

## University of Dubuque COVID-19 Policies (effective July 6, 2020)

As the University continues to monitor the local, state, and federal incidence of COVID-19, it is essential that all employees comply with the following policies and guidance. This information will change as the situation evolves and further direction and guidance is provided by local, state, and federal officials. Questions may be directed to the director of human resources.

University of Dubuque places the highest priority on the health, safety and well-being of the University of Dubuque community, while protecting the continuity of academic programs and essential functions. Effective immediately and until further notice, existing UD policies are being temporarily adjusted due to COVID-19. These policies will continue to be revisited regularly and employees should continue to monitor their University of Dubuque email and the COVID-19 updates on the website.

For all decisions related to specific employees, the director of human resources will be working in consultation with direct supervisors, Cabinet members, and/or local health department.

### Well Employees

Employees who are well and have been instructed to work on-campus are expected to report to work as usual unless:

- You are caring for someone with a confirmed case of COVID-19;
- You have been exposed to someone with a confirmed case of COVID-19;
- You have been instructed to refrain from reporting to work by public health officials, your health care provider, or University of Dubuque's director of human resources.

*Note: If any of these situations apply to you, contact the Office of Human Resources.*

### Alternative Work Options

In order to provide for ongoing operations, employees who are not ill but are unable to work their normal work schedule due to situations relating to COVID-19, may be assigned temporary, alternative work options if available. These situations may include but are not limited to:

- Employee self-isolation or quarantine requirements, when required by public health officials, health care provider, or University of Dubuque's director of human resources;
- The active care of others because of disruptions from COVID-19, including immediate family members due to closures of schools or daycare centers for employee children or elders;
- Employees with underlying health conditions causing an increased risk of complications of COVID-19 which would require documentation from their physician.

Temporary, alternative work options may include but are not limited to working remotely adjusted work schedules.

### Returning to Campus:

Any employee coming on campus must complete the health screening survey and this must be returned to the Office of Human Resources before they return. Employees must also do daily temperature checks before coming to work. If their temperature is 100.4 degrees or above, they should stay home and notify their supervisor and the Office of Human Resources. [See Appendix 1 for Health Screening survey.](#)

For any employee who is returning from international travel or is returning from other extensive travel, please contact the Office of Human Resources prior to returning to work for the most recent guidance. This may include needing to self-quarantine for 14 days at home. If an employee returns from travel and develops symptoms of COVID-19, they should self-isolate at home and contact their health care provider and the Office of Human Resources for further guidance. If unable to work from home, they may use vacation or unpaid time off.

### Essential On-Campus Employees

In the event of closing all or part of the University and/or offices, certain employees must report to work on campus to provide services that are essential to residential life, campus safety, the protection of physical assets, or the continuity or resumption of academic programs and operations. Essential on-campus employees will be determined and notified as appropriate by a University Cabinet member or the director of human resources.

## Guidance for Managers of On-Campus Employees

Managers and supervisors must not pressure employees to come to campus if they are ill or need to stay at home to care for ill dependents. [See Appendix 1 for Health Screening Survey.](#)

Manager and supervisor MUST verify with the director of human resources before allowing an employee who has been off work due to illness and/or COVID-19 reasons to return to campus.

A “doctor’s note” or documentation of dependent care responsibilities may not be required from employees when using sick time, except in very rare cases where abuse of paid sick time is suspected or qualifying FMLA or EFMLA (Emergency Family and Medical Leave Expansion Act) absences.

### Staff Sick and Vacation Hours

Staff employees with earned and unused sick and vacation hours may use these hours during the Governor’s Executive Orders. Sick time must follow the Staff Handbook policy which will now be used for COVID-19 reasons, in addition to other illnesses. Contact the Director of Human Resources for more information.

Vacation time may be used during the executive orders; however, it must be preapproved by the direct supervisor.

Absence reports may be submitted electronically with electronic signatures by both the employee and supervisor to the Director of Human Resources.

### Social distancing

Individuals on campus should always practice social distancing staying a minimum of six (6) feet away from all other individuals unless closer interaction is absolutely required to perform their job duties.

Employees must minimize face-to-face contact with other employees or individuals to the greatest extent possible. Virtual meetings should be conducted when possible.

### Face Coverings and Gloves

Practice common sense—good hygiene, social distancing, and wear a face covering for yourself and for others. University of Dubuque will provide a face

covering if one is not available and they may consist of a bandana, surgical mask, gator style, scarf, etc. They must cover mouth and nose.

Employees with positions that include touching items often used by others (credit cards, computers, copiers, trash cans, etc.) should wear disposable gloves and change regularly through the day. These gloves should be properly disposed of in a trash receptacle.

### Washing hands

All employees must wash their hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water is not readily available, use hand sanitizer.

### Daily Temperature and health checks

Please make it a habit to check your temperature before you leave your home. If your temperature is 100.4 degrees or higher, please do not come to work, call your health care provider, and notify your supervisor and human resources.

In the event an employee is found with COVID-19 symptoms, they will be directed to a local health care provider for further testing and will be required to self-quarantine at home until authorized to return to campus by the director of human resources. This includes any employee that passes the temperature and health screening at the beginning of the day and experiences symptoms during the work day. Individuals waiting on COVID-19 test results should self-quarantine at home and follow current Iowa Department for Public Health and/or CDC guidelines available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Should the employee test positive for COVID-19, they should self-isolate at home and contact the Office of Human Resources until they are cleared to return to work.

### Education and Training

Education and training on these and all the Healthy at Work protocols is required prior to returning to work on July 6, 2020. If you have not had this training, contact the director of human resources to schedule a mutually convenient time.

## Appendix 1 – COVID-19 HEALTH ASSESSMENT: SPRING 2021

Please complete this form to assess your potential exposure or possession of COVID-19 and other illnesses. Please return completed form to Julie MacTaggart, director of human resources, via email at [HR@dbq.edu](mailto:HR@dbq.edu).

Employee ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Are you currently free from illness?  Yes  No

Are you currently presenting with any of the following symptoms:

Symptom	Yes	No
Fever or Chills (100.4 or higher)	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of Breath/Difficulty Breathing	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Muscle or Body Aches	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>
New Loss of Taste or Smell	<input type="checkbox"/>	<input type="checkbox"/>
Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
Congestion or Runny Nose	<input type="checkbox"/>	<input type="checkbox"/>
Nausea or Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

Have you been diagnosed with COVID-19 in the last three weeks?  Yes  No

If yes, indicate date of diagnosis: \_\_\_\_\_

If yes, indicate date your health care provider said you could return to normal daily activities:

\_\_\_\_\_

Have you been in close contact (face-to-face contact within 6 feet for 15 minutes or more) with someone confirmed or suspected to have COVID-19?  Yes  No

If yes, when? \_\_\_\_\_