

YOUR GUIDE FOR RETURNING TO WORK



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This guide is subject to change based upon recommendations of the Ohio Department of Health and the Centers for Disease Control (CDC). The most up-to-date version of this guide will be available at mountunion.edu/covid-19.

WORKPLACE EXPECTATIONS AND GUIDELINES

As we return to work on campus and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as any changes to policies and procedures that we have implemented at the University of Mount Union. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously. Every workspace will differ. Please review your work area to ensure that safe practices can be implemented, and contact the Physical Plant or Office of Human Resources by phone or email with questions or concerns.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. We will continue to follow the Restart Ohio Plan as outlined by Governor Mike DeWine, as well as the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for a safe return to campus.

All staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.



THOSE AT HIGH RISK

According to the CDC, certain individuals may have a higher risk for COVID-19 infection. They include:

Older adults

(aged 65 years and older)

Those who are immunocompromised

People with:

- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity

OFFICE AND DEPARTMENT STAFFING OPTIONS

Supervisors, in consultation with their area vice presidents, will be developing staffing plans that will allow for these facilities to be open while offering the flexibility and adjustments needed to ensure the health and well-being of the members of our campus community. This may include staggered start times, rotating schedules, and remote work when possible. Please work with your supervisors and/or area vice presidents to determine how these plans will impact your daily work.

We expect all employees to report to work on site unless there is a legitimate reason for continued tele-work, such as an employee within a high-risk category (see left) or with caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your supervisor and vice president.

Once staff members who have been instructed to do so return to work on site, there are several options offices and departments should consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

STAGGERED REPORTING/DEPARTING

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas.

ALTERNATING DAYS/WEEKS

Some individuals on campus may share a common workspace that doesn't allow for the installation of partitions or six feet of separation. In such cases, offices and departments may decide to schedule partial staffing on alternating days in an effort to limit the number of individuals and interactions in the common workspace. Such arrangements will require approval of the supervisor and area vice president.

REMOTE WORK

When necessary due to documented health issues or caregiving responsibilities, those who can work remotely to fulfill some or all of their work responsibilities may request to do so. These arrangements, which require approval of the supervisor and area vice president, can be done on a full or partial day/week schedule as appropriate.





PERSONAL SAFETY PRACTICES

When working on campus, you will need to abide by a number of measures related to symptom monitoring, face coverings, physical distancing, and personal hygiene.

SYMPTOM SELF-MONITORING

Prior to arriving on campus for work each day, you must conduct symptom monitoring, including your temperature, and be free of any symptoms potentially related to COVID-19.

Please note that COVID-19 shares many similar symptoms with the common flu, cold, and allergies, and that the baseline for a temperature related to COVID-19 is 100.4 or higher. If you are experiencing symptoms, please reach out to your primary healthcare provider for help in identifying the cause of your symptoms and be certain to call the provider BEFORE going to their offices. You may also contact the Alliance City Health Department at (330) 821-7373 for assistance.

If you have symptoms, you should not physically be in offices or public spaces on campus until you are cleared by a medical professional. Notify your supervisor so the appropriate course of action – remote work, use of sick time, etc. – can be determined.

A handful of infrared touchless thermometers are available on campus. They can be accessed in various buildings on campus (see right) should you need to check your temperature or that of another while at work.

COVID-19 SYMPTOMS

CDC identified symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

INFRARED TOUCHLESS THERMOMETERS

Device locations:

Hoover-Price Campus Center

Office of Student Affairs

Beeghly Hall

Office of Human Resources

McPherson Academic and Athletic Complex

Office of Recreation and Wellness Services

Campus Security

Gartner Welcome Center

Bracy Hall/Gallaher Hall

College of Natural and Health Sciences office

Physical Plant

Housekeeping



FACE COVERINGS

Employees working on campus should be prepared to wear an appropriate face covering. You may supply your own face covering or secure one from your supervisor. Exceptions to this requirement include those listed below. If you believe that one of these exceptions is applicable to you and your work on campus, please discuss the exception with your supervisor or the Office of Human Resources before discontinuing the use of a face covering in the work setting.

- Facial coverings in the work setting are prohibited by law or regulation
- Facial coverings are in violation of documented industry standards
- Facial coverings are not advisable for health reasons
- Facial coverings are in violation of the business's documented safety policies
- Facial coverings are not required when the employee works alone in an assigned work area
- There is a functional (practical) reason for an employee not to wear a facial covering in the workplace

USING A FACE COVERING

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 THE FACE COVERING

- Keep face coverings stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled or visibly contaminated.

KEEPING YOUR DISTANCE

MEETINGS

Employees should continue the use of teleconferencing, group chats, or live streaming as alternatives to in-person meetings. Online meeting platforms available include D2L, Skype, Microsoft Teams, and Zoom.

WORKSPACES

Refrain from using the work stations and tools of others, including phones, desks, offices, or other work tools and equipment.

COMMON AREAS

Offices and departments should remove or rearrange chairs and tables or add visual cue marks in common areas to support social distancing practices.

USING RESTROOMS

Use of restrooms should be limited based on size to ensure at least six feet of distance between individuals.

USING ELEVATORS

No more than one person may enter an elevator at a time, so please use the stairs whenever possible.

GREETING OTHERS

Replace handshakes with head nods and waves.

SOCIAL DISTANCING

When working on campus, employees are expected to maintain appropriate social distancing. Please keep in mind CDC recommendations for safe social distancing, which includes remaining out of congregate settings, avoiding mass gatherings, and maintaining distance of approximately six feet from others when possible.



PERSONAL HYGIENE

The best way to prevent infection is to avoid being exposed to the virus. Employees working on campus should adhere to the following CDC recommendations to help prevent the spread of COVID-19 or any type of illness.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue or sleeve, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Don't share personal items such as water bottles.

INSTITUTIONAL SAFETY PROTOCOLS

As part of its planning efforts, the institution has or is in the process of taking the following steps to prepare for a safe reopening.

BUILDING ACCESS AND OCCUPANCIES

The University will limit the number of unlocked entrances of a facility to one (see right). The location of unlocked entrances was determined with input from the building coordinator. In addition, the maximum occupancies of buildings and public spaces will be adjusted to reflect a 50% reduction of the current occupancy limits.

CLEANING

The Physical Plant housekeeping team will clean and disinfect occupied office spaces each day, Monday through Friday, before or after normal business hours. Restrooms and common areas will also be cleaned and disinfected daily. In addition, a member of the housekeeping team will return twice each day and disinfect high-touch areas, including doorknobs, copier machines, elevator controls, bathroom counter surfaces, and other similar areas.

The University uses a CDC-approved, hospital-grade disinfectant. Our cleaning practices follow all CDC and OSHA approved procedures. Please contact Regina Shellenberger, housekeeping supervisor, at (330) 823-7292, or Blaine Lewis, director of the Physical Plant, at (330) 823-7375 if you have any questions.

FACILITY RETROFITS AND OTHER SAFETY MEASURES

Necessary adjustments to workspaces have or will be made to ensure that appropriate safety measures can be met. This may include:

- Physical barriers (plexiglass) in areas where six-feet of separation cannot be met
- Office and classroom furniture arrangements that allow for proper social distancing
- Visual cues, such as floor decals, to indicate to individuals where they should stand while waiting in line
- Signage that promotes social distancing, safety guidelines, and appropriate hygiene
- Hand sanitizer stations in key locations across campus

The institution will continue to work with building coordinators to understand additional safety needs above and beyond those listed above. Should you need assistance assuring that safe practices can be implemented in your work area, contact the Physical Plant or Office of Human Resources by phone or email.

FACILITY ACCESS

The following doors will be unlocked daily between 8 a.m. and 4 p.m. for facility access. All other campus buildings on campus will be accessible by key access.

Beeghly Hall

East entrance at parking lot

Bracy Hall

South entrance at parking lot

Gallaher Hall

West entrance at parking lot

Gartner Welcome Center

South entrance near Bracy Hall

Gulling Training Center

Main entrance

Hoover-Price Campus Center

East entrance by Information Desk and McMaster Circle

McPherson Academic and Athletic Complex (Cicchinelli Fitness Center and Peterson Field House only)

Glass door entrance by main desk

MENTAL HEALTH AND WELL-BEING

The University has partnered with Impact Solutions, an employee assistance and work/life program. Impact Solutions offers confidential and professional support for work/life matters for faculty, staff, spouses/partners, household members, dependents living in and away from home, parents, and even parents-in-law. Services offered include professional telephone support, tele-mental health counseling, and three face-to-face counseling sessions.

24/7 IN THE MOMENT PHONE SUPPORT

Immediate access to a licensed mental health professional offers you peace of mind that there is always someone to talk to when you are experiencing heightened anxiety, depression, difficulty attending to daily activities, trouble sleeping, and other emotional concerns.

ONLINE COUNSELING SESSIONS

Online counseling (defined as live scheduled video, phone, text, and chat sessions) is a convenient way to utilize your counseling sessions without leaving the safety and security of your home. The average time from initial request for service to getting help from an online counselor is typically within 24 hours.

IMPACT ON THE WEB

Your IMPACT website is an excellent way to access vetted, up-to-date information on COVID-19 AND a variety of other tools to help with anxiety, depression, resiliency, and other issues you may be dealing with.

TELEPHONIC COACHING WITH AN ELDERCARE SPECIALIST

According to the CDC, older adults and those individuals with chronic medical conditions are at higher risk for COVID-19. This can create heightened anxiety and worry for caregivers and their elderly loved ones. You can connect with an eldercare specialist for support and guidance on how to best prepare and protect your loved one during this challenging time.

FINANCIAL COUNSELING

Has COVID-19 caused you financial stress? You can now schedule a video conference with a financial consultant to help guide you through this challenging time.

Visit [MyImpactSolution.com](https://myimpactsolution.com) for more great resources. Forgot your username? Call (800) 227-6007.

Additional details related to Impact Solutions can also be found on iRaider at <https://portal.mountunion.edu/campusoffice/humanresources/Pages/Employ.aspx>.



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