



# UW – Green Bay Employee Workplace Expectations

## September 1, 2020 – December 31, 2020

### **Introduction**

The health and safety of our employees and students is of utmost importance as we engage as a campus community in activities during the fall semester. The University has established these guidelines in order for employees to work on campus 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 are able to be on campus to work with the understanding that telecommuting will continue to be encouraged if assigned duties can be performed remotely.

The following topics will be covered in this guidance for the 2020 Fall Semester:

- General overview of COVID-19
- Procedures for returning to work on campus
  - Expectations
  - Symptom monitoring
  - COVID-19 reporting
  - 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 on the [Phoenix Forward](#) website. Information specifically for supervisors can be found on the [Supervisor Guidance](#) website.



## General Overview of COVID-19

COVID-19 is a respiratory illness that spreads 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, 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, and/or diarrhea. Symptoms generally 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 yourself 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 mouth and nose with a [mask](#) when around others.
- 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
- Monitoring your health daily and being [alert for symptoms](#).

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. Prior to being present at any campus in a work function, the employee must affirm that they understand these expectations by completing the [UW-Green Bay COVID-19 Training](#). This training is required. 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

All employees (including student employees) who are scheduled to be working on campus are required to complete an [daily self-assessment](#) prior to arriving to campus each day.

- If an employee answers “no” to all the questions, they should mark the checkbox, click “submit”, and they are done.
- If an employee answers “yes” to any of the questions, they should not come to campus.
  - They should mark the checkbox, submit the form, and communicate with their supervisor in a fashion consistent with their office policy for absence notification.
  - **Employees are not required to disclose to their supervisor the reason that they are unable to be present on campus.**
  - If their assigned duties permit it, employees may discuss with their supervisor the ability to work remotely during the time they are unable to work on campus.
  - If sufficient work is unavailable, employees will need to account for any time off through sick, vacation/ personal holiday or, if available, COVID-19 leave.
  - The online health self-assessment will need to be completed for each day of scheduled work on campus, even if notice has been given that the condition which prevents presence on campus is on-going.

For more information about the self-assessment, please see the frequently asked questions on the [Daily Self-Assessment page](#).



**AS IDENTIFIED IN THE ONLINE HEALTH SELF-ASSESSMENT, EMPLOYEES SHOULD NOT REPORT TO WORK IF THEY ARE ILL OR HAVE ANY COVID-19 SYMPTOMS:**

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

**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 by following 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 communicate that you are going 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

**COVID-19 Reporting**



The University requests that all faculty and staff who become infected, suspected or exposed under the definitions noted below self-report utilizing the [COVID-19 Case Report](#) to the Office of COVID-19 Response. In addition, if any employee of the University receives a first-hand report of someone who is infected, suspected or exposed, they should be referred immediately to the Office of COVID-19 Response and the recipient of the report should complete the [COVID-19 Case Report](#).

**Infected:** A person who has a medically confirmed positive test for COVID-19

**Suspected:** A person who has a fever and one or more [symptoms](#) of COVID-19

**Exposed-Close Contact:** A person who has had close and prolonged contact with a person who has a laboratory confirmed case of COVID-19. A person is at risk of infection from exposure if they have close contact (less than six feet) for a period of time exceeding 15 minutes or contact with respiratory secretions (coughed/sneezed on, shared food or drinks, etc.) with a person who

- Has a positive laboratory test
- Is a suspected case with symptoms which existed for greater than 48 hours and a test has been recommended

Additional information regarding risk associated with exposure can be found [here](#).

Please note that in most cases, use of face coverings and appropriate physical distancing will sufficiently mitigate the risk of infection from another person. Incidental contact or contact of greater than six feet with an infected or suspected person will not require isolation or quarantine.

Upon submission of the report, the individual who is infected, suspected or exposed-close contact will receive an email along with additional guidance and next steps. If the employee is scheduled to be on campus they should notify their supervisor. If an employee originally submits a [COVID-19 Case Report](#) for a suspected case or exposure-close contact to COVID-19 and later tests positive for infection, they should report as soon as they are able to the Office of COVID-19 response that they have a medically confirmed case of COVID-19. The Office of COVID-19 Response will monitor active cases to ensure compliance with procedures listed below.



In order to ensure the safety of the University's community members and help stop the spread of COVID-19, the University has put together procedures on an employee's ability to return to campus that they will be required to follow if they have been infected, suspected or exposed-close contact to COVID-19.

If an employee reports that they have been exposed-close contact to a person who has a medically confirmed case of COVID-19, the employee will be:

- Restricted from campus for not less 14 days from exposure

If an employee reports they have been suspected due to having symptoms of COVID-19, the employee can return to campus after:

- three days with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- Not less than 10 days have passed since symptoms first appeared

If an employee has a medically confirmed positive test for COVID-19, the employee can return to campus after:

- Not less than ten (10) days from first experiencing symptoms **and**
- At least twenty-four (24) hours have passed since the resolution of fever without the use of fever reducing medication **and**
- All other symptoms have improved **or**
- Not less than ten 10 days have passed since test and is asymptomatic

All employees who are infected, suspected, or exposed-close contact should follow [CDC-recommended steps](#) to help prevent the spread of COVID-19. Employees should not return to work



until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider.

In the event an employee is infected, suspected, or exposed-close contact to COVID-19 and is unable to work due to either their inability to perform their essential job functions remotely or because they are experiencing symptoms that prohibit them from being able to work, they will need to account for their time off through sick, vacation/personal holiday, or if available COVID-19 leave. Should an employee be absent for more than five days in a row for medical reasons, they should contact [Human Resources](#) to discuss their need for continued time away from work.

### **Entry/Exit Control**

You should use the entry point to campus that allows you to access your workstation with the shortest amount of time inside the building. Please consult with your supervisor regarding the preferred entry point for your workspace. 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.

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 continue 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**



To the degree possible to satisfy operational area functions, employees are encouraged to work remotely so long as remote work is practical based upon the operational needs of the department, technology is available to support virtual work, and the staffing needs of the operational area are met. Operational areas will continue to maintain staffing at levels necessary to facilitate the office function and ensure the safety of the campus community. Employees should consult with their supervisor to determine whether a remote working arrangement is applicable to their position based upon operational need.

### **Individuals at risk**

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

- [Older adults](#)
- People of any age with [medical conditions](#) that may make them at increased risk for severe illness from COVID-19

Please contact HR if you have concerns about returning to work on campus based on any of the above risk factors for either yourself or members of your household.

### **Onsite Health and Safety Guidelines**

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

#### **[Physical \(social\) distancing](#)**

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. 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:

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- 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.

### Face coverings

Masks may help prevent people who have COVID-19 from spreading the virus to others. Wearing a mask will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19. Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

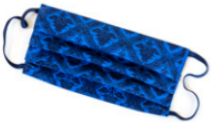



Consistent with [UWS 21.06\(c\) Wis. Admin Code](#) the Chancellor has required that all individuals present on any UW-Green Bay Campus use a face covering as prescribed below. All employees are required to adhere to the above stated provisions under the [UW-Green Bay Workplace Conduct Policy](#).

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. Each ongoing employee will be allocated at least one university-



provided cloth face mask.

### Examples of Face Coverings

| Type         | Cloth Face Covering   | Disposable Mask   | Medical-Grade Surgical Mask   | N95 Respirator   |
|--------------|---|---|---|--|
| Description  | <br>Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions   | <br>Commercially manufactured masks that help contain wearer's respiratory emissions | <br>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions | <br>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 the Office of Human Resources and Workforce Development at [hr@uwgb.edu](mailto:hr@uwgb.edu) for provision of alternative protective equipment.

**Members of the public who fail to comply with the required masking will be asked to leave campus.**

Employee Response to a campus community member or member of the public refusing to wear a mask:

- If an individual presents at an operational area without a mask or in a way that is not complying with the physical distancing requirements, the employee should request that the individual comply with the requirements. If a disposable mask is available, they should make that offering.



- If the individual refuses to comply with the request for compliance, the employee should ask the individual to leave campus and notify the supervisor;
- If the individual refuses to leave campus or becomes disruptive, the employee or supervisor should immediately call ext. 2300 and request assistance.

No employee should confront directly a non-complying person.

### 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.
- 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.

### How to Wash Your Hands



**Wet** your hands with clean, running water (warm or cold), turn off the tap and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

Source: [www.cdc.gov/handwashing/fact-sheets](https://www.cdc.gov/handwashing/fact-sheets)

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

### Coughing and sneezing hygiene

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- 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.
- 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 has been 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.

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

Please see the [daily checklist](#) for an outline of daily tasks to support a safe and clean working environment.

### Restrooms and other common areas

To ensure proper cleaning by custodial staff, the use of restrooms and common areas may be limited. You will be notified of any closures of these areas as 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 confidential 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.feicap.com/> (Username: SOWI).

Please also see the following blog posts for information about emotional health and wellness during the COVID-19 pandemic:

- [UW System Introduces Online Behavioral Health Tool](#)
- [Managing Anxiety When Returning to Work](#)
- [Coping During COVID](#)
- [Taking Care of Your Mental Health in the Face of Uncertainty](#)

Keep your eye on the HR Connect weekly newsletter and [blog](#) for more information on emotional health and wellness.



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