

# UW-Green Bay Employee Workplace Expectations July 1 – August 31, 2020

## Introduction

UW-Green Bay is resuming some on campus operations commencing July 1. The health and safety of our employees and students is of utmost importance as we begin and continue this process. The University has established these guidelines in order for employees to return to work in a safe manner. The information in this document is based upon current information from the U.S. Centers for Disease Control and Prevention ([CDC](#)) in consultation with Brown County Health Department and Prevea Health Care.

Upon approval of your supervisor, employees will be allowed to return to campus to work with the understanding that telecommuting will be encouraged if assigned duties can be performed remotely.

The following topics will be covered in this guidance for a return to campus on or after July 1:

- General overview of COVID-19
- Procedures for returning to work on campus
  - Expectations
  - Symptom monitoring
  - Entry/exit control
  - Staffing and scheduling
- Onsite Health & Safety Guidelines
  - Personal safety practices
  - Specific workplaces guidelines
  - Mental and emotional wellbeing resources

Additional information can be found in the Phoenix Forward Return to Campus Plan

## General Overview of COVID-19

COVID-19 is a respiratory illness that is spreading very easily between people. The disease results from infection with the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2). Symptoms may include fever or chills, 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 and/or diarrhea. Symptoms may appear 2 – 14 days after exposure to the virus and may range from mild to severe. Although most people who become ill recover, the disease can be deadly, especially in the elderly or those with pre-existing conditions.

The virus is thought to spread mainly through close contact (within about 6 feet) from person-to-person by respiratory droplets that are produced when a person coughs, sneezes or talks. These droplets can land in the mouths or noses of persons who are nearby or possibly inhaled into their lungs. It is possible that COVID-19 is also spread by people who are not showing symptoms.

The virus may also be spread in other ways. It is possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own nose, mouth or possibly their eyes. This is currently not thought to be the main way that the virus spreads.

There is no vaccine and no proven treatment for the illness. The most effective way to prevent illness is to avoid exposure to the virus and to protect you self and others by:

- Keeping an appropriate [physical distance](#) (about 6 feet) between yourself and others. This is currently thought to be the most effective way of reducing the spread of the virus
- [Washing your hands](#) often with soap and water or use hand sanitizer with at least 60% alcohol if soap and water are not available
- Covering your cough or sneeze with a tissue, or into the crook of your elbow if a tissue is not available—immediately wash your hands
- [Routinely clean and disinfect](#) frequently touched surfaces

Please see [CDC recommendations](#) for more information on how to protect yourself and others.

## Procedures for Returning to Work on Campus

### Expectations

All UW-Green Bay employees are expected to follow the guidelines below as they return to work on any UW-Green Bay campus. Prior to returning to any campus in a work function, the employee must affirm that they received this document and understand its content. Failure of an employee to adhere to these expectations are in violation of the [Workplace Safety Policy](#) and may result in disciplinary action.

### Symptom Monitoring

#### Before you arrive on campus

No employee who has been exposed to a COVID-19 infected person or has returned from abroad should return to campus until 14 days from their last exposure to COVID-19 infection. In addition, employees must be free of any symptoms related to COVID-19 in order to work on campus on any day. All employees should complete a daily self-assessment (Attachment “A”)

**DO NOT REPORT TO WORK IF YOU ARE ILL OR HAVE ANY COVID-19 SYMPTOMS:**

- Fever

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of smell or taste
- Nausea or vomiting

### If you become sick while at work

If you develop any of the above COVID-19 symptoms while at work, you should immediately arrange to return to your home and follow these instructions:

1. Cover your nose and mouth completely with a face mask standard paper mask, handkerchief, cloth, paper towel, or a similar barrier
2. Maintain 6 feet of physical distance from all others at all times
3. Avoid touching any touchpoints such as doorknobs, elevator buttons, equipment, tools etc.
4. Contact your supervisor and arrange to go home. Ensure that your supervisor has your current contact information
5. Do not move around the workspace or building other than to exit on your way home; exit your building at the nearest exit
6. Upon your arrival at home, you should isolate as per Brown County (or your county of residence) and Wisconsin guidelines
7. Contact your healthcare provider
8. Inform your supervisor of any close contact with UW-Green Bay employees and areas of campus that you visited during the preceding 48 hours

### Entry/Exit Control

Entry points into campus buildings will be limited. You should use the entry point to campus that allows you to access your workstation with the most limited time inside the building. When you arrive at campus you should move immediately to your workstation and avoid spending time in common areas. All campus entry points will have sanitation supplies, such as hand sanitizer, that employees should use upon entry into the building.

Each area will have a check in and check out process. You will be asked to check in with the time and the date of your arrival and check out at the end of the workday. Employees whose duties require frequent interaction with other areas on campus may be required to record their movements throughout the day. This recording is vital for proper contact tracing in the event that this action becomes necessary.

When leaving for the day, you are asked to use the same practices. Specifically, exiting the building from the door which minimizes presence in buildings, avoid gathering in common areas and leaving campus as soon as possible.

## Staffing and scheduling

Supervisors are being encouraged to develop staffing and scheduling options that will maintain a safe population density within a work area and appropriate physical distancing between workstations. It is recommended that departments have no more than 50% of their staff working on campus at the same time. Options will include remote work and staggered scheduling of office staff. Employees will work with their supervisors to develop a schedule for the operational area which suits both the function and needs of the staff.

## Remote work

Those individuals who are able to successfully complete the majority of their duties remotely are encouraged to continue to work in that fashion. You should work with your supervisor to arrange any necessary visits to campus. Please note that your supervisor may require you to work on campus if it is impossible to complete your job duties remotely.

## Individuals at risk

According to the Centers for Disease Control (CDC), people with these conditions may be at higher risk for COVID-19:

- Age 65 years or older
- Chronic lung disease or moderate to severe asthma
- Immunocompromised (consult physician)
- Diabetes
- Chronic kidney disease
- Liver disease
- Body Mass Index > 40

Please contact HR if you have concerns about returning to work on campus based on any of the above medical conditions.

## Onsite Health and Safety Guidelines

### Personal safety practices

While working on campus, the following the health and safety guidelines outlined below will apply.

### Physical (social) distancing





Keeping an appropriate distance between yourself and others is one of the best ways to avoid being exposed to the COVID-19 virus and slowing its spread. Because people are able to spread the virus before they have any symptoms, it is very important to stay away from others as much as possible. Staff should follow these physical distancing guidelines at all times while on campus:

- Maintain a minimum of 6 feet of separation from other people (about 2 arm's lengths) at all times
- Avoid in-person meetings when possible

- Do not congregate in common areas such as break rooms, conference rooms, common equipment rooms, etc.
- Wash your hands before entering and exiting a common area

## Face coverings

Face coverings limit the distance that respiratory droplets can travel. Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in any setting in which it is difficult or impossible to maintain a six-foot physical distance from others. You will be provided with one University face mask upon return to campus to be distributed by your supervisor.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Recommended for use in non-healthcare settings (office spaces and community areas) where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved task-specific hazards.	

**WEARING A FACE MASK IS NOT A SUBSTITUTE FOR PHYSICAL DISTANCING!** You must continue to maintain a minimum six-foot distance, if possible, even while wearing a face covering.

Employees who are unable to wear a face covering due to a medical condition should contact Jill Fermanich, [fermanij@uwgb.edu](mailto:fermanij@uwgb.edu) for provision of alternative protective equipment.

## Hand hygiene

Employees must practice good hand hygiene at all times:

- Wash your hands often with soap and water for at least 20 seconds and always after coughing, sneezing, blowing your nose or touching your face (*insert infographic on handwashing*)
- If you cannot wash your hands, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they are dry.

Try to avoid touching your eyes, nose and mouth. Wash your hands after touching your face.

## Coughing and sneezing hygiene

Cover your mouth and nose with a tissue when you cough or sneeze, or cough/sneeze into the inside of your elbow. Throw the used tissue in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with a hand sanitizer that has at least 60% alcohol.

## Specific workplace guidance

### Personal disinfection and campus cleaning procedures

Each area will be provided a limited number of cleaning supplies. It will be essential that offices, particularly public facing offices, engage in regular cleaning of the space throughout the day.

### Sanitize touchpoints regularly

All University employees should clean and sanitize common touchpoints in their personal work area. Common touchpoints include:

- Computer, keyboard and mouse
- Doorknobs
- Light switches
- Phones
- Commonly touched tabletops and desktops
- Tools and shared equipment

### Restrooms and other common areas

To ensure proper cleaning by custodial staff, the use of restrooms and common areas will be limited. You will be notified of any closures of these areas at it pertains to your work area and are asked to cooperate with these limits. Custodial staff will clean and sanitize common areas and all areas at the end of each workday to ensure that all staff is protected from risk of infection.

### Elevator use

It may be necessary to limit the operations of elevators. Elevators remaining in operation will be appropriately marked to provide for appropriate physical distancing. General guidelines for elevator use are:

- Practice social distancing in elevators
- Take the stairs when feasible

- Limit occupancy to 2-3 people (depending on elevator size)—1 person/elevator is encouraged.
- Do not use hands to press elevator buttons (use elbows, no-touch devices, etc.)
- Wash hands or use hand sanitizer after exiting the elevator

### **Mental & emotional well being**

As an employee of UW-Green Bay you are entitled to services through the Employee Assistance Program. The program's counseling services are available at no cost to you and your household members. Professional counselors are available both on the telephone and on an in-person basis in our local area. You, or a member of your household, may contact FEI for services by calling (866) 274-4723 (24 hours a day, 7 days a week) or visiting FEI's website: <https://www.feieap.com/> (Username: SOWI).

## Attachment "A"

### UW-Green Bay COVID-19 Self-Assessment Tool

Last Updated: May 17, 2020

**All staff are required to complete this assessment on a daily basis prior to coming to campus**

This Self-Assessment Tool is based on Centers for Disease Control (CDC) guidance. It is subject to change as new guidance is provided by CDC or other qualified healthcare providers.

This tool will help you assess your symptoms and determine if you should report to work.

**If you answer "Yes" to any of the questions, you must do the following:**

1. **Stay home and report your symptoms to your supervisor**
2. **Contact your health care provider and follow their guidance about reporting to work and obtaining a COVID-19 test**

If you are in an emergency medical situation, call 911 or your local emergency number.

1. Have you been within 6 feet of a person with a lab confirmed or suspected case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva in the past 14 days?
2. In the last 48 hours, have you had any of the following *new* symptoms?
  - Fever of 100.5 F or above, or possible fever symptoms like alternating chills and sweating
  - Cough
  - Trouble breathing, shortness of breath or sever wheezing
  - Chills or repeated shaking with chills
  - Muscle aches
  - Sore throat
  - Loss of smell or taste, or a change in taste
  - Nausea, vomiting or diarrhea
  - Headache

If you live with a person who has lab-confirmed COVID-19 or was suspected to have COVID-19, you may be required to self-isolate for 14 days to avoid possibly spreading the infection to others. Source: <https://www.mayoclinic.org/covid-19-self-assessment-tool> COVID-19 (Coronavirus) self-assessment tool - Mayo Clinic