

# RETURN TO CAMPUS GUIDELINES

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## FACULTY & STAFF

Effective June 25,  
**2020**

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# Before Returning to Campus

## Workplace Expectations & Guidelines

All faculty and staff (hereinafter “employees”) are expected to fully comply with the policies, protocols and guidelines outlined below to ensure a safe return to campus. Failure to do so puts our entire community at risk and may result in disciplinary action.

### **IMPORTANT**

No one should come to work on campus until personally notified by their executive team leader. All employees who are authorized to work remotely should continue to do so until personally notified.

Anyone returning to campus (or currently working on campus) will be **required** to complete the following steps before they receive clearance to report:

## Onboarding Process

If instructed to return, you will receive an email outlining the required steps to complete to return to campus.

1. Complete a [Confidential Health Information Form](#).
  - A completed form is required before going to campus on the first day.
  - Questionnaire is not required again unless there is a change in your health as outlined herein.
2. Shortly after returning to campus, mandatory online training modules will be assigned to you. Please check your Briar Cliff email and complete as soon as possible upon returning to campus.
3. Enroll or update your [emergency alert](#) information.
4. Review and update your information in [Charger Stable](#).
5. Make or purchase a face mask, if possible.

**Please retain this information for reference but be aware guidance and/or requirements may evolve. Your health and safety are of the highest importance to BCU.**

**Thank you for your cooperation in helping keep our community healthy and safe.**

# Guidelines for Working on Campus



## Self-Monitoring

**Each day, you must confirm you do not have signs/symptoms of COVID-19 before coming to work.** According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and can include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Sore throat
- Loss of taste or smell (without a stuffy nose)
- Fatigue
- Headache
- New GI symptoms

This list does not include all possible symptoms. For the most up-to-date information on COVID-19 symptoms, check the CDC's website: <https://www.cdc.gov>.

If you have any COVID-19 symptoms, you must complete a new [Confidential Health Information Form](#) and immediately notify your department leader and [Human Resources](#), via email.



## Temperature Checks

At this time, Briar Cliff University will not conduct daily temperature checks at work locations. You are asked to self-monitor by taking your own temperature each day before reporting to work. **The university may conduct random temperature checks at various work locations.**

NOTE: Any employees working in medical buildings (e.g., Pro Bono Clinic, Mayfair, etc.) will be required to **abide by the applicable Briar Cliff University Healthcare guidelines** (which include daily temperature checks and health monitoring).

Some offices will have thermometers available.



## What to do if Symptoms Develop

If you develop any COVID-19 symptoms as outlined above, you must:

- Stay home (do not report to work or, if at work, go home immediately). Employees can use sick leave for this purpose;
- **Immediately** inform your department leader;
- Complete an updated [Confidential Health Information Form](#);



- Notify [Human Resources](#).

COVID-19 testing may be completed at a local healthcare provider. Please call ahead to alert them of your symptoms. Please note the mandatory requirements of the [Return to Campus Policy for COVID-19](#).



### If You Test Positive for COVID-19

If you test positive for COVID-19, you are required to report the positive test result by contacting [Human Resources](#), where you will receive further instructions regarding next steps.



### Isolation or Quarantine Status

If you are instructed to isolate or quarantine, you must stay home. Employees may be eligible for sick leave or other additional leave. Please contact [Human Resources](#) for further guidance.

If you feel well enough and receive approval from your executive team leader, you may be eligible to work remotely during your isolation/quarantine.



### Physical Distancing

PHYSICAL DISTANCING IS MANDATORY! Please review the [Mandatory Physical Distancing Policy](#). Guidelines for physical distancing include:

- Stay at least 6 feet (about 2 arms' length) from other people;
- Wear face coverings at all times in shared spaces;
- Do not gather in groups; and
- Stay out of crowded places and avoid mass gatherings.







### Face Coverings

Face masks or face coverings (hereinafter, collectively “face covering”) must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, bathrooms, hallways, meeting rooms, classrooms, etc.). Appropriate use of face coverings are critical in minimizing risk to others. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing.

- Face coverings must be worn in common spaces even if you are the only person in the space.
- Face coverings must be worn in both indoor and outdoor settings.
- You may only remove your face covering if you are alone and in a private space (such as a private office).
- The face covering is not a substitute for physical distancing. You must still stay at least 6 feet away from others, even if you are wearing a face covering.
- Disposable masks may only be worn for one day and then must be discarded.
- You can also wear your own face covering, which is recommended to help conserve supplies. If you bring your own face covering to BCU, please take the mask home for reuse or proper disposal.

- BCU will provide an initial safety package, which includes face protector(s) and hand sanitizer.
- The fabric design or pattern for cloth face coverings should be appropriate for the workplace.
- Do not forget to bring your face covering to work. You will not be permitted to remain on campus without one.
- Those who work in a health setting which may require the use of specialty masks (such as N95), should follow the proper protocols of the work unit.

See details regarding mask use and care below.

| Type and Intended Use of Face Coverings/Masks |                                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                                                                          |                                                                                                                             |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Type                                          | Cloth Face Covering<br>                                                                                                                                                                                                                 | Disposable Mask<br> | Medical-Grade Surgical Mask<br>       | N95 Respirator<br>                       |
| Description                                   | Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions                                                                                                                                                                                                  | Commercially manufactured masks that help contain wearer's respiratory emissions                      | FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions | Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions |
| Intended use                                  | 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). |                                                                                                       | These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.  |                                                                                                                             |



## Care and Use of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

### Cloth Face Coverings Should

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

### Putting on the Face Covering

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering 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.

### Taking off the Face Covering

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, 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 of Face Coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings should be washed regularly (daily is recommended). Launder cloth face coverings with regular clothing detergent, dry them completely in a hot dryer, and store in a clean container or bag.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- If using a disposable face covering (not a cloth one), it must not be used for more than one day and must be discarded after your workday.



### Covering Coughs and Sneezes

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used. BCU will provide hand sanitizer stations at work locations.



### Hand Washing

- 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, or sneezing.
- Wash your hands for 20 seconds throughout your work shift and before you leave to go home. Aim for washing your hands 10 times per day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. BCU will provide hand sanitizer stations at work locations.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



### 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 often is considered the best practice for common everyday tasks.



### Goggles & Face Shields

At this time, employees are not required to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for nonhealthcare environments.



## Cleaning & Disinfecting

### Cleaning Personal Spaces

We ask that building occupants continue to disinfect and wipe down their areas and commonly used surfaces before and after use. Hand-sanitizer and disinfectant stations will be maintained throughout campus.

### Cleaning & Sanitization of Common Areas

Common areas will be cleaned and disinfected throughout the day. This will include cleaning high-touch surfaces such as building entryways, elevator lobbies, break rooms, etc. Each night, classrooms (once classes resume), congregate areas, and restrooms will be sanitized.

## Workplace Scenarios

### Transportation

For those employees who can avoid public transportation, please walk, bike, or drive alone or with household members only. If you must take public transportation, wear a face covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 70% alcohol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

### Working in Office Environments

While working in an office environment, you must maintain physical distancing (staying at least 6 feet away from co-workers). If possible, have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

Units should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where people should stand.
- Placing one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

Signage has been developed to aid in physical distancing.

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 must be worn at all times.

Face coverings should be worn by all employees in a reception/receiving area.



Face coverings should be used when inside any facility where others are present, including walking in hallways where others travel and in break rooms, conference rooms, bathrooms, and other common spaces.

## Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus. In multi-person restrooms, face coverings are required.

## Using Elevators

- Use the stairs whenever possible.
- If you must use the elevator, avoid touching the elevator buttons with your exposed hand/fingers.
- Follow any instructions, signage or decals that are posted regarding elevator use such as how many individuals may be in the elevator at one time, and where you should stand directionally.
- Limit use and occupancy of elevators to maintain social distancing of at least 6 feet.
- Wash your hands or use hand sanitizer with at least 70% alcohol upon departing the elevator.

## Lounges & Meeting Spaces

- Avoid convening in groups of any size as this increases the risk of viral transmission.
- Whenever possible, meetings and communications with colleagues should be held using virtual collaboration tools (Zoom, Microsoft Teams, telephone, etc.) rather than face-to-face.
- In-person meetings are limited by local, state and federal requirements and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Units should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices.
- Whenever possible, utilize outdoor seating areas and social distancing for any small group activities such as lunches, breaks, and meetings.

## Meals & Common Areas

- Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.
- You are encouraged to avoid dining out as much as possible. Bring your lunch or order food to go and take it back to your office or eat outside.
- When dining at an eating establishment (including Java City and the Cafeteria), you must wear a face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.

- If you are eating in a break room or shared office space, maintain 6 feet of distance between you and others. Do not sit facing one another. Only remove your face covering in order to eat, then put it back on.
- Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas. BCU will provide wipes and/or paper cloths and disinfectant for this purpose.
- Bring your own water and coffee to minimize use and touching of water fountains, ice machines, water coolers, and community coffee areas.
- Bring your own lunch and store it in a personal cooler. If you must use a community refrigerator or a microwave, use a paper towel to open the door and throw the paper towel away.
- Avoid sharing food, drinks, and utensils with others.

## Human Resources Policies

The following Human Resources policies apply to employees who are returning to campus to work.

### Using Sick Leave

You may use sick leave for the following reasons:

- You are in a vulnerable/high risk category (see below);
- You are living in the same household with someone who is in a vulnerable/high risk category;
- You need to quarantine or self-isolate;
- You have tested positive for COVID-19 or have another illness.

Please contact [Human Resources](#) for more information.

### Higher Risk/Vulnerable

According to the CDC, people who have been diagnosed with certain conditions may have a higher risk for COVID-19. These conditions may include:

- Older adults (aged 65 years and older)
- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Liver disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- People who are Immunocompromised as determined by their physician

If you are unable to return to work on campus because you are in the vulnerable/high risk category OR you are living with an individual who is in a vulnerable/high risk category, please contact your executive team leader and

[Human Resources](#). You may be granted permission to work remotely or you may be able to use either sick or vacation leave.

You will also need to complete the [Work Adjustment Form](#) for review and approval.

### Unable to Work Due to Personal Responsibilities

If you are unable to come to work due to personal responsibilities (such as lack of childcare), please contact your executive team leader and [Human Resources](#). You may be granted permission to work remotely, you may be able to use either sick or vacation leave, or you may be eligible for paid leave.

### Fearful of Coming to Work on Campus

BCU is putting new policies and guidelines in place to enhance protection of the health and safety of the community, in cooperation with the recommendations of public health authorities. We understand that despite these measures, some may remain fearful. If you are afraid to come back to campus:

- Talk to your executive team leader to express your concerns.
- You may be granted permission to work remotely or you may be able to use either sick or vacation leave.
- If you have been diagnosed with a condition such as anxiety and receive a medical certification, FMLA may apply.
- If you need help, please contact [Human Resources](#) for additional support services that are available to you.

### Remote Work

It is very important that all employees who are able to work remotely continue to do so unless otherwise instructed by their executive team leader. No one is permitted to come to campus unless they have received prior approval to do so.

### Reassignment of Job Duties

Please be aware that if you are not able/not needed to perform your usual work duties, you may:

- Be reassigned at any time, within or outside the department.
- Be required to accept the reassignment if you are not at capacity.
- Use sick leave or vacation leave as instructed by your supervisor or [Human Resources](#) if you are not able to be reassigned.

### Visitors

To further limit potential exposure, visitors are currently not allowed on campus.

# Training & Other Resources

## Training Modules

Online training modules will be assigned shortly after returning to campus. Please watch your Briar Cliff email for more information.

## Emotional and Mental Health

As an employee, EAP services are available to you. Please contact [Human Resources](#) for more information on these confidential services.

Employees may also contact [Campus Ministry](#) for additional support.