



**HOWARD COLLEGE**  
— MAKING DREAMS REAL —

## **COVID-19 WORK PATTERNS**

- a. Employees should remain in their work areas while on campus. Limit movement outside of work area to essential activities only (ex: picking up mail).
- b. Employees are encouraged to communicate by telephone or electronically in lieu of face-to-face conversation to help minimize the potential spread of the virus. If office meetings cannot be conducted virtually, keep participation to fewer than 10 participants and follow appropriate physical distancing and wear face coverings. In-person larger group meetings should be limited to capacity of the room while following appropriate physical distancing and wearing of face coverings according to state checklists.
- c. Employees must maintain a log of date, time, location and people they come in contact with each time they are on campus. In case of a confirmed case or exposure to a confirmed case, this will expedite the notification to others and the disinfection of space.
- d. Employees will sanitize their respective work center areas either at the beginning or end of the workday utilizing sanitation supplies provided by the college. This includes but is not limited to computer keyboards, door handles, phones, countertops etc. Employees must notify supervisors when related supplies are needed at the end of each workday. Clean rags can be brought from home to use and should be disposed of after first use.
- e. Supervisors will ensure employees will have cleaning supplies necessary to wipe down work center areas at the beginning and end of each workday. Supervisors will email the designated contact at each site as follows:
  - i. Big Spring – Kim Sites
  - ii. Lamesa – Monica Castro
  - iii. SWCD – Julian Franco
  - iv. San Angelo – Kenneth Hollingsworth
- f. Travel for college purposes should be limited to the service area. Travel outside of the service area for college purposes will be approved on a case-by-case basis. Caution should be shown when traveling for personal reasons, particularly in areas of concern, with efforts made to follow all health protocols.