

## **Returning to the Workplace Policy COVID-19 Pandemic**

### **Primary Purpose**

William Woods University's policies and protocols are designed to protect the safety of our faculty and staff (employees), students and the public with whom we interact. Our plans will be aligned with local, state and federal guidelines. As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans may be updated as appropriate.

### **Expectations**

All employees are expected to comply with the guidelines outlined in this document. Failure to do so may result in disciplinary action.

### **Symptom Monitoring Requirements**

Employees returning to the workplace must conduct symptom monitoring every day before reporting to work, including monitoring for a fever by taking a body temperature reading each day. You must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. The most up to date COVID-19 related symptoms can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. A fever is defined by WWU as 99.0 degrees or higher.

Supervisors may approve remote work for employees displaying symptoms who are able to successfully complete their duties and responsibilities listed on their job description. Otherwise, employees will need to take paid leave during this time. Employees should refer to the Borrowed Leave policy which will remain in place for COVID-19 related absences. Employees are required to stay home until they are free from the symptoms listed above and they have been fever free for at least 24 hours without the use of fever reducing medication. Employees will be expected to self-certify that they have been symptom free upon return to work following an illness.

### **Prevention Guidelines**

- All employees will be required to practice physical distancing at all times while on campus whenever possible. This means that all people should remain at least six feet apart, both inside and outside of buildings.
- Access may be limited to common areas where employees are likely to congregate.
- Face coverings are highly encouraged when physical distancing is not possible, and when in any common areas including hallways. Face coverings are also strongly recommended when 2 or more people are in the same office. In some areas, depending on the nature of the activity or the limitations of the space, face coverings may be required. Each office area is encouraged to keep a number of disposable masks available for visitors that may arrive without one. These are available through our Central Purchasing at [diana.willard@williamwoods.edu](mailto:diana.willard@williamwoods.edu).
- Other personal protective equipment and supplies, such as gloves, gowns, face shields, goggles, etc are generally not required, but each supervisor may want to consider if

these protective measures are necessary for certain positions handling shared items or under specialized circumstances.

- Disinfecting spray and wipes and hand sanitizer will be provided to each office. Employees are required to diligently clean and disinfect their office spaces on a daily basis and as needed throughout the day.
- Digital meetings through Zoom or similar platforms are strongly encouraged. In person meetings should be limited to 10 people and should be in a room large enough to allow for physical distancing.
- Electronic delivery of paper items is highly encouraged between offices.
- All employees are required to either wear their nametag or ID badge at all times while on campus.
- Employees are expected to model these prevention behaviors for our students in an effort to keep our campus community safe.

### **Guidelines for Positive COVID-19 Cases on Campus**

- Positive COVID-19 cases among students, faculty, and/or staff are anticipated on campus in the fall. Employees must recognize the expectation that we will continue to work and serve students on campus.
- If an employee tests positive, Human Resources must be notified immediately.
  - The university will work with local health officials and any employee that is found to have been directly exposed will be sent home and asked to telework for 14 days if possible.
  - 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.
  - A communication will be sent to the campus community informing all employees and students of the positive case on campus.
  - The employee name and information will only be shared with public health officials and WWU administrators whom have an interest in the employee's health and the health of the William Woods community.
- Employees will be required to follow CDC guidelines regarding release from isolation after having a positive COVID-19 test result. The employee must self-certify that they are released to return to work and may also need to provide a physician's release upon returning to campus.

### **Remote Work**

Remote work, or telework, is encouraged and allowed until July 27 upon which all faculty and staff should return to work on-campus.

- Any employee with a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning, should discuss specific circumstances with Human Resources and/or their supervisor.
- A physician's note may be required for reasonable accommodations.

- Continued telework beyond July 27 must be approved by the employee's cabinet level supervisor.
- Any supervisor with employees that telework beyond July 27 will be required to track, monitor, and evaluate the effectiveness of the employee's work from home.

### **Travel**

Due to the university's commitment to employee and campus community safety, all nonessential business travel has been suspended until further notice. Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your cabinet-level supervisor must approve all business travel (including trips that were previously approved) until further notice.

Employees engaged in essential business travel and/or personal travel, must follow the guidelines below.

- Employees should notify their supervisor of travel plans.
- US Travel - If you are considering traveling, follow any state and local travel restrictions currently in place. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. For more information and travel guidance, check with the [state or local health department](#) where you are, along your route, *and* at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive or upon your return to campus.
- International Travel/Cruises - There is widespread, ongoing transmission of the COVID-19 virus worldwide. CDC recommends that all people avoid nonessential international travel and travel on cruise ships, including river cruises, worldwide. Employees returning from international travel, cruise ships, or river cruise voyages, must notify their supervisor and may not report to work on campus for 14 days from the time of returning home from traveling. During this time period, employees are permitted to work from home with supervisor approval.
- Employees will be required to self-certify that they have been symptom free before returning to work.

### **Visitors on Campus**

Throughout all phases of reopening campus, any visitors, guests, or vendors that wish to visit campus must check in to campus at a designated area (Admissions, EQS, Maintenance, Information Desk, or Human Resources) and must complete and sign a questionnaire certifying they are symptom free and have not knowingly had close contact with anyone testing positive for COVID-19 within the past 14 days. All visitors will be given a visitor badge which must be worn while on campus.