

# **Return-to-Campus Guide for Employees**

# What we are doing:

- All employees must complete the online assessment located on the portal prior to reporting to campus everyday at the start of the work schedule to minimize the risk to COVID-19 symptoms and possible exposure.  
[https://docs.google.com/forms/d/e/1FAIpQLSe4awfpRoa-uG\\_93qSWklc\\_EK-63jRv5yaD6f9ZjcL8XREEmA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe4awfpRoa-uG_93qSWklc_EK-63jRv5yaD6f9ZjcL8XREEmA/viewform)
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout each campus building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Campus work schedule/business hours for June have been modified to 9-3pm
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Business travel remains restricted to essential travel only.

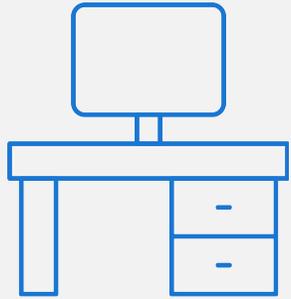


# What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if you desire.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all University advised practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



# Frequently Asked Questions



## Can I continue to work from home?

We expect employees to report to work during the approved on campus business hours 9-3pm unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager.



## Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee online health assessment screenings and social distancing practices to keep our workplace healthy.

# Frequently Asked Questions, cont.



## Do I have to answer medical questions when reporting to work?

All employees will be required to answer questions regarding COVID-19 symptoms before coming to work on campus. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action.



## What should I do if I feel sick?

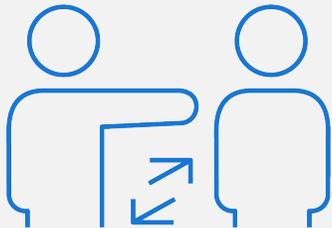
Employees who feel ill should notify their manager and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued sick leave/or other paid leave that may be available. Contact human resources for more information on available paid time off.

# Frequently Asked Questions, cont.



## Do I have to wear a mask at work?

Unless required by a state or local order, employees do not have to wear a mask at work. However, we do encourage face coverings, and employees may choose to wear a mask if they desire. Employees in positions with frequent person-to-person contact may be required to wear masks. We continue to monitor the state's guidance on this.



## Will we continue to have in-person meetings?

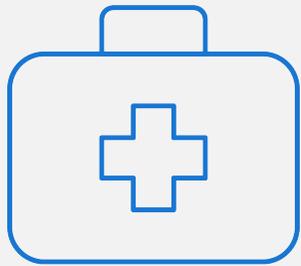
In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.

# Frequently Asked Questions, cont.



## How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



## Do I have to pay the health insurance premiums that I missed while I was not working?

Employees are responsible for paying their portion of health insurance premiums that were missed while on any type of unpaid leave. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You will be contacted by human resources to make arrangements for these payments.