

# TITANS RETURN



## **Employee Guide for Returning to Campus** *During the COVID-19 Pandemic*

**Office of Human Resources**

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**Updated:**

# Introduction

The University of Wisconsin Oshkosh provides a high-quality liberal education to all students to prepare them to become successful leaders in an increasingly diverse and global society. Our dedicated faculty and staff are committed to innovative teaching, research, economic development, diversity and inclusion, entrepreneurship and community engagement to create a more sustainable future for Wisconsin and beyond. UW Oshkosh will continue to operate under this mission with safety of our staff and students at the center of decisions we make for this academic year.

Our mission and values will continue to guide the campus community as students, faculty, and staff return to campus this fall. Additionally, the campus's plans are data-driven and follow the expertise of local, state and federal health authorities.

Behavior expectations are the foundation of this guide. The best protective measures and the most extensive support and resources are only as good as the habits we practice as a university community. We must have the courage to practice these behaviors and set an example for others.

**Please note that the information in this document is evolving and will be updated as circumstances and health guidelines change.**

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## Titan Safety Promise

All employees (faculty, staff and student employees) are expected to familiarize themselves and fully comply with the policies, protocols, and guidelines outlined in this document as part of UW Oshkosh's workplace expectations. Employees are required to complete COVID-19 related safety training and acknowledge their commitment to comply with the policies and procedures.

Please visit the [Titans Return website](#) for the most up-to-date information on how to complete the COVID-19 related safety training and Titan Safety Promise no later than Sept. 4, 2020. Information will be forthcoming as the training is still under development. Additionally, please visit the [Titans Return Employee page](#) to download an employee checklist prior to returning to work.

## Our Commitment to Diversity, Equity and Inclusion

Oshkosh denounces all acts of hate and bias, especially recent events related to COVID-19, and continues to work towards fostering an environment of diversity, equity and inclusion. The institution has and will continue to uplift and support our diverse students, staff, faculty and community members.

### What the University is doing

Among other aspects, UW Oshkosh commits to our DEI statement that, ***"...the culture, identities, life experiences, unique abilities and talents of every individual contribute to the foundation of our success. Creating and maintaining an inclusive and equitable environment are of paramount importance to us. This pursuit prepares all of us to be global citizens who will contribute to the betterment of the world. We are committed to a university culture that provides everyone with the opportunity to thrive."***

UW Oshkosh has and will continue to uplift and support all diverse students, staff, faculty and community members.

### What you need to do

- Educate yourself about the discrimination being faced by our diverse communities.
- Stay up to date with current, accurate information.
- Practice ongoing empathy, care, humility and respect.
- Refrain from stereotyping.
- Understand that other populations are at-risk for discrimination or heightened impact during COVID-19, such as the LGBTQ+ community, individuals with disabilities or underlying health conditions, undocumented individuals, individuals with children, low-income individuals, people of color, persons of different generations, and more.

- Recognize that hate and bias can happen intentionally or unintentionally through virtual platforms such as comments, direct messages, conversations, course content, posts, blogs, phone calls and more.

## **Support and Resources**

- If you or someone you know has been a victim of hate or bias for any reason, please consider filing a [bias incident form](#).

## **Required daily routine before you leave for work on campus**

**There are a couple of quick, simple things you can do to help UWO keep its community members healthy and continue operations as the semester progresses.**

1. Check your temperature and know what body temperature is normal for you (for most people this is around 98.6 degrees Fahrenheit). Do not come to campus if you feel feverish and/or if your temperature is 100.4 degrees or higher.
2. Use the self-screening tool on the UWO mobile app to answer basic questions about your health.

If your self-screening says you should stay home, then stay home and inform your supervisor. Contact your healthcare provider as needed.

## **When you are at work on a campus**

- You are required to wear a face covering (your own or provided by the University) when in public or when physical distancing is not possible, including times of brief interaction with co-workers or friends. Employees will not have to wear a face covering while eating in a dining hall, in their residence hall room (if living on campus), in private offices, or in office areas that separate individuals with cubicle walls. Always keep your face covering with you and be ready to wear it in any situation where you are not in control of your space such as lobbies, restrooms, elevators or outside.
- Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, after touching frequently used items or surfaces, or after blowing your nose, coughing or sneezing.
- Maintain a distance of at least 6 feet from others. Obey any signage that directs you where to stand or areas to avoid.
- Use technology to limit in-person meetings as much as possible.
- Limit elevator capacity and take the stairs, if able. Under no circumstances should employees enter an elevator or wait in an elevator lobby without a face covering.

## Staying Informed

Training and consistently updated information is available to you, to help you help UWO remain a safe place to teach, research and serve.

- Complete COVID-19 Safety Training by Sept. 4, 2020
- Monitor the [Titans Return website](#) for updates
- Check your email regularly for important messages

## Work Arrangements

**On each campus, we will rely on supervisors, department chairs and other leaders to help us ensure only faculty and staff members whose presence is critical to our mission report to work in-person. Employees who can work from home must do so, to ensure we do our best to prevent COVID-19 spread.**

### What the University is doing

UW Oshkosh will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through respective vice chancellors, deans and directors.

Flexible schedules and telecommuting are encouraged in support of physical distancing and reducing population density on campus. Additional safety measures include:

- Avoiding high traffic entry and exit times of buildings to encourage physical distancing.
- Incorporating technology to converse or meet as appropriate (telephone, Microsoft Teams, etc.).
- Adjusting workspaces, classrooms, labs, meetings and activities to maintain proper physical distancing.

### What you need to do

#### Supervisors

- When possible, increase capacity slowly with a focus on being ready for fall operations, while allowing time to build and test safety protocols in your department.
- Work with employees and student employees who prefer to work remotely and complete the [Emergency Telecommuting Agreement](#).
- Develop plans for alternate schedules where employees work remote on some days, or portions of days, to limit the number of people in an area at a given time.

- Develop entry and exit plans for departments to avoid people congregating at entry and exit points.
- Identify signage and physical barrier needs, download and print signage found on the Titans Return website.
- Implement creative process changes to avoid contact with others (electronic signature, contactless delivery/pickup, use of appointments and reservations, etc.)
- Develop plans for in-person meetings and other gatherings. Incorporate technology (example, some attend in-person and practice physical distancing while others attend via MS Teams either from home or an individual office).
- Implement plans to limit visitors to departments to control the number of visitors in an office area.
- Prop open interior doors during hours of operation whenever possible to reduce touch points. Fire doors, which generally divide hallways and sections of buildings should NOT be propped open due to local fire codes.
- Avoid carpooling as much as possible.

## Support and resources

- Workplace expectations and guidance for supervisors on best practices managing remote employees can be found [here](#).
- Questions about alternate scheduling options and work area organization can be directed to [hroffice@uwosh.edu](mailto:hroffice@uwosh.edu)
- Questions about fire doors and/or other facility related items can be directed to Facilities Management at (920) 424-3466.

## Symptoms of COVID-19

People with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe, life threatening illness. According to the CDC website, symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 include, but are not limited to:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting and diarrhea. Additional tools and resources can be found on the [Titans Return website](#) and on the UWO Mobile app.

## Requirement to Wear Face Coverings

### What the University is doing

The university has arranged for purchase and distribution of face coverings for students, faculty and staff.

### What you need to do

You are required to wear a face covering (your own or provided by the university) when in public or when physical distancing is not possible, including times of brief interaction with coworkers or friends. Be prepared to wear a covering anytime you are in a situation in which you cannot stay at least 6 feet from other people or don't have control over someone walking within 6 feet of you.

- Always wear a face covering in an open office space.
- Wear a face covering while outside walking around campus if you cannot maintain 6 feet of physical distancing.
- Cover coughs and sneezes when not wearing a face covering. Use a tissue or the inside of your elbow.
- The only times employees will not have to wear a face covering are while eating in a dining hall, in their residence hall room (if living on campus), in private offices, or in office areas that separate individuals with cubicle walls.
- Always keep your face covering with you and be ready to wear it in any situation where you are not in control of your space such as lobbies, restrooms, break areas and elevators.
- Avoid any stigmatization of the wearing of face coverings.
- Discard used disposable face coverings in regular trash.
- Wash cloth face coverings regularly. Please see CDC recommendations on [proper face coverings and how to wash them](#).

### Support and resources

- The [Titans Return website](#) has a lot of good information about face coverings, including the ability to submit a question if you cannot find the information you are looking for.
- Any employee that has concerns about wearing a face covering due to a medical condition should contact Human Resources



# Physical Distancing

## What the University is doing

- Signage will be posted throughout the campus indicating how to maintain physical distancing.
- Virtual conferencing platforms such as Teams allow business to continue in a remote manner.

## What you need to do

- Practice good physical distancing to reduce the spread of viruses and impact on the number of contacts if a person becomes symptomatic.
- Follow any signage that directs you where to stand or areas to avoid.
- Maintain a distance of at least 6 feet from others or follow signage and/or furniture markings as appropriate.
- Set up rooms and gathering spaces in a manner that spaces people at least 6 feet apart and adhere to plans posted for classrooms, meeting rooms and labs.
- Practice physical distancing while on public transportation as much as possible.
- Use technology as much as possible when holding meetings.

## Support and resources

- Questions about physical distancing options can be directed to the Environmental, Health and Safety Coordinator at [welchl@uwosh.edu](mailto:welchl@uwosh.edu).
- Steps for physical distancing in office spaces include use of movable furniture to create separation, marks on floors to indicate ideal seating arrangements, visual cues in waiting areas to show visitors where to stand, and closure of areas where people tend to gather.

# Hand Washing

## What the University is doing

The campus has designed signs for departments to use to encourage proper handwashing techniques. Signage is available for download on the Titans Return website. Hand sanitizer will be available for all employees. Hand sanitizer refill stations will be placed in all buildings so students and employees can refill their 1 to 2-ounce, personal sanitizer bottles. These refill stations are not intended for refilling office-size (12, 20, 32 oz.) sanitizer bottles. If additional sanitizer is needed in the office, please order from Central Stores. Paper towels will be available in all open bathrooms.

## What you need to do

- Employees should wash hands often with soap and water for at least 20 seconds, especially after being in a public place, after touching frequently used items or surfaces, or after blowing your nose, coughing, sneezing, or removing their face covering.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol, covering all surfaces of hands, front and back, and rubbing them together until they are dry. Hand sanitizer is considered flammable. Avoid touching surfaces until hand sanitizer dries.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Wash hands after riding on any public transportation.

## Resources

- CDC guidance for [how to properly wash hands](#).

# Cleaning and Disinfecting

## What the University is doing

- The University has purchased additional cleaning supplies for classrooms, labs, workspaces and meeting rooms.
- Cleaning protocols for individual work areas have been developed to limit the spread of infections.
- Facilities Management has implemented enhanced cleaning and disinfecting procedures to help stop the spread of COVID-19.
- Additional cleaning supplies for units and departments are available through Central Stores.

## What you need to do

- Keep workspaces free of clutter, excess personal items, and other unnecessary items to allow for maximum cleaning of all surfaces.
- Remove shared appliances, cups of pens, magazines on tables, and any other shared objects to the extent possible.
- Clean and disinfect frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets and sinks.
- Wear disposable gloves when using disinfectant sprays. Never spray disinfectant directly on electronic equipment.
- Have signage and cleaning supplies near shared computers, appliances, etc. and remind users to clean them before each use.
- Contact Facilities Management to coordinate appropriate cleaning protocols and area closures.

## Support and resources

- More information on cleaning protocols can be found on the [Titans Return website](#).
- Departments can request cleaning supplies for their area by contacting [Central Stores](#).

## Positive Tests Related to Campus

**A faculty or staff member who tests positive for COVID-19 may understandably feel uneasy and uncertain, on top of the symptoms of illness they may be dealing with. The guidance that follows is designed to help employees and UW Oshkosh understand how recognition of some basic responsibilities and some quick, easy action following a positive test will help us offer immediate support, care and protection for individuals and our campus communities.**

### What the University is doing

UW Oshkosh expects to have positive cases of COVID-19 on our campuses. UW Oshkosh will have a Contact Tracing Team and a COVID-19 Response Team that will be working to manage positive cases on our campuses. These teams will work closely with public health agencies.

Employees must inform Human Resources directly if they have tested positive. If they have been working on-campus and/or had contact with co-workers, Human Resources will work in coordination with the UWO COVID Response Team on any necessary precautionary measures including disinfection of facilities. Employee privacy is held in strict confidence and information will be shared on a need to know basis.

If a confirmed case is linked to a campus facility, the spaces affected will need to be closed and Custodial Services will disinfect the space. A notice will be placed on the closed areas indicating both when the space closed and when it will reopen. Employees will not be allowed to work in the affected area until disinfection is complete. Employees who have tested positive and/or are impacted by space closures may coordinate with supervisors and department chairs to work remotely (if possible), find an alternative on-site work location, use available leave (COVID-19 leave, sick leave, vacation or personal), or use unpaid leave. Please contact Human Resource for assistance on managing positive test cases on the campuses.

The Chancellor has the authority to modify or cancel campus educational, work or recreational activities, including access to University buildings, if he determines that such steps are necessary to protect the health and safety of the University community.

## What you need to do

### Employees

- Notify Human Resources if you test positive for COVID-19.
- Adhere to signage indicating a closed workspace and/or location.

### Supervisors

- Employee reports of positive tests must be reported to HR to initiate cleaning and/or closures of an affected workspace and/or location.
- Supervisors will be responsible to post proper signage of a space needing disinfection.

## Support and resources

- Per OSHA guidelines, faculty, staff, and student workers who have tested positive for COVID-19 and believe it could have been contracted in the workplace, should report the positive test to their supervisors and to the Office of Risk and Safety for workers' compensation eligibility. For more information about workers' compensation, next steps and forms, visit the [UWO Risk & Safety website](#).

## Vulnerable Populations

UW Oshkosh cares about the safety of our faculty and staff and intends to make decisions with respect to staffing in the most supportive way possible.

Employees who have a serious health condition or are at “high risk” for COVID-19 infections may qualify for Family Medical Leave and/or ADA reasonable accommodations for a disability.

## What the University is doing

The University supports:

- Telecommuting and flexible scheduling where possible, with a supervisor's or department chair's approval.
- Development of remote learning and teaching options for high-risk students and faculty who need to stay home.
- Availability of measures to enhance isolation and personal protective hygiene.

## What you need to do

### Employees

- An employee with a health condition that places the employee, or household members, at higher risk should contact HR/EOEAA to discuss the situation further

and get information on reasonable accommodation or family/medical leave, where applicable.

- Any employee who is concerned about working onsite is encouraged to discuss that concern with their supervisor.
- If you are in a vulnerable population and remote work is feasible, work with your supervisor and/or EOEEA to develop alternate work arrangements.
- If you are returning to work onsite, talk with your supervisor about enhanced isolation and personal protective hygiene measures.
- Be understanding of the needs of those in vulnerable populations.

### Supervisors

- If an employee in your department discloses a health condition, requests a medical accommodation, or requests FMLA leave, you must contact HR/EOEEA.
- Be flexible and understanding of the needs of those in vulnerable populations.
- Work with employees in your department to develop staffing plans for how to best fulfill the department's responsibilities and operations, through an appropriate mix of onsite and remote work.
- Utilize flexible scheduling with enhanced isolation and personal protective measures if you have individuals in vulnerable populations who will be working on campus.

## **Support and resources**

- Additional information on FMLA and ADA reasonable accommodations can be found on the [Titans Return website](#).
- Contact [hroffice@uwosh.edu](mailto:hroffice@uwosh.edu) for FMLA inquiries
- Contact [afaction@uwosh.edu](mailto:afaction@uwosh.edu) for ADA reasonable accommodations.
- CDC listing of [groups at high risk for severe illness](#) from COVID-19.

## **Leave Options**

A number of leave provisions and resources remain in place to support faculty and staff members who contract COVID-19 or need to care for family members who test positive. UW Oshkosh remains vigilant in its efforts to stay informed of, and advocate for, new and/or additional supports to promote the safety, wellness and recovery of faculty and staff members and their families.

### **What the University is doing**

In addition to standard leave allocations, 80 hours of emergency COVID-19 paid sick leave is available one time for those unable to work. Any hours taken from April 1, 2020, to May 1, 2020, will count against the 80 hours available after May 2, 2020.

- Employees are eligible to use COVID-19 leave if:
  - Subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

- Have been advised by a healthcare provider to self-quarantine related to COVID-19.
  - Are caring for an individual subject to an order described above.
  - Experiencing COVID-19 symptoms and are seeking a medical diagnosis.
  - Are caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19.
  - Are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- Expanded Family Medical Leave of up to 12 weeks of job protection is available for those caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19.
  - Employees who have a serious health condition or are at “high risk” for COVID-19 infections may qualify for Family/Medical leave. For some employees, unpaid leave may be an option.
  - Employees’ individual concerns and circumstances will be taken into consideration through an interactive process. Please contact Human Resources.

## What you need to do

### Employees and Supervisors

- Work together to create work arrangements that include the use of flexible scheduling, telecommuting and leave options for those either exposed to or diagnosed with COVID-19 or impacted by school and childcare facility closures due to COVID-19.

### Supervisors

- Help employees understand their paid leave options.

## Support and resources

- Additional guidance and information on leave options can be found [here](#).
- Questions can be directed to [hroffice@uwosh.edu](mailto:hroffice@uwosh.edu)

# Employee Support and Wellness

## What the University is doing

To help employees through the stress and uncertainty we face during this difficult and challenging time, our employee assistance program (EAP), administered by FEI, is available.

- EAP services are provided at no cost to employees and members of their household. Employees do not need to be enrolled in the State Group Health Insurance Program to take advantage of the EAP, and the EAP can provide employees with an avenue toward finding a solution 24 hours a day, 7 days a week.

## What you need to do

### Employees

- Recognize when there is a health wellness related issue (physical, emotional, financial, social etc.) that is interfering or has the possibility of interfering with life balance.
- Seek assistance from supervisor or confidential EAP resources.
- Be aware of changes in co-worker's behavior that could signal a wellness issue.
- Depending on your comfort level refer employee to EAP services; alternatively let someone in authority know (supervisor or HR).

### Supervisors

- Provide atmosphere that encourages open communication between you and employees.
- Be aware of changes in employees' behavior that could signal a wellness issue.
- Provide employee information on wellness resources.
- Report emergency situations (such as self-harm statements) to appropriate authorities.
- Be present, maintain confidentiality, provide support, be understanding, follow-up.

## Support and Resources

- Contact FEI by calling (866) 274-4723 [TTY: (855) 255-1367]. Or visit the FEI website at [EAP Homepage-Username: SOWI](#). On this webpage, check out the SOWI EAP Orientation to learn more about what EAP has to offer.

## Supports and Resources

- [FEI, Employee Assistance Program](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [CDC Guidance Documents](#)
- [Winnebago County Health Department](#)
- [WEDC Reopen Guidelines](#)
- [Wisconsin Department of Health Services](#)