



RETURN TO CAMPUS TIMEFRAME

This information may change as federal/state/local government, higher education, and health authority guidance is updated to address the evolving COVID-19 situation. We agree that office reopening should be gradual and follow best practices for social distancing. Campus will reopen for our workforce **June 1, 2020**.

PHASE I

MAY 1 - MAY 30, 2020
BEFORE OFFICES REOPEN

All of the following measures and procedures should be in place and communicated, as needed, before moving to Phase II.

- All employees must complete [SafeCollege's online training module, Coronavirus Awareness](#).
- **Health Screening - Employees**
 - All employees should be advised to perform & submit an online health screening prior to coming to campus by clicking on this link: <https://bit.ly/3bp2cd7>
 - The screening will include:
 - Taking temperature to ensure it is not >100.4 F
 - Observing any symptoms, such as cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, diarrhea and loss of taste or smell.
 - Employees with symptoms should stay home and consult their physician or other healthcare provider.
 - Employees with medical conditions that increase their risk should self-isolate and NOT come to work. Please work with your supervisor to make arrangements to continue to work remotely.
 - The University may choose to do on-site temperature screening, if needed.
 - The University will provide a personal health checklist handout.
- Priority for who is allowed back in May:
 - Employees that are interested in returning.
 - Function-areas, such as accounting, to begin year-end audit preparation.

- o Location-areas that can safely follow CDC and other health authority guidance for social distancing and adhere to local gathering guidelines.
- Disinfection measures of campus will continue.
- Inventory offices ensuring enough hand sanitizers, soap, and any other needed products on hand.
- Continue and reinforce social distancing measures:
 - o Keep 6 feet distance from others at all times.
 - o Eliminate contact with others, such as handshakes, hugs, etc.
 - o Avoid touching surfaces touched by others, to the extent possible.
 - o Wear face masks while moving about campus and you may consider wearing a mask in the office depending on social distancing.
- Offices should determine the maximum number of people allowed in the office at the same time.
- All non-essential gatherings should be avoided:
 - o Minimize in-person meetings and use MS Teams, Zoom, etc.
 - o No events with outside speakers or large events should be planned until further notice.
- Deliveries
 - o Office deliveries should be kept at a minimum.
 - o Ensure approved vendors know campus visitation rules.
- Signage - offices should make sure they have social distancing signs placed in their department.
- **Health Screening - Guests/Visitors/Vendors**
 - o All employees should meet with guests or visitors by appointment only, when possible, and ask the individual to complete and submit the following questionnaire prior to their arrival on campus by clicking on this link: <https://bit.ly/3bp2cd7>
 - o All vendors should be provided the University personal health checklist handout.

PHASE II

JUNE 1 - JULY 30, 2020 OFFICES REOPEN WITH LIMITED NUMBER OF EMPLOYEES

During Phase II the offices are open for a specified number of people as identified by the University leadership.

- Employees begin to return to the campus.
- Health screening (employees, guests, visitors, and vendors) will continue as outlined in Phase I.
- Employees complete daily health screening as described in Phase I each day prior to arriving on campus. If employees arrive on campus and exhibit any of the symptoms during the day, they would contact the University nurse and leave campus, if advised.

- Health screening for guests will continue as outlined in Phase I.
- Office areas continue to be cleaned as mentioned in Phase I.
- All social distancing, health screening, and procedures from Phase I are still in place.
- Limit number of campus visitors, guests, and other individuals coming to campus unless they have an appointment with the department.
- Priority for who is allowed back:
 - Employees that are interested in returning.
 - Function-areas such as Admission, Financial Aid, Registrar, Student Accounts, IT, eligible staff in Student Life and Athletics.
 - Location-areas that can safely follow CDC and other health authority guidance for social distancing and adhere to local gathering guidelines.

PHASE III

BEGINNING AUGUST 1 OFFICES REOPEN AND ALL EMPLOYEES ARE ON CAMPUS

During Phase III the offices are open for all employees, including faculty and staff.

- Faculty and staff are on campus as the fall semester begins.
- Office areas continue to be cleaned as mentioned in Phase I.
- All social distancing, health screening, and procedures from Phase I will still be in place as directed by federal/state/local government, higher education, and health authorities and will continue to change.