



**PHASE ONE: REOPENING OF SACRED HEART MAJOR SEMINARY  
FOR WORKERS AND VISITORS  
JUNE 8 TO JULY 6, 2020**

Sacred Heart Major Seminary will resume operations in a manner that protects those who study, work, visit, and live here. To prevent the spread of the coronavirus and to keep people healthy, the seminary has developed the following worker and visitor policies and procedures, which will remain in effect from June 8 through July 6, 2020. These policies align with the *Center for Disease Control (CDC) Interim Guidance for Schools*.

**1. Cleaning and disinfecting**

- a. At least two days prior to the return of workers, the seminary campus will undergo a deep cleaning and electrostatic disinfection.
- b. After the deep cleaning, Ovation staff members will resume cleaning public areas, concentrating on restrooms and offices.
- c. All Ovation environmental staff will undergo training in COVID-19 cleaning procedures, including how to effectively clean hard surfaces.
- d. Frequently touched surfaces, such as door handles, sink handles, elevator buttons, drinking fountains, and shared copier/printers, will be cleaned and disinfected regularly.
- e. Building administration has purchased several stand-alone hand sanitizer stations that have been placed in strategic locations, such as outside the mailroom, restrooms, and elevators.
- f. Individual offices are encouraged to purchase additional hand sanitizer, disinfecting wipes, and paper masks.

**2. Ventilation**

- a. Each office and classroom has its own heating and cooling unit - there is no forced air system in the building.
- b. Most employees have their own offices, adding to a safer work environment.

### **3. Entering and exiting the building**

- a. All workers and visitors must check in at the main entrance, upon first entry into the building.
- b. Signage at the main entrance will instruct workers and visitors to scan a QR code or visit the Spark Safety form website, [easysafetyforms.com/archdiocese-of-detroit](https://easysafetyforms.com/archdiocese-of-detroit) to fill out a health screening checklist, on a weekly basis. Paper copies will be available for those without smartphones.
- c. Guards will administer daily temperature screenings to workers and visitors at the main entrance, using a contactless digital thermometer. The CDC considers a person to have a fever, when he or she has a measured temperature of 100.4 degrees or more. Persons with a temperature of 100.4 or higher will not be permitted to enter the building.
- d. Persons with other COVID-19 symptoms, including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea, will not be permitted to enter the building.

### **4. Social distancing and protective equipment**

- a. Upon entering the building, workers and visitors must proceed directly to their offices, classrooms, or other workspaces.
- b. Face masks or coverings must be worn by all workers and visitors, while in classrooms, hallways, and communal areas. Communal areas include the mailroom, copy room, refectory, faculty lounges, student lounges, and restrooms.
- c. Face masks and coverings may be removed within private offices, with doors closed. Those who work in open areas must wear a face mask or covering.
- d. Workers and visitors must maintain six-foot social distancing protocols and keep their office doors closed.
- e. One-on-one meetings are permitted, with social distancing and face masks or coverings required.
- f. No events or gatherings of more than two people are permitted. Meetings of more than two people should be conducted using Zoom (or similar) video conferencing tools.
- g. Workers must conduct meetings with students and visitors remotely, unless technology constraints render such remote meetings impossible.
- h. At all times, wandering about and congregating in the building is prohibited.

- i. The refectory is closed until further notice. Faculty and staff are permitted to eat at their desks or other workstations. Deposit food waste in a refectory waste container.

## 5. Communication and education

- a. The Rector/President's Office will email faculty and staff to announce the building reopening and communicate policies and procedures.
- b. Administration will promote healthy hygiene, including CDC guidelines for effective handwashing. The CDC recommends washing hands with soap and water for 20 seconds. If soap and water are not available, 60% or higher alcohol-based hand sanitizer can be used. Avoid touching your face.
- c. Building administration has placed posters offering COVID-19 information and safe practices in strategic places around the building.

## 6. In the event a faculty or staff member becomes sick

- a. Workers and visitors should stay home if they are sick.
- b. If a worker exhibits COVID-like symptoms, while at work, he or she will be sent home or isolated in an office until arrangements can be made for safe transportation.
- c. Symptoms of COVID-19 include fever/chills, coughing, difficulty breathing, fatigue, muscle/body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, and diarrhea.
- d. Areas used by the sick person will be closed off, cleaned, and disinfected. Such areas will not be used until after they have been cleaned and disinfected.

## 7. When workers may return to the seminary

- a. Workers with COVID-19, who have symptoms and were directed by their physician to care for themselves at home, may discontinue isolation under the following conditions:
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**,
  - At least 10 days have passed since symptoms first appeared; **and**,
  - Negative results of an FDA Emergency Use Authorized COVID-10 molecular assay for selection of SARS-CoV-2 RNA from at least

- two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens); **and**
- A physician's statement that the worker may return to work.
- b. Workers with laboratory-confirmed COVID-19 who have not had any symptoms and were directed by their physician to care for themselves at home may discontinue isolation under the following conditions:
- Negative results of an FDA Emergency Use Authorized COVID-10 molecular assay for selection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens); **and**
  - A physician's statement that the worker may return to work.
- c. If seminary administration becomes aware that a worker has been infected with COVID-19, this information will be kept confidential, under the Americans With Disabilities Act (ADA). The seminary will not communicate the identity of a worker or visitor sickened by the virus, without prior approval of the individual. Our local health department is responsible for contact tracing and would make individuals aware of possible exposure.
- d. The CDC defines a "potential exposure" to COVID-19 as "a household contact or having a close contact within six feet of an individual with confirmed or suspected COVID-19," within the timeframe that begins 48 hours before the individual becomes symptomatic. If a worker had potential exposure to COVID-19, and is directed by his or her physician to quarantine at home, the quarantine may discontinue under the following conditions:
- At least 14 days of quarantine after exposure without symptoms **and**,
  - Negative results of an FDA Emergency Use Authorized COVID-10 molecular assay for selection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens); **and**
  - A physician's statement that the worker may return to work.

## **8. Vulnerable Persons**

- a. Vulnerable persons are defined as 65 and older, those with underlying medical conditions. Underlying conditions include, but are not limited to, weakened immune systems, hypertension, diabetes, chronic lung disease, chronic kidney disease that requires dialysis, liver disease, severe heart conditions, moderate to severe asthma, severe obesity.

- b. Vulnerable workers are encouraged to self-identify - department heads must avoid unnecessary medical questions, in compliance with the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA).
- c. Vulnerable workers should speak with their deans or department heads about the possibility of flexible work schedules and telework arrangements that will mitigate the risk of exposure to the virus.