

Social Distancing Policy and Procedure

Executive Order No. 20-12 requires that Oregonians stay home as much as possible, certain businesses close, and that other entities put in place social distancing measures to ensure the safety of both employees and the public as a whole. The following constitutes Pacific Northwest College of Art's policy in compliance with this order. If you have any questions, contact the designated Social Distancing/Covid Officers, Greg Herrenbruck (gherrenbruck@pnca.edu) and Christopher Maples (cmaples@pnca.edu). This temporary policy goes into effect immediately and will remain in effect indefinitely. A communication will be sent when this policy is no longer in effect.

Work from Home.

Whenever possible, PNCA employees must work from home. Work in offices is prohibited whenever telework and work-at-home options are available. VPs, in collaboration with department supervisors, should assess their employees' ability to perform some or all of their duties from home. If an employee can work from home, they are not permitted to come to work on campus. Employees that need access to computers or other technical resources should reach out to helpticket@pnca.edu. If an employee faces an issue that would inhibit their ability to work from home (such as lack of internet access), they should let their supervisor know asap.

Working on Campus

In cases where employees cannot work from home due to work type, unavailability of teleworking equipment, or network inadequacy, employees may be permitted to work on campus, but must comply with the Workspace Rules and Restrictions, noted below. Supervisors should work with their VP to determine each department's needs. Initially, only the following departments are permitted to have employees on campus:

- Facilities
- Campus Safety
- Human Resources
- Business Office
- Residential Life
- Glass shop, printmaking, and photo technicians

If you or your department are not able to accomplish your work remotely, and you are not listed here, please contact your supervisor/VP.

All departments are expected to comply with and enforce all of the following rules. VPs must submit a plan for all their departments to the Social Distancing Officer prior to permitting employees to return to campus.

Workspace Rules and Restrictions.

All departments must ensure that there is a minimum of six feet between the work spaces of all employees who will be on campus. If an office space does not permit this distancing, the supervisor may select any of the following options:

1. Rearranging Assigned Workspace. In cases where two or more employees will be sharing a work space and other employee(s) that usually share that space do not need to come in, employees may temporarily borrow the workspace of the other employee(s) so long as this ensures that they will be six feet away from the other person/people in the office and so long as this change of workspace does not violate security requirements (for example, no employees other than HR employees are permitted to work from HR offices because these offices require additional security).
2. Rotational Schedules. Employees can work on rotation such that only one employee is in the office at any time.
 - a. Day of the week rotation. Employees can be scheduled for specific days that they will work on campus and then work from home other days of the work week. For example: An office with three employees can schedule Employee A for Mondays and Tuesdays on campus, Employee B for Wednesdays and Thursdays, and Employee C for Fridays as “on campus” days, with the remaining days being work-from-home days.
 - b. Split day rotation. The employees can be scheduled to rotate during the course of the day. For example: An office can schedule one employee to work from 8 to 12 in the office and another employee to work from 12:30 to 4:30 in the office. The employee who is not in the office can either be assigned work that does not require them to be in the office, but allows them to work on campus, or allows them to work from home.
3. Working in Another Space. Employees are permitted to work in spaces outside of their offices, but within the campus, so long as they can ensure they will be 6 feet away from any other person. For example, if two employees share an office space and neither can work from home, one can work from the office and the other may work from another office space or space on campus. Supervisors who are able to work from home may be able to offer their workspaces to one of their employees if it ensures that they will be at least six feet away from other employees.
4. Alternate Case-Specific Arrangement. In some cases, there may be an option that is not listed here. Supervisors are permitted to submit a request for an alternate arrangement to the Social Distancing Officer for consideration. Such a request must include how the 6 feet distancing will be ensured at all times.
5. In no case will any office/room be permitted to have ten or more people in it at any time.

Visitors to Campus.

Visitors are not permitted to be on campus. If a meeting or visit was planned, please coordinate with the visitor to (1) reschedule or (2) use alternate technology for the meeting, such as zoom or a phone call.

Employees who fail to comply with these policies and procedures may be put on unpaid administrative leave. If an employee is feeling unwell or exhibiting any symptoms of Covid-19, they should not come to campus. If you have questions about PTO, Sick Leave, or any other leave, contact HR at hr@pnca.edu.