

YC Essential Employee Guidelines 3/23/2020

Purpose: The purpose of this guideline is to prevent disruption of campus operations while maintaining the safety of students and employees by closing unessential buildings, targeting facility cleaning zones and preserving cleaning supplies. This guideline enforces CDC recommended guidelines for managing exposure located in the Planning section of the [YC COVID-19 website](#).

Directors and supervisors should plan for all aspects of work to be done remotely to minimize the number of employees on campus and limit the number of employee “drop” ins.

Non-Essential/Essential Personnel: By Tuesday, March 24 at 5:00 pm all employees on campus should be designated as essential or non-essential. Building access will be removed for all non-essential personnel.

Essential Personnel: Essential employees are employees who have been approved in writing by their VP to work on campus or to come to campus periodically as approved by their VP.

- Essential personnel must practice CDC prevention strategies (hygiene/social distancing/frequent wipe-downs).
- Essential employee exhibiting symptoms (cough, fever, difficulty breathing) should leave campus and work from home or take sick leave.
- Employees identified as coming to campus periodically must do so on a pre-arranged schedule established by their supervisor.
- VP approval of employees designated essential may change in response to local virus conditions.

Non-essential Personnel: Must work from home and may not come to campus without prior approval of their supervisor. To gain supervisor-approved access they will need to go to the YC Police Department.

Employees on Campus are Encouraged to View Free Training Available At:

Social Distancing

<https://www.lrng.org/southern-new-hampshire-university/activity/social-distancing>

Cleaning and Disinfecting Workspaces

<https://www.lrng.org/southern-new-hampshire-university/activity/cleaning-and-disinfecting-workspaces>