

ASBURY THEOLOGICAL SEMINARY Safe at Seminary Task Force Reopening Plan – PHASE I

Introduction

In keeping with general orders to be “Healthy at Home”, to work from home where practical, and to suspend all on-campus teaching and learning, Asbury Seminary complied at all five of its administrative and/or teaching locations – Wilmore (KY), Orlando (FL), Memphis (TN), Franklin (TN), and Tulsa (OK). All physical offices and instructional facilities owned by the Seminary, or used for its programs, were closed, and all employees, except those deemed essential to maintaining both the Seminary’s physical assets and vital functions, have worked from home.

Asbury Seminary convened a “Safe at Seminary” Task Force (SAS-TF) to advise the Coronavirus Response Team (CRT) and administration of protocols and procedures to guide the Seminary’s reopening. Now that businesses and offices are reopening across the country, according to the guidelines offered by the CDC in general and each local jurisdiction in particular, the SAS-TF has recommended that all five Asbury Seminary locations open simultaneously according to the guidelines offered in this report. Most of these guidelines will pertain to all locations; if any location has local guidance that differs from this Plan, then the Plan should be adapted accordingly, and local guidance should be followed.

We will institute a two-phased approach for reopening, according to the guidelines set out in the Kentucky Healthy at Work requirements for office-based businesses. In Phase 1, which allows office-based businesses to reopen at up to 50% capacity, some employees will physically return to their offices or places of work. **Each Vice President will be responsible for determining which individual employees are designated to return in each phase, which could include staggered scheduling, etc.** This re-opening applies only to the Seminary’s administrative operations – the physical return of students to on-campus instruction will be determined separately.

Under these guidelines, Phase 1 of the Seminary’s reopening will begin Monday, May 18, 2020. The date for Phase 2, when all employees may return to their physical offices or places of work, has not yet been determined. We will announce the Phase 2 date once it is known.

Any employee who is in a high-risk category should work with their Director to ensure their health and safety while considering when and how that person returns to an office or place of work at any of our locations.

Phase 1 Re-Opening (begins on Monday, May 18, 2020)

The general requirements for reopening for office-based business are spelled out at the KY Healthy at Work website.

Based on those requirements, the Seminary will implement the following guidelines:

1. **Continue telework where possible.** In congruence with a phased return to in-person work, where appropriate, and with supervisor and vice president approval, persons in positions that are conducive to remote work – and when working remotely does not diminish the mission or continuity of the Seminary’s overall work – may continue to work in such fashion for now. The Seminary will continue to follow federal guidance in working with employees who may have either FMLA related issues or specific risk factor concerns.
2. **Social distancing.** All employees physically present at the Seminary’s facilities are required to maintain at least six (6) feet of distance from other employees and guests.
3. **Limited face-to-face interaction.** Departments should minimize face-to-face contact with one another and with guests to the greatest extent practicable. Meetings should be conducted via telephone and technology where possible.
4. **Masks, etc.**
 - a. **Masks:** All employees are required to wear a mask (a surgical or N95 mask is not required) when outside their personal office or workspace. The Seminary will not require an employee to wear a mask when doing so would create a serious health or safety hazard to the employee or when the employee is working alone. If needed, the Seminary will provide up to two masks at no cost to employees.
 - b. **Hand sanitizing:** Asbury will provide employees whose job duties include touching items often touched by others (e.g. credit cards, cash, paper, computers, etc.) adequate hand sanitizing supplies. One of the best methods, even for “high touch” work, is to engage in regular hand washing.
5. **Adequate hand sanitizer and encouraging hand washing.** The Seminary will supply adequate hand sanitizer for all employees and guests and ensure it is available near high-traffic and high-touch areas (e.g. doors/door handles, etc.). The Seminary strongly encourages routine and regular hand washing for all employees and guests.
6. **Restricted Common Areas.** Asbury will, to the greatest extent practicable, restrict the use of common areas – such as conference rooms, break rooms, and other gathering areas – to maximize social distancing and reduce congregating.

7. **Proper sanitation.** Asbury will sanitize frequently touched surfaces and areas regularly (e.g. doorknobs, copy machines, shared computers). If an employee is identified as having COVID-19 or the associated symptoms, the Seminary will further ensure it immediately restricts access to the contaminated areas and will post signage and adequately clean the impacted areas. Any contaminated area will be off-limits to all but essential personnel for a minimum of 24 hours if practicable.
8. **Daily temperature/health checks.** The Seminary will require each employee to undergo a daily temperature and health check. Self-administered temperature and health checks should be performed at home prior to coming to work. Any employee who believes they are sick should not come to work and must contact their health care provider to be tested. If the test confirms an illness, the employee must quarantine at home immediately. This includes employees that passed a temperature and health check prior to reporting to work but later become ill during the course of the day. A thermometer will be available in Human Resources and in each building complex for use by employees who are not able to check their temperature prior to arriving at a seminary facility.
9. **Testing plan.** The Seminary will require any employee who develops COVID-19 symptoms to be tested immediately by a health care provider. If the employee tests positive, the Seminary will immediately notify the local public health department and provide the employee's information along with the information of other persons with whom the the employee came in contact while at work.
10. **Special accommodations.** The Seminary will, to the greatest extent practicable, make special accommodations for employees at higher risk for severe illness. These high-risk categories have been identified by the Centers for Disease Control and Prevention.
11. **"Healthy at Work" Officer.** Barbara Antrobus, Director of Human Resources, will serve as the Seminary's Healthy at Work Officer. This person will be responsible for the business's compliance with these protocols. All employees should identify and communicate potential concerns to the Healthy at Work Officer or their supervisor.
12. **Education and Training.** The Seminary will educate and train employees on these guidelines. The training will occur during scheduled work times at no cost to employees.
13. **Contact Tracing.** The Seminary will require all employees to participate in contact tracing if an employee tests positive. This includes answering questions from public health officials and completing the Contact Tracing Form. HR will provide access to this form and assistance with completing it.