



Coronavirus Protocol for Employees

Updated June 10, 2021

All ASU-Beebe employees must follow the protocols outlined in this procedure while on campus and/or otherwise engaged in work for ASU-Beebe, regardless of location. Note that as conditions change, it may be necessary to revise the protocol to be compliant with updated ASU System, state, and federal guidance. Employees will be notified when the protocol changes.

1. ASU-Beebe supports social distancing, and masks are welcomed on our campuses. In all cases, employees will respect and comply with any employee, student, or guest's request for social distancing.
2. ASU-Beebe encourages all employees to continue to follow the latest [Center for Disease Control and Prevention Guidance](#) as it pertains to each individual and to get vaccinated unless specifically directed by your health care provider to do otherwise.
 - a. [CDC When You've Been Fully Vaccinated](#)
 - b. [Things to Know about the Covid-19 Pandemic](#)
3. Employees experiencing any symptoms of illness will not come to campus until symptom free for 24 hours and/or until a health care provider supplies a diagnosis of a non-communicable nature. Remote work will be arranged when possible and appropriate.
4. Employees must be aware of and daily self-monitor for COVID-19 symptoms: cough, fever, chills, shortness of breath, difficulty breathing, muscle or body aches, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.
 - a. Employees who are experiencing COVID-19 symptoms, have a confirmed or suspected case of COVID-19, or have been in contact with anyone who has a confirmed case of COVID-19 will not come to campus. The employee must complete the [Covid-19 Self-Reporting Form](#) on the [ASU Beebe Coronavirus Information](#) page. The Director of Human Resources or her designee will contact the employee once the form is received. Employees are also

- encouraged to notify their supervisors of the reason for the absence and to consult their healthcare providers.
- b. A person who is a close contact of someone who has tested positive for COVID-19 must complete the [Covid-19 Self-Reporting Form](#) on the [ASU Beebe Coronavirus Information](#) page. HR Director Teri Roper or her designee will provide quarantine and potential testing instructions based on the latest guidance. Close contact is defined as being within six feet of someone (with or without mask wearing) who has tested positive for Covid-19 for 15 minutes or more within a 24 hour period. The 15 minutes could be one contact or multiple contacts that add up to 15 or more minutes within a 24 hour period. An employee who has been exposed to COVID-19 may not return to work until released to do so by Human Resources.
 - c. Employees who have tested positive for COVID-19 may not return to work until cleared to do so by Human Resources.
5. Employees must continue to follow the established cleaning protocols in any area on campus where they perform duties. If additional cleaning supplies are needed in a work area, please contact Gale Long on the Beebe campus, Cody McMichael on the Heber Springs campus, and LaShanda Owens on the Searcy/LRAFB campuses.
- a. Use disinfecting wipes to clean computer keyboards, mouse, table surfaces, and other commonly touched surfaces after every use.
 - b. Make sure the cleaning wipe is only damp and not dripping with disinfecting solution. If wet, wring it out and shake off any excess liquid.
 - c. Gently wipe keys on keyboard and entire surface of computer mouse. DO NOT wipe computer screens if the screen is powered on. This could result in a static shock.
 - d. Use a separate wipe and gently disinfect the table surface around the keyboard, mouse, and work area.
 - e. In office settings, wipe down landline phone handsets at least daily, or after each different person's use.
 - f. Disinfect doorknobs, handles, and any other commonly touched hard surfaces in your workspace no less than once each day.
 - g. Wash hands with soap and water after you clean surfaces.
6. As always, all internal offices/ departments/programs of ASU-Beebe are required to submit event requests (i.e., meetings, gatherings, activities and facility use) on all ASU-Beebe campuses to the Office of Student Life for review and approval by using the "Room and Event Request Form" on the [Campus Event Calendar](#) page of the ASU-Beebe website.
- a. Internal campus meetings and events of less than 50 estimated attendees may schedule space without a social distance plan.
 - b. Internal campus meetings and events of 50 or more attendees must submit a social distance plan in order to reserve space on our campuses.

- c. External meetings and events of 15 or fewer estimated attendance may schedule space on our campuses. External events with estimated attendance greater than 15 will continue to be restricted until September 1, 2021. Exceptions require chancellor's approval.
7. Employees are encouraged to avoid non-essential travel.
- a. All college-funded/sponsored international travel is suspended until further notice.
 - b. Essential college-funded/sponsored out-of-state travel may be approved on a case-by-case basis by the employee's supervisor and supervising member of Executive Council. The employee will be required to provide detailed information about safety precautions during the travel in order to be considered.
 - c. All college-funded/sponsored in-state travel is no longer restricted and will go through normal approval processes.
8. ASU-Beebe employees who do not follow the established *Coronavirus Protocol* will be subject to disciplinary action per the "Personal Conduct" and "Progressive Discipline Policy" in the [ASU System Staff Handbook](#).