

Returning to University of Dubuque

Workplace Expectations and Guidelines:

All faculty and staff are expected to fully support the policies, protocols, and guidelines outlined in this document as part of UD's Workplace Expectations and Guidelines. We need to model responsible disciplines and protocols for the health and safety of our most vulnerable colleagues.

Symptom Monitoring Requirement:

Faculty and staff who return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any COVID-19 symptoms, you must call the Office of Human Resources at 563.589.3619 for further guidance to be eligible to return to work based upon current CDC guidelines.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Faculty and staff members who have concerns about returning to work due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable

For accommodations or options related to returning to the workplace, contact the Office of Human Resources at 563.589.3619.

When you return to campus, please make it a daily habit to check your temperature before leaving your home. If your temperature is 100.4 degrees or higher, do not come to work, call your health care provider, and notify your supervisor and the Office of Human Resources.

Practice common sense—good hygiene, social distancing, and wear a face covering for yourself and for others.

Two days before returning to work, we ask that you complete the Health Screening Self-Checklist. The checklist will be sent to your email and sent back to the Office of Human Resources at jmactaggart@dbq.edu.

Phased Staffing:

The University will initiate our phased return of staff beginning Monday, July 6, 2020, in a coordinated process to ensure appropriate social distancing and availability of personal protective equipment (PPE). We intend to monitor on-campus staffing based on *Mission*-critical operations, our ability to control and manage specific work environments, and by utilizing necessary on-site resources. This will be communicated to you through your supervisor.

The phased-in return of staff will more than likely continue for some time as we monitor the number of people on campus (density) and social distancing requirements. Support units that can continue to work remotely effectively will likely continue to do so until restrictions are eased for gatherings based upon CDC guidelines.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the health and safety of faculty and staff, and the communities we serve. No unit or department should increase on-site staffing levels beyond the current needs to support critical operations without approval from a respective supervisor and cabinet member. Once decisions to expand on-site staffing in certain areas have been made, faculty and staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus and existing policies and procedures to help mitigate the potential spread. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options:

Once faculty and staff members have been instructed to return to work on campus, departments should consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

Working Remotely: Those who can work remotely to fulfill some or all of their work responsibilities

may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor/cabinet member, can be done on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing.

Personal Protection Equipment (PPE) and Safety Practices

Cloth Face Coverings

Face coverings must be worn by all faculty and staff working on campus in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing. Disposable masks will be provided by UD if needed. Disposable masks may only be worn once a day and then must be placed in the trash. You may also wear a cloth face covering, which will help UD reduce the need to purchase additional masks, which are in short supply. Cloth face coverings are recommended to be worn for one day at a time and should be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

Type	<p>Cloth Face Covering</p> 	<p>Disposable Mask</p> 
Description	<p>Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions</p>	<p>Commercially manufactured masks that help contain wearer's respiratory emissions</p>
Intended use	<p>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</p>	

Use and care of face coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and

- pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is vital to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty and staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about two arm's length) from other people at all times
- Stay out of crowded places and avoid mass gatherings

Handwashing:

Wash your 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 are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth and wash your hands after touching your face.

Gloves:

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands is considered the best practice for common everyday tasks.

Goggles/Face Shields:

Faculty and staff do not need to wear goggles or face shields as part of the general activity on campus. However, UD has purchased face shields for all faculty and staff as added protection for those located in high traffic areas, classrooms, offices, etc.

Cleaning/Disinfection:

Housekeeping teams will clean office and workspaces based on CDC guidelines for disinfection and (OSHA) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances and high-traffic areas. Mechanical, electrical, plumbing, and monitoring systems will be assessed and readied before the reopening of buildings. Building occupants should also wipe down

commonly used surfaces before and after use, including any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Coughing/Sneezing Hygiene:

If you are in a private setting and do not have on your face covering, remember always to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Guidance for Specific Workplace Scenarios

Working in Office Environments:

If you work in an open environment, maintain at least 6 feet distance from coworkers. If possible, have at least one workspace separating you from another coworker. You should wear a face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, coworkers, and customers. Placing visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line should be evaluated.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings should be worn at all times. A face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Any faculty and staff in a reception/receiving area should wear face coverings. Face coverings should be used when inside any UD facility where others are present, including walking in narrow hallways where others travel, in break rooms, conference rooms, and other meeting locations.

Using Restrooms:

The use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward for at least 20 seconds with soap and water.

Using Elevators:

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you use the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings:

Convening in groups increases the risk of potential viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, email, instant message, etc.). In-person meetings are limited to the

restrictions of local, state, and federal orders assuming individuals can still maintain 6 feet of separation for social distancing. All attendees should wear a face covering while sharing space in a common room.

Meals:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your face covering until you are ready to eat and then replace it afterward. Individuals should not sit facing one another. Faculty and staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation. Maintain at least 6 feet distance between you and others.

Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work:

Specific criteria have been developed for faculty and staff working in laboratory environments. Staff must wear appropriate PPE when working in the labs.

University Travel:

Please call human resources for the most up to date information related to travel.