

BEARS Return

Shawnee State University Plan for a Safe Return to Campus



HEALTH AND SAFETY GUIDELINES FOR EMPLOYEES

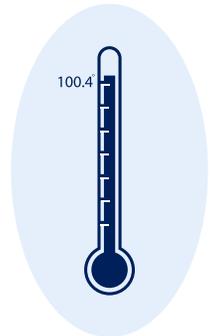
Updated August 13, 2020

To ensure a safe return to campus and comply with recent orders and advisories from the Ohio Department of Health, employees are expected to follow the health and safety guidelines below:

ASSESS YOUR HEALTH DAILY AND STAY HOME IF YOU ARE SICK.

You are expected to assess your health daily before reporting to work. This includes checking for a fever (100.4 or greater) and other coronavirus symptoms, such as shortness of breath or difficulty breathing, chronic cough, fever, chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, loss of taste or smell.

Monitor your temperature each day and only report for work on campus if your temperature is within normal range. Additional [Health & Safety Guidance](#) is provided by the SSU Health Team. You should follow normal call-in procedures if your temperature is greater than 100.4 and/or you are exhibiting symptoms. Do not report to campus until you are symptom-free without medication for 72 hours.



WEAR FACIAL COVERINGS AT ALL TIMES INSIDE CAMPUS BUILDINGS AND OUTSIDE WHEN IN THE PRESENCE OF OTHERS. MAINTAIN AT LEAST SIX-FEET OF SEPARATION FROM OTHERS.

The use of face masks is required on campus as outlined in the [University Facial Covering Policy](#).

In your private office:

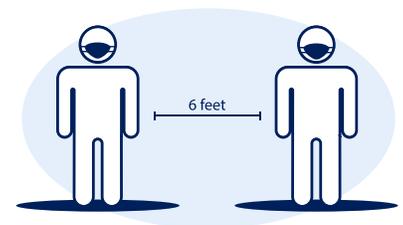
If you have a private office, or other walled-in work area typically occupied by just you, maintain social distancing and wear a facial covering whenever you have someone in your office space.

If your office is in an open setting, you are required to maintain social distancing and wear a facial covering when in the presence of others. Employees in this type of setting will only need partitions or some other barrier when reconfiguration to establish and maintain distancing cannot be achieved.



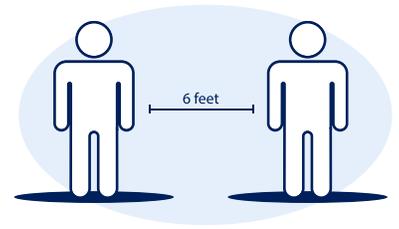
Inside all buildings:

Face masks are required in all indoor spaces, including classrooms, hallways, meeting spaces, etc. You are required to maintain social distancing and wear a facial covering at all times. Employees working in open public spaces will likely need partitions or some other barrier to maintain proper distancing.



Outdoor settings:

Facial coverings in an outdoor setting are required when social distancing of at least six-feet is not possible.

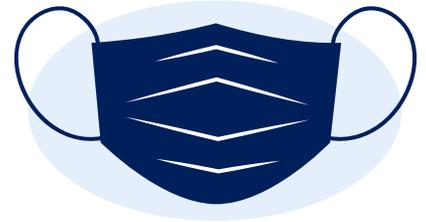


In Dining Areas:

Facial coverings are not required while eating. Eat in a location that allows for appropriate physical distancing (e.g. outdoors, in an enclosed or private space, in an office with the door closed, etc.).

FACE MASKS SHOULD MEET CDC STANDARDS.

At a minimum, a facial covering should be cloth/fabric and cover the nose, mouth, and chin. Facial coverings can also be made with a bandanna. See more advice from the [Centers for Disease Control and Prevention on how to wear and position a facial covering](#). Find more advice on facial coverings from the [Ohio Department of Health](#).



Employees may request an accommodation to the facial covering requirement by completing the [COVID-19 Employee Request for Accommodation Form](#) or contacting the Director of Human Resources at mjohnson@shawnee.edu. Approvals will be granted based on guidance from the Ohio Department of Health.

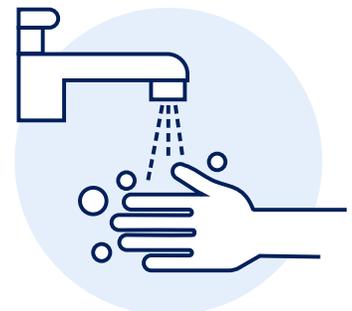
KEEP APPROPRIATE DISTANCE FROM OTHERS AT ALL TIMES.

- Be mindful of physical distancing in small spaces including elevators, hallways, stairwells, and restrooms.
- Limit the number of people at gatherings, ensuring orders and advisories from the Ohio Department of Health are followed. Examples include:
 - When in-person meetings are necessary, no more than the number of people defined in Ohio orders should be present, and physical distancing should be in place.
 - Video conferencing and conference calls can be used instead of in-person meetings.
 - No events, meetings, or gatherings will be approved that include more than what Ohio order defines.
 - Employees must ensure all visitors to campus, including contractors, vendors, guest speakers, etc., follow the University's health and safety guidelines.



PRACTICE GOOD PERSONAL HYGIENE TO PREVENT THE SPREAD OF COVID-19.

- Regularly wash your hands with soap and water for at least 20 seconds. Use hand sanitizer after interactions with people or objects, if soap and water are not readily available. View the CDC guidelines on handwashing.
- Cover coughs and sneezes into your sleeve or elbow, not hands.
- Clean and disinfect frequently touched objects and surfaces at home, work, and school. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.



- Avoid touching your face.
- Refrain from shaking hands.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat right.



WEAR PERSONAL PROTECTIVE EQUIPMENT.

- Employees are expected to provide their own facial covering to comply with these guidelines.
- Disposable gloves are generally not required unless otherwise prescribed by an employee’s job duties.
- Employees are expected to follow normal protective procedures required to perform their job duties. These guidelines do not supersede those protocols.

REPORT YOUR EXPOSURE TO COVID-19.

If you have been in close contact with someone with COVID-19 and/or you develop symptoms of COVID-19, contact the SSU Health Team through the SSU Wellness App (when available), through the [COVID-19 Incident Form](#), by emailing COVID19@shawnee.edu, or calling 740.351.3276.

If you are a resident in a community where there is an ongoing spread of COVID-19 and you develop COVID-19 symptoms, or you have tested positive for COVID-19, do not report to campus. Contact the SSU Health Team by completing the COVID-19 Incident Form or emailing COVID-19@shawnee.edu. Follow additional SSU Health Team guidelines regarding [What to do if Exposed to COVID-19?](#)

If you have traveled outside of Ohio to areas designated as COVID-19 Hot Spots, follow [Ohio state guidance](#) upon your return. Contact your supervisor if you must quarantine and follow [SSU leave policies](#).

ASSESS YOUR WORK ENVIRONMENT.

Vice Presidents and Deans are expected to work with Department Directors, Department Chairs, and Program Directors to evaluate the work environment and make necessary changes and adjustments to ensure social distancing practices can be followed. A tool to document this assessment will be provided by the Director of Environmental Health and Safety.

In shared offices or workspaces, the following should be considered by supervisors:

- **Utilize flexible work schedules, staggered work hours, and staggered arrival and departure times.**

Examples include:

- **Rotations of remote and in-person work:** Create schedules that rotate employees on in-person and remote workdays to ensure offices are covered while also supporting social distancing and decreasing congestion in the office.
- **Staggered scheduling:** Stagger employees’ arrival and departure times, so that not all employees arrive or depart at the same time.
- **Alternate break/lunch scheduling:** Alternate work or lunch schedules to minimize the number of individuals working together, congregating in one area, or gathering.



- **Adjust furniture and office layout to allow for social distancing. Examples include:**
 - Move desks or furniture apart to maximize spacing within offices, office suites, work areas, and lounge or public spaces.
 - Relocate individuals to alternate spaces or use larger spaces if possible.
 - Based on limited availability, and as a last resort, consider the use of office partitions or plexiglass dividers for areas where the prominent purpose is customer service or interacting with walk-up traffic of students, faculty, staff, parents, or campus visitors.
- **Alter or limit congregating factors or spaces where the virus could be easily spread. Examples include:**
 - Discontinue the use of office coffee pots. Post signage to require disinfecting handles on refrigerators and microwaves, as well as control panels of microwaves and vending machines. Post signage discouraging drinking from water fountains.
 - Alter break room setups to increase social distancing. Limit the number of people who can be present where gatherings often occur such as lunch or break rooms. Encourage outdoor break periods.
 - Ensure adequate space between personal items in areas of shared storage such as locker rooms or mailrooms.

The University will continue to monitor the external environment and make necessary changes to these guidelines based on guidance and/or regulations from federal, state, and local officials