

BC is committed to the health and safety of employees. To ensure employees return to a safe work environment the following protocols have been implemented with guidance from the CDC, OSHA, and local health departments.

CONSIDERATION IN DETERMINING EMPLOYEE PHASES FOR RETURNING TO WORK:

- Governor Executive Orders
- Guidance from [CDC](#), [OSHA](#), and local health departments
- BC designation of positions deemed necessary to return for campus in-person operations by [phases](#)
- Accessibility of remote work options
- Vulnerable Populations as outlined by the CDC
 - Older adults.
 - Individuals with chronic lung disease or moderate to severe asthma.
 - Individuals who have serious heart conditions.
 - Individuals who are immunocompromised.
 - Individuals with HIV.
 - Individuals with limited mobility or who cannot avoid coming into close contact with others who may be infected, such as direct support providers and family members.
 - Individuals who are pregnant or breastfeeding.
 - Individuals who possess underlying medical conditions.
 - Individuals who are caring for or living with vulnerable friends and family members.

WHAT WE HAVE DONE TO PREPARE THE WORKPLACE:

- Cleaned and disinfected all workstations and accessible offices
- Cleaned and disinfected all common areas – including break and lunch areas, entrances, restrooms and more
- Changed all air filters
- Instituted daily and weekly [Facility Cleaning and Disinfecting Protocols](#) for cleaning protocols in adherence to CDC and OSHA guidelines.
- Established hand sanitizer stations in areas where soap and water are not nearby
- Closed off many common areas
- Implemented social distancing visible instructions and posted updated room occupancy
- Designed measures to control the flow of people entering, transitioning around and exiting facilities
- Designed distancing measures in shared workspaces

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- Developed COVID-19 education and training content in the form of website updates, signage and webinars
- Created a Preparedness and Response Plan available on the BC COVID-19 website
- Convened COVID-19 Pandemic Response Team for planning, preparedness and decision making
- BC has designated one or more campus location supervisors to implement, monitor, and report on the COVID-19 control strategies

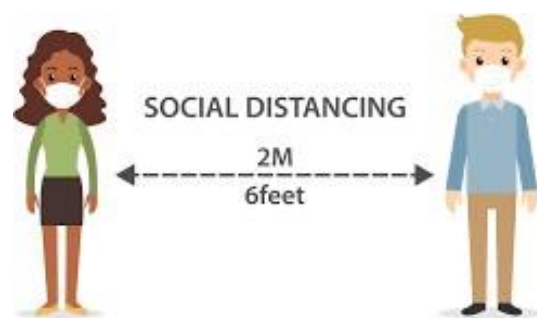
BEFORE RETURNING TO WORK:

- Read and understand all communications, education and training BC provides
- Familiarize yourself with the [BC COVID-19 website](#) and review the COVID-19 Infectious Disease Preparedness and Response Plan available on this website
- Understand [Symptoms of Coronavirus](#), [Know How It Spreads](#), how to [Wash Your Hands](#), and proper [Respiratory Etiquette](#)
- Review the [Self-Certification Health Screening Protocols](#) and [Health Screening Requirements by Phase](#)

Reach out to Human Resources at dana.clark@baker.edu if you have any questions or concerns.

DAILY RETURN TO WORK EXPECTATIONS:

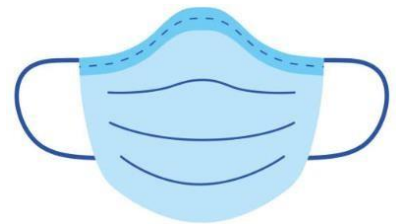
- Self-certify your health daily with the Self-Certification Health Screening online link available on the BC COVID-19 website before coming to campus
- Screening stations have been established for each BC campus location
 - Employees need to complete the screening process and obtain clearance prior to entering any campus building or performing work on campus
 - Have your temperature scanned
 - Receive a bracelet (color-coded each day) confirming clearance
 - Wear the daily assigned bracelet at all times while on campus
- Follow the processes and guidelines for [social distancing](#) of 6 feet apart
- [Wash your hands](#) with soap and water and sanitize frequently
- Wear recommended [personal protective equipment](#) at all times
- Participate in [cleaning and disinfecting](#) your work areas
- Cough and sneeze into tissues or your elbow - [respiratory etiquette](#)
- Limit all in person gatherings and meetings unless social distancing can be facilitated



- Ask questions and focus on your health and the health of your co-workers
- Read and understand all communications about COVID-19 protocols
- Stay home if you experience any of the listed [COVID-19 symptoms](#)
- Report anyone exhibiting any of the listed COVID-19 symptoms to your supervisor
- Report confirmed cases of COVID-19 to your supervisor

BC requires PPE (face masks) while on campus, the PPE will be provided to employees, students, and guests to the campus. PPE requirements will be:

- Selected and required based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly replaced and maintained, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.



RESPONSE PROTOCOL FOR EMPLOYEE WITH COVID-19 SYMPTOMS OR POSITIVE TEST AT A BC LOCATION:

Employees displaying one or more of the following symptoms may have contracted COVID-19 and the appropriate protocol needs to be implemented immediately. Symptoms of COVID-19 include cold or flu-like symptoms but are not limited to: uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

Protocol to Address Symptomatic Employee:

- If any employee is exhibiting symptoms of COVID-19 while at any BC location, the supervisor should be alerted and they will take care of the next steps in the protocol
- Employees should not interact with the symptomatic employee directly and should observe social distancing of 6 feet separation

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Uncontrolled cough, shortness of breath or difficulty breathing, fever

(100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - The employee came in close contact, as defined by the CDC, with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor
- Seek immediate medical care or advice and do required testing to confirm
- Self-quarantine until contacted by Baker College to discuss your case



If an employee qualifies as a Suspected Case, then Baker College may:

- Notify all employees who may have come into close contact, as defined by the CDC, and
- Will ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in- person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, Baker College will:

- Report the positive test to the local health department if they have not already been notified and identify all other employees who came in close contact with the employee
- Notify all employees who may have come into close contact with the employee, as defined by the CDC;
- Ensure that the entire workplace, or affected parts thereof (depending on

employee's presence in the workplace), is thoroughly cleaned and disinfected;

- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the work area or workplace will reopen.

COVID-19 UNPAID LEAVE REQUESTS:

As Baker College employees continue to move through unprecedented times with the COVID-19 pandemic, your dedication and willingness to fulfill the College's mission is appreciated. Our goal is to continue to deliver high quality education to our students, while protecting the well-being of all faculty, staff, and students. We have begun to plan for Baker College campuses to reopen and allow our employees to resume campus-based work, in accordance with Executive Orders and applicable law that may be effective at that time. We expect that some employees may have questions regarding their ability to return to work, in light of the pandemic and recent federal legislation. We want to take this opportunity to advise our employees that Baker College is not considered a "Covered Employer" under the Families First Coronavirus Response Act and, as such, our employees are not eligible for paid leave for the reasons described in that law.

However, Baker College has implemented a temporary, COVID-19 Leave Policy. We want to make sure all employees understand what policies and procedures will govern in the event employees cannot return to work for a COVID-19 related reason, which are as follows:

1. The employee has been advised by a health care provider to self-quarantine due to COVID-19;
2. The employee is experiencing COVID-19 symptoms and/or has been diagnosed with COVID-19;
3. The employee has come in close contact, as defined by the CDC, with an individual who is experiencing COVID-19 symptoms and/or has been diagnosed with COVID-19;
4. The employee needs to care for an individual who has been quarantined due to COVID-19;
5. The employee needs to care for a child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons and no other appropriate child care is available for the child.

If the employee is unable to work for one of the above reasons, the employee will be required to apply available PTO to the first 40 hours of leave (if applicable and such time is available for the employee's use). If the employee's absence is related to the employee's own COVID-19 related illness (i.e., reasons 1, 2 or 3 above), after 40 hours of PTO, or available PTO is exhausted (whichever occurs first) the employee will be eligible to use available CAT time for any continued period of leave. If the employee's CAT time is exhausted and the employee still needs an additional period of leave, the employee shall be required to use any remaining PTO for additional time off. If the employee does not have enough PTO to cover the requested additional time off, any approved leave from that point forward will be unpaid.

If an employee requests leave under this policy for a reason other than his or her own illness (i.e., reasons 4 and 5 above), then the employee must use available PTO to cover the leave. If the employee does not have enough available PTO to cover the requested period, then any time off following the exhaustion of the available PTO shall be, subject to Baker College's approval, unpaid.

To be clear: in all circumstances under this Policy employees must first exhaust available PTO before an unpaid leave of absence is granted. Baker College retains the right in all cases to grant or deny a leave of absence or any extension of that leave.

In addition, employees who may not have PTO or CAT time under Baker College's policies but are eligible for leave under Michigan's Paid Medical Leave Act may use such time for the aforementioned COVID-19 related reasons.

Baker College cannot guarantee any specific period of leave for employees. Leave requests will be analyzed on case-by-case basis, after the leave request form is received. In some cases, employees may be entitled to a different form of leave such as pursuant to the Family and Medical Leave Act and/or as a reasonable accommodation under the Americans with Disabilities Act. Please note that, as with any request for a leave of absence or any request to extend a leave of absence, Human Resources may require specific information or additional documentation from you to substantiate the need for COVID-19 related leave.

Employees who do not appear for work, as scheduled, and who have not submitted a leave request (or a request to extend a leave of absence) by the time of their scheduled

shift, shall be disciplined in accordance to Baker College's policies and practices and subject to termination. Although some circumstances may not allow for advance notice (such as suddenly becoming symptomatic), we ask that employees provide as much notice as possible for foreseeable leave – such as that to care for a child whose school or place of care is now closed due to the pandemic.

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To access the leave request form, please follow the link [here](#) and click to download the fillable PDF document. All leave request forms shall be submitted to Dana Clark, VP of HR at dana.clark@baker.edu. Any questions regarding this temporary COVID-19 related policy can be sent to Dana Clark, VP of HR at dana.clark@baker.edu.

We appreciate your continued cooperation and dedication through this unprecedented and difficult time.

Any member of the BC campus community should report any safety or health concerns to Dana Clark at (989) 729-3955 or dana.clark@baker.edu