

Guidelines for Methodist University - Return to Work June 8, 2020

1. Health Questionnaire/Reporting and Symptom Monitoring:
 - a. All employees will be required to complete a short health questionnaire as a baseline assessment prior to reporting to work on campus for the first time. Employees also will be required to complete the health questionnaire if scheduled to work on campus and their health or possible exposure status changes.
 - b. If an employee is being evaluated for COVID-19, diagnosed with COVID-19, or has had close personal contact with someone who has been confirmed positive or is a probable case of COVID-19, they must immediately contact the Director of Health Services and must not report to work on campus.
 - c. Employees should not report to work on campus if they feel ill and must conduct symptom monitoring every day before reporting to work on campus and be free of any symptoms indicating possible COVID-19.
 - d. Please review detailed guide for more specific instructions.
2. Utilizing the following staffing guidance, supervisors should consult with their Vice Presidents or Provost on the process for determining employee work schedules that most appropriately align with the needs of the department while also maintaining the requirements for safety and social distancing.
 - a. Staffing on campus should be structured to maximize social distancing and allow for approximately no more than half of a work group/department to be on campus at the same time.
 - b. Those who can do their work effectively and are able to complete the majority of their job duties via remote technology should continue to do so as much as possible and as approved by the immediate supervisor.
 - c. To the extent possible and as the preferred method, it is expected that all work groups be divided into two teams. Team 1 will work on campus for five consecutive days, while Team 2 works remotely. The following week, Team 1 will rotate to remote work, and Team 2 will work on campus for five consecutive days.
 - d. Other staffing options include alternating on campus work days and staggered reporting/departing times as typically the beginning and end of the workday bring many people together at common entry/exit points.
3. Meetings will be held via remote technology to the extent possible.
4. Conversations will be held by phone, text message, or email to the extent possible.
5. If meetings must be held in-person, employees will meet in a space where participants can sit or stand at least six feet away from any other participant.
6. Masks or appropriate face coverings are required to be worn by all employees on campus when in the presence of others and in public settings. Please review detailed guide for more specific guidance.
7. Employees must provide their own masks or face covering.
8. Employees must adhere to personal hygiene guidelines (hand washing; coughing and sneezing into sleeve, handkerchief, or tissue; no handshakes; etc.) and reminders will be posted in all buildings/public restrooms.
9. To the extent possible, all buildings will be equipped with hand sanitizer.
10. Housekeeping will sanitize restrooms, door handles, etc. once daily. Employees will be responsible for keeping their own work areas sanitary and for cleaning up after themselves.
11. Where possible, building doorways will be labeled exclusively for entrance or for exit, and employees will be expected to abide by these labels.
12. Where possible, stairways will be labeled as "up" or "down," and employees will be expected to abide by these labels.
13. Employees who participate in off-campus meetings are expected to wear face masks or face coverings, regardless whether other participants are wearing them.