checkbox"/>	Finance <input type="checkbox"/>	Risk Management <input type="checkbox"/>	Student Affairs <input type="checkbox"/>
	Human Resources <input type="checkbox"/>	Academic Affairs <input type="checkbox"/>	Research <input type="checkbox"/>	Information Technology <input type="checkbox"/>
	Grants & Compliance <input type="checkbox"/>			

Purpose

To prioritize and facilitate the continued wellbeing, health, and safety of students, employees, and visitors to Alaska Pacific University (APU) campuses during the global pandemic relating to the novel coronavirus, also known as COVID-19.

The COVID-19 Campus Reopening Plan and this COVID-19: Addendum A is a supplement to the Infectious Disease Control Policy and sets forth the expectations that students, employees, and visitors to APU campuses must adhere to during the global COVID-19 pandemic. APU will take proactive steps to protect the safety of its students, employees, partners, and visitors who work or visit the main campus in Anchorage or the Kellogg campus in Palmer.

Scope

This policy applies to all students, employees, and visitors who will be on either of APU’s campuses.

Policy

1. **Effective Date** – This policy will be effective beginning April 1, 2020 through December 31, 2020. Depending on the on-going status of this global pandemic, this policy addendum may, in whole or in part, be extended at the discretion of APU’s President.

2. **Preventing the Spread of COVID-19**
 - 2.1. **Staying Home When Ill** - Students and employees should not attend classes or report to work if they feel ill, or have been exposed to someone who has tested positive for COVID-19. APU actively encourages students and employees to stay

home if they experience the following symptoms, which include, but are not limited to:

- 2.1.1. Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.
- 2.1.2. Any other COVID-19 related symptoms that the CDC might identify and include as potential symptoms.

2.2. **Compliance with Staying Home When Ill or Exposed to Illness**

- 2.2.1. Students or employees presenting symptoms of fever, shortness of breath, or cough, or who have come in contact with someone who has the virus, will be sent home to self-isolate or quarantine and will not be allowed to return to campus until 14 days have passed and they are symptom free or they obtain and provide proof (if possible) of a negative COVID-19 test. Residential students must return to their residence rooms (or a safe off-campus alternative) and self-isolate or quarantine.
- 2.2.2. Human Resources must be notified immediately if an employee:
 - is sent home for exhibiting symptoms of COVID-19;
 - calls in sick because they are exhibiting symptoms of COVID-19;
 - has tested positive for COVID-19; or
 - has come in contact with someone who has COVID-19.
- 2.2.3. Any employees who are identified as having had direct contact with an infected employee will be required to self-isolate for 14 days, or until proof of a negative COVID-19 test is provided to HR.
- 2.2.4. **Violations:** Students or employees who do not comply with this addendum may be subject to disciplinary actions through the Dean of Students, Human Resources, or the Provost's office (for students, employees, and faculty, respectively), up to and including expulsion or termination from the university.

2.3. **Confidentiality** – Any medical information provided will be treated as a confidential medical record, and only disclosed in limited circumstances with human resources, supervisors, managers, first aid and safety personnel, and government officials as required by law.

2.4. **Social Distancing on Campus** – APU recommends all individuals on campus adhere to the following Social Distancing steps. These recommendations include, but are not limited to:

- 2.4.1. Maintaining a distance of at least 6 feet apart from each other whenever possible.
- 2.4.2. Avoiding in-person meetings, as much as possible. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building. If an in-person meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet apart from each other.
- 2.4.3. Avoiding person-to-person contact such as shaking hands or hugging.

- 2.4.4. If meeting with an individual who is not a student or employee, they must be escorted at all times inside the building (except bathrooms).
- 2.4.5. Avoiding unnecessary travel and cancelling or postponing nonessential meetings, gatherings, workshops, and training sessions.
- 2.4.6. Congregating in lobbies, hallways, common areas, breakrooms or other areas where people socialize is not advised.

2.5. **Face Coverings**

- 2.5.1. Face coverings (masks) are required to be worn in all indoor spaces (except bedrooms and individual offices) with more than one individual and in outdoor spaces where more than 10 individuals are gathered. There are specified designated locations where individuals may remove their masks to eat or drink.
- 2.5.2. Individuals who are unable to wear cloth face coverings due to difficulties breathing, are unconscious, incapacitated, or otherwise unable to remove the mask without assistance should consult with the offices noted below for course alternatives or temporary work modifications.
 - Students: Consult with the Disabilities Support Services Office, their faculty advisor, and/or course instructor.
 - Staff: Consult with Human Resources and your supervisor.
 - Faculty: Consult with the Provost's office.
- 2.5.3. Faculty and Instructors will have the option to wear a face shield while teaching on-campus.

2.7 **Cleaning the Campus** - APU will clean buildings in accordance with CDC guidelines. This includes the regular cleaning of frequently touched objects (knobs, handles, railings, tabletops, copiers, water fountains, etc.) and areas that are frequently used (entryways, stairwells, bathrooms, break rooms, conference rooms etc.).

- 2.7.1 **Employee Cleaning** – Some spaces and objects within department spaces will be assigned to those departments for additional cleaning of commonly touched areas during the day. This includes, but is not limited to, cleaning conference spaces following meetings, lobby areas within a department, classrooms after each class, water fountains, etc. Departments will be asked to clean these common spaces or objects within departments to supplement the contracted cleaning provided by APU.

2.8 **Travel** – Business-related travel is Restricted. Employees should consult with their supervisor before booking any travel. Business-related travel outside the United States will not be authorized until further notice.

- 2.8.1 Students or employees traveling to or from Alaska should review and are required to follow any municipal or state requirements. Information for travelling to Alaska can be found at: <https://covid19.alaska.gov/travelers/>.
- 2.8.2 Residential Students should consult with Campus Life for the most up-to-date requirements for residing on campus, which may include COVID-19 testing requirements in addition to what is required by the State of Alaska.

2.9 **Shared Responsibility** – APU community members will exercise a shared responsibility to assist with preventing the spread of infection across campus. We ask all individuals on campus to cooperate in taking steps to reduce the transmission and tracking of COVID-19. The following shared responsibilities include, but are not limited to:

2.9.1 Individuals should:

- Wear face masks at all times (with limited exceptions) while on campus.
- Maintain a social distance of at least 6 feet whenever possible.
- Frequently wash their hands with warm, soapy water for a minimum of 20 seconds.
- Avoid touching their face, nose, mouth, or eyes as much as possible while on campus.
- Limit in-person meetings whenever possible, and track all direct contacts with others in order to provide to DHSS or APU for notification of others should you contract COVID-19.
- Use badges to gain entry into buildings on campus.
- Clean common areas as assigned.
- When not on campus, limit their direct contact with non-household members as much as possible.

2.9.2 APU will:

- Provide employees and students with cloth and disposable face coverings.
- Ensure disinfecting sanitizer is provided throughout the buildings.
- Limit building access to students, employees, contractors, invited visitors, and scheduled conference guests.
- Provide training and resources for proper mask wearing and social distancing, including instructional signage throughout campus.
- Ensure buildings are cleaned frequently and according to CDC guidance, using contracted cleaning services that are supplemented by employee cleaning.

3 **Families First Coronavirus Response Act (FFCRA) and CARES Act**

3.1 The FFCRA requires employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply through December 31, 2020. Please contact Human Resources with additional questions or to arrange for any temporary work modifications that may be necessary.

3.2 The following provisions apply when an employee is unable to work, despite any temporary work modifications that are available to the employee:

3.2.1 Paid Sick Leave (Full-time Employees)

- Two weeks (up to 80 hours) at your regular rate of pay, if quarantined (pursuant to Federal, State, or local government order or advice of a

health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

- Two weeks (up to 80 hours) at two-thirds your regular rate of pay, if you have a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or you are experiencing a substantially similar condition as specified by the Secretary of Health and Human Services.
- APU may request additional documentation in order to continue receiving paid sick leave under the FFCRA.

3.2.2 Expanded Family Medical Leave Act

- Up to an additional 10 weeks of paid expanded FMLA at two-thirds your regular rate of pay (if employed for at least 30 calendar days) and have a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- The first two weeks of the EFMLA are unpaid, unless the employee chooses to use available PTO.

3.3 Employees should consult with Human Resources for additional information relating to COVID-19 legislation. Depending on the reasons for either Paid Sick Leave or the Expanded Family Medical Leave Act, the rate of pay is either at your regular rate or at two-thirds your rate of pay.

4 **Conflicting Policies on Campus**

- 4.1 Insofar as this policy may directly conflict with another APU policy or procedure, this policy supersedes any conflicting policy until this policy is no longer in effect.
- 4.2 The Children in the Workplace Policy is temporarily suspended until this policy is no longer in effect.

5 **Policy and Procedure Changes and Updates** – Due to the rapid developments of the global response to the COVID-19 pandemic, APU’s President reserves the right to change, amend, add to, or restrict any policies or procedures as necessary and at any time to ensure the continued health and well-being of all students, employees, and visitors to campus.

5. **Related Policies, Procedures:** APU Code of Conduct, Staff Handbook, Faculty Handbook, Conflict of Interest, Corrections Actions, Infectious Disease Policy, Interim Telecommuting Policy, Children in the Workplace Policy

6. **References and Historical Notes** – Additional, and the most up-to-date information on APU’s COVID-19 response is located on APU’s website at:

<https://www.alaskapacific.edu/campus-reopening-plan/>