Fall 2020

BEARS Return

Shawnee State University Plan for a Safe Return to Campus

RETURN-TO-WORK GUIDANCE FOR SUPERVISORS AND EMPLOYEES

OVERVIEW

As Shawnee State transitions to phase 3 of the Bears Return to Campus Plan (fall term, August 24, 2020), broader services to students and the campus community will require increased presence on campus grounds. Our phased return plan is based upon the most recent Ohio mandates, CDC recommendations and local health department advisories and, as such, is subject to periodic modification.

As a general rule, employees who are successfully working from home should continue to do so unless the operational needs of the department dictate otherwise. Faculty or staff who are sixty-five or older, or who have an underlying medical condition that puts them at higher risk of severe illness from COVID-19, will not be required to work in a setting that could expose them to infection.

The purpose of the phased return plan is to gradually increase access to key in-person services on campus while limiting density to prevent the spread of COVID-19. As we monitor COVID-19 case rates locally and in the state, Shawnee State may return to a prior phase and re-impose certain restrictions as needed. It is also possible that state mandates or local health department advisories will impact work plans.

RETURN TO ONSITE WORK

Employees who return to perform their primary duties onsite will be required to:

1. Complete an online training regarding COVID-19 safety issues.
2. Read and sign an Employee Safety Pledge.
3. Self-monitor their health using the Wellness App with Health Pass as requested.

GUIDANCE FOR MANAGERS

Pre-return Considerations

Before employees are instructed to return onsite either partially or fully, managers should consider the following:

1. **Has a workplace assessment been completed?**

   Consider your area's workspace and workflow to determine if there is adequate spacing to maintain physical distancing. If not, determine how schedules may be staggered and which roles are absolutely needed in the office.

2. **What common spaces may be limited?**

   Consider closing or limiting access to certain areas (break rooms, kitchens, conference rooms). Communicate the rules and procedures that are to be followed for these areas.

3. **What modifications are needed in your space?**

   If protective improvements may be needed (e.g., plexiglass partitions, ventilation adjustments, or floor spacing markers), contact Joe VanDeusen at 740-351-3310 or jvandeusen@shawnee.edu to arrange a physical space assessment. Take steps to order required protections.

4. **How can you accommodate the needs of your staff during this time?**

   Consider permitting flexible schedules to allow employees to take care of children due to school and childcare closures.

5. **Do you have student workers?**

   If student workers are assigned to the office, ensure they understand the requirement to comply with health and safety guidelines for employees.

6. **How will those accessing your area know of any changes?**

   Ensure adequate and appropriate signage is posted.

7. **What process will you follow to disinfect your area?**

   Ensure adequate supplies of disinfectant and other cleaning products are procured. Assign a staff member to monitor the supply levels and place orders before supplies are exhausted. Be sure to use the project code 10236 for approved COVID-19 purchases.

8. **How will you communicate expectations to your staff?**

   Be sure that individuals clean and sanitize their personal work spaces when they enter at the beginning of each shift.
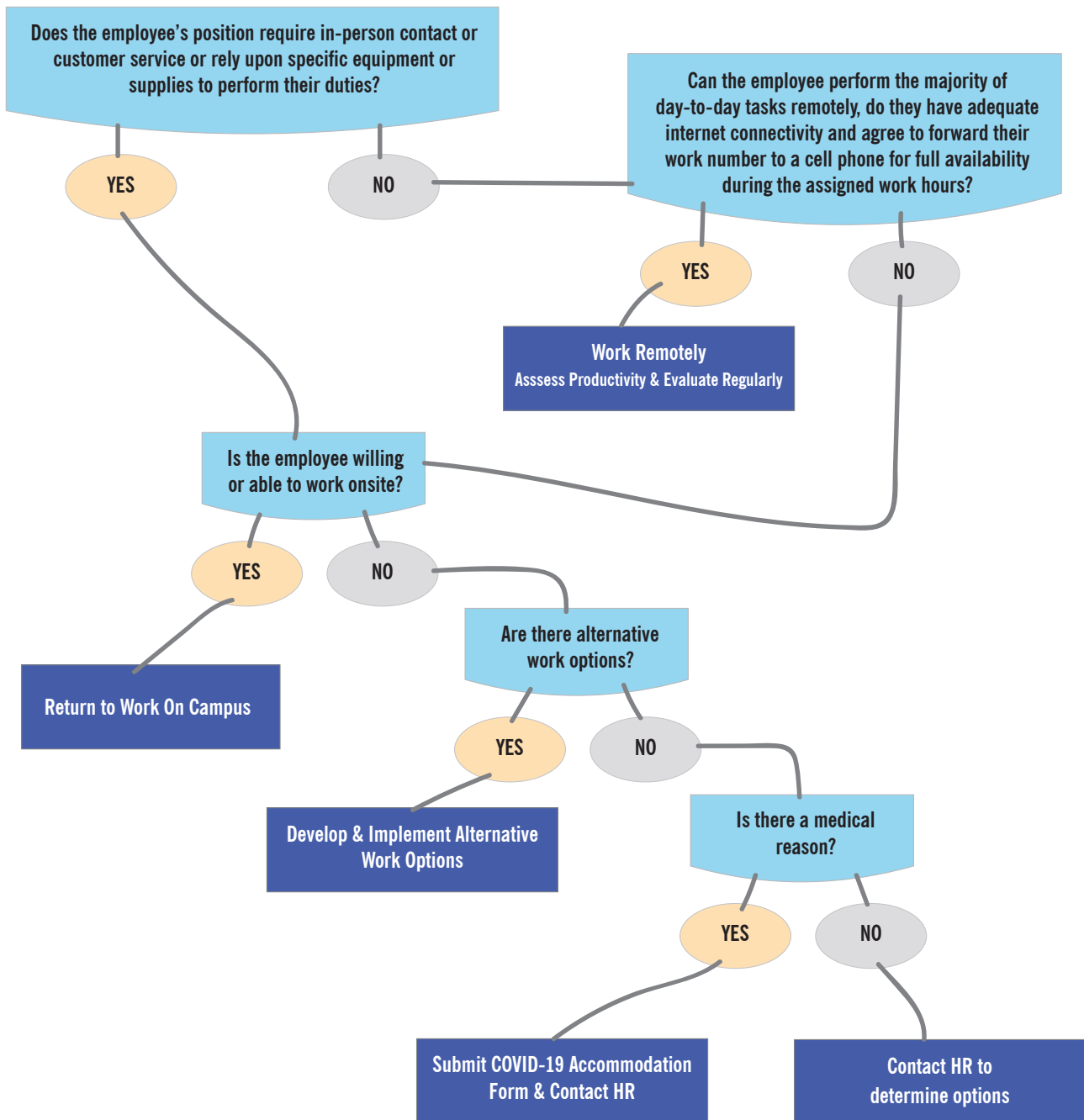
While at Work Onsite:

1. Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitization.

2. Require compliance with face coverings and physical distancing rules.

3. Discourage employees from sharing desks or equipment and encourage them to wipe down their desk and equipment regularly.

4. Continue to utilize Microsoft Teams, Blackboard Collaborate, or Zoom for meetings. Meetings in conference rooms or common areas should be kept to a minimum and meetings may only take place with physical distancing and appropriate wiping down of common-touch surfaces by the department after use. Face coverings are required at all times while on campus and during in-person meetings.

DECIDING WHO TO BRING BACK ON CAMPUS AND WHEN

Use the following decision-tree to determine whether to return an employee to onsite work, partially or fully, or to allow them to work remotely. The COVID-19 Accommodation Form, if needed, is available online.

Does the employee's position require in-person contact or customer service or rely upon specific equipment or supplies to perform their duties?

YES → NO

Can the employee perform the majority of day-to-day tasks remotely, do they have adequate internet connectivity and agree to forward their work number to a cell phone for full availability during the assigned work hours?

YES → NO

Work Remotely
Asssess Productivity & Evaluate Regularly

Is the employee willing or able to work onsite?

YES → NO

Return to Work On Campus

Are there alternative work options?

YES → NO

Develop & Implement Alternative Work Options

Is there a medical reason?

YES → NO

Submit COVID-19 Accommodation Form & Contact HR

Contact HR to determine options

Noncompliance with federal, state, or university guidance

Employees who observe non-compliance of work rules should contact their supervisor. In the event an employee believes they are being asked to do anything in violation of university policies or guidelines, they should speak to their supervisor, manager, or HR representative. For health and safety issues, contact the SSU Health Team at Covid19@shawnee.edu.

Complaints

Supervisors are encouraged to attempt to resolve onsite and remote work scheduling matters informally where possible. If this effort proves unsuccessful and it is crucial that the employee work onsite (partially or fully), the supervisor should inform the employee in writing of the decision and direct the employee to file a complaint pursuant to the applicable complaint process outlined in Policy 5.41 Complaint Review & Resolution. The "Report a Complaint" quick link can be found at the bottom of every SSU webpage.

GUIDANCE FOR EMPLOYEES WORKING ONSITE

1. Self-screen daily before going to work for any of the symptoms currently associated with COVID-19. Completing the Wellness App with Health Pass screening is encouraged prior to arriving to work daily. Employees may be asked to participate in a periodic health surveillance survey performed by the SSU Health Team.

   Symptoms include (but could be modified)
   - Fever of 100.4 degrees or higher
   - Cough
   - Shortness of breath or difficulty breathing
   - Muscle pain
   - Sore throat
   - Known close contact with person who is lab-confirmed to have COVID-19
   - Chills
   - Loss of taste or smell

2. Certain departments, such as the Children's Learning Center, food services, and the Rhodes Athletic Center, may require temperature monitoring upon arrival and on a regular basis.

3. If you are not feeling well, follow the guidance provided in the "What do you do if exposed to COVID-19?" Health & Safety Guidelines.

4. Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

5. Wear a face covering (over both nose and mouth) when inside campus buildings, in a public-facing area, in a private office when a guest enters, outdoor settings when physical distancing cannot be observed (and in accordance with State mandates and University rules).

6. Individuals unable to wear facial coverings for medical reasons are to consult with their supervisor about alternative work options.

7. In instances in which age or health conditions fall within one of the CDC high risk categories for COVID-19, or who have other special circumstances, and need to seek a workplace adjustment, contact Kara Arms at 740.351.3464 or karms@shawnee.edu for guidance.

WORKING REMOTELY: GUIDANCE FOR MANAGERS

1. Formalize the arrangement by completing the [Telecommuting (Telework) Worksheet/Agreement](#).

2. Establish a regular time for contact in order to update the employee and determine the status of work assignments, as well as the condition of the employee.

3. Ensure employees have the proper tools and resources to work effectively away from campus.

4. Be mindful that many employees have a less than ideal office space (no privacy) exacerbated at times by children and others in the household due to the pandemic and parents having no other care/school options.

5. Set clear expectations – ask employees what they are working on each week and be clear about what you expect to be completed; define the scope, deadlines, and deliverables of each task or project; be supportive ("What do you need?" or "How can I help?"); do not micromanage.

6. Provide frequent, honest feedback.

7. Understand that remote workers can often feel isolated and need to have regular interactions with other workers and supervisors.

GUIDANCE FOR EMPLOYEES WORKING REMOTELY

1. Complete the [Telecommuting (Telework) Worksheet/Agreement](#) upon request.

2. Prepare a written assignment list and review with your supervisor to ensure clear understanding of expectations while working remotely.

3. Ensure that you have adequate technology, including internet connectivity, to perform your job tasks remotely. Make sure that you are able to forward your work number to a cell phone during assigned work hours.

4. Designate a specific work time in a private location in which you are on task for the duration of the time period that has been established for your position (full time or part time, etc.).

5. Communicate regularly with colleagues and your supervisor in order to maintain contact with University activities, calendar, and related issues.

6. Remote work is not intended to be used as a substitute for ongoing caregiving needs.

7. Customarily, Shawnee does not provide home internet service to support remote work arrangements, nor guarantee access to a computing device for the arrangement. In instances in which the university has provided equipment, software, furniture, and all other resources, the use is limited to the purposes of remote work and is not intended for

personal use. The decision to remove or discontinue use of resources rests entirely with the university.

8. In the event that an employee ceases employment with Shawnee, or the arrangement is discontinued for any reason, the employee must return all Shawnee property within a university-determined timeframe.

9. University property insurance will not cover any personal property that is used at home, and will only cover university equipment brought to a defined off-site location that has been documented as university property.

10. Workers' compensation applies only to injuries arising out of and in the course of employment as defined by Ohio State Workers Compensation Law. Shawnee is not responsible for injuries unrelated to such work activities that might occur in the defined off-site work location or elsewhere.

11. Employees who work remotely must adhere to all university policies. Especially relevant are policies related to information technology, computer security, and data protection. Policy 5.30 and related procedure 5.30:1 provide requirements for maintaining, securing, and achieving legal and appropriate use of the information technology infrastructure and confidential data.

12. Employee benefits will not be affected by a flexible work arrangement. If hours per week are reduced, some benefits will be reduced proportionally (retirement contributions, accrual of vacation and leaves, and educational benefits).

TRAVEL

1. All employees have a critical role to play in reducing the possibility of COVID-19 transmission within our campus and surrounding community by avoiding high-risk travel, whether for university business or personal reasons. Examples of high-risk travel include visits to areas with high incidences of coronavirus or using public modes of transit, such as planes, trains, subways, ships and other closed environments.

2. Until further notice, Shawnee has prohibited travel for business purposes. If an unanticipated need to conduct essential business of the university requires travel outside of Ohio, the express permission of the vice president, provost or president is required.

3. All Shawnee State employees who travel for personal reasons outside of Ohio to areas designated as COVID-19 Hot Spots within or outside the United States will be expected to follow the Ohio state guidance upon their return.

HEALTH & SAFETY PROCEDURES

Detailed guidance is found in the "What do you do if exposed to COVID-19?" Health & Safety Guidelines. You may reach the SSU Health Team by emailing COVID19@shawnee.edu or by calling the Health Line at 740-351-3276.