

RETURNING *to the* WORKPLACE

JULY 2020



METHODIST
UNIVERSITY

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GUIDING PRINCIPLES

Methodist University's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our employees, students, and visitors to our campus.

The primary goals for Methodist University's response to the COVID-19 pandemic are to protect public health and continue the institution's vital mission of education.

Methodist's plans will, at minimum, be aligned and consistent with local orders and ordinances of the City of Fayetteville and Cumberland County, as well as the State of North Carolina's Phased Reopening Model. Methodist's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, N.C. Department of Public Health, and the Methodist Epidemic Response Team. However, due to the unique nature of the traditional residential college campus, Methodist's guidelines may, in some situations, be stricter than what is being recommended and practiced off campus.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate when more information becomes available.

RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines: All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Methodist's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

Symptom Monitoring Requirement: Employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. 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. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by Methodist University Health Services or your primary care provider (PCP) to be eligible to report to work. At this time, these symptoms include one or more of the following:

- ◆ Cough
- ◆ Shortness of breath/difficulty breathing
- ◆ Fever
- ◆ Chills
- ◆ Shaking with chills
- ◆ Runny nose or new sinus
- ◆ Congestion
- ◆ Muscle pain
- ◆ Headache
- ◆ Sore throat
- ◆ Fatigue
- ◆ New GI symptoms
- ◆ New loss of taste or smell



Employees should not report to work if they feel ill. Employees must conduct symptom monitoring every day before reporting to work on campus and be free of any symptoms indicating possible COVID-19. It is encouraged that employees take their temperatures each day before reporting to work on campus as an extra precaution. As employees self-evaluate daily, if they have symptoms listed or would answer yes to the possible exposure questions, they will be required to complete the health questionnaire before reporting to work on campus.

Employees will be contacted and advised of the next steps during a consultation, and are not permitted to report to work on campus until cleared by the Director of Health Services or their primary care provider.

Health Questionnaire Requirements: In addition to self-monitoring on a daily basis and following the appropriate guidelines above, all employees will be required to complete the short health questionnaire as a baseline assessment prior to reporting to work on campus. Employees who check that they currently have or had symptoms in the past 48 hours or answered yes to the possible exposure questions will be required to be cleared by the Director of Health Services or their healthcare provider prior to reporting to work on campus.

The health questionnaire is available via the link below. For those employees reporting to work on campus, the health questionnaire must be completed at least 24 hours prior to their first report day/time. For anyone who does not have internet access to complete the health questionnaire online, you may contact your supervisor who will complete the questionnaire on your behalf.

Employee information submitted on this survey will only go to and be reviewed by the Director of Health Services. The Director will, however, report information to University Administration and/or Human Resources as deemed appropriate and necessary for the safety and well-being of the University campus while in compliance with medical privacy.

To complete the health questionnaire, go to this link <https://mucovidscreening.questionpro.com/> to answer the following questions. You can self-monitor daily by considering the same questions and symptoms.

Remember, if you answer “yes” to any of these questions, stay home and seek medical guidance.



1. Have you traveled outside the United States in the past 30 days?
2. Have you been in personal contact with a person confirmed or probable case of COVID-19?
3. Have you been diagnosed with COVID-19?
4. In the last 48 hours have you had:
 - ◆ Fever
 - ◆ Shortness of breath
 - ◆ Muscle pains
 - ◆ Runny nose/new sinus congestions
 - ◆ Fatigue
 - ◆ New loss of taste or smell
 - ◆ New or worsening cough
 - ◆ Sore throat
 - ◆ Chills with repeated shaking
 - ◆ Headache
 - ◆ New GI symptoms

You should also wear a face mask or face covering to avoid possible virus transmission to others. You should self-isolate until cleared to return to work. Although we are working to ensure that the campus is as safe as possible for all employees, we recognize that some may have concerns with returning to work on campus.

This may include individuals who are at high risk for severe illness from COVID-19, as defined by the Centers for Disease Control (CDC). For detailed information regarding the CDC definition of those who are at high risk for severe illness, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.

For the Fall 2020 semester, there are a few options for employees who are at high risk for severe illness:

- ◆ Employees may request a temporary workplace adjustment to perform all or some of the job remotely by completing and submitting the workplace adjustment form to Human Resources.
- ◆ Employees may request to use accrued paid time off.
- ◆ Employees may be eligible for FMLA for additional time away from work.

The above workplace adjustment is a temporary request due to the current COVID-19 pandemic and is available as an option for those who either have a medical condition(s) or otherwise meet the definition of high risk for severe illness as defined by the CDC. Please refer to email to sent to all employees for process and deadlines. Questions regarding employee options should be directed to Human Resources.

Please note that some conditions listed as high-risk for COVID-19 might be considered disabilities under the Americans with Disabilities Act (ADA). The process for accommodation under the ADA is distinct from the COVID-19 Workplace Adjustment Request Process and employees can contact Human Resources regarding accommodation under ADA.

HUMAN RESOURCES CONTACT INFORMATION

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PHASED STAFFING

Methodist will phase in a return of employees to working on campus over time in a coordinated process to balance the work and needs of the University while implementing appropriate social distancing requirements to ensure the safety and well-being of our campus community along with considering the challenges of our employees.

Methodist will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. The need to reduce the number of people on campus to meet social distancing requirements will continue for some time. It is expected and highly encouraged for those who work effectively and are able to complete the majority of their job duties via remote technology to continue to do so as much as possible while focusing on phasing employees back to work on campus who are unable to complete the majority of their job duties remotely. However, as we transition back to working on campus, to the extent possible, it is expected that work groups be divided into two teams as described further below. It is recognized that work teams may be challenging or not feasible in some departments, but it is strongly advised to implement this preferred staffing model in the departments. Supervisors will need to balance the work and needs of the department while utilizing social distancing protocols while also considering the needs, personal circumstances and challenges of employees. The below staffing options provide various considerations. Supervisors should consult with their Vice President or Provost on the process and communicate their staffing plans.

STAFFING OPTIONS

Although a combination of remote work and work teams are the preferred options, there are other options departments should consider as well to maintain required social distancing measures and reduce population density within buildings and work spaces.

Work Teams: As described above, to the extent possible, work groups should be split up 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 work remotely and Team 2 will work on campus for five consecutive days.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. These arrangements, must be approved by the immediate supervisor, and can be done in full or partial day/week schedule as appropriate subject to staffing needs of the department.

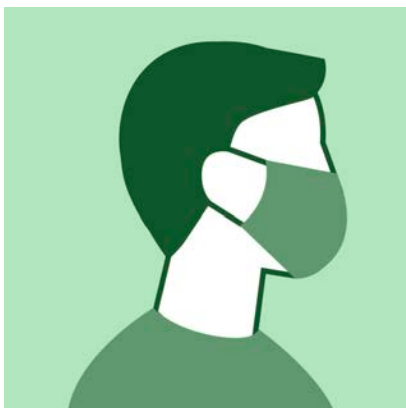
Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

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 to meet social distancing requirements. (See Enter/Exit Controls for further details).

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees, as well as the communities we serve. No unit or department should increase staffing levels beyond the current staffing plan as indicated in this guidance. All employees should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, University Administration and the Epidemic Response Team will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

PERSONAL SAFETY PRACTICES



Face masks/cloth face coverings: Face masks or face coverings must be worn by all employees, students and visitors on campus when in the presence of others and in public settings (e.g., common work spaces, meeting rooms, classrooms, etc.).

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.

The mask or cloth face covering is not a substitute for social distancing.

You may also wear a cloth face covering, which will help Methodist reduce the need to purchase additional masks, which are in short supply.

Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a one week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

Use and Care of Face Coverings

Putting on the face covering/disposable mask:

- ◆ Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- ◆ Ensure the face-covering/disposable mask fits over the nose and under the chin.
- ◆ Situate the face-covering/disposable mask 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/disposable mask.

Taking off the face covering/disposable mask:

- ◆ Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- ◆ When taking off the face covering/disposable mask, 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:

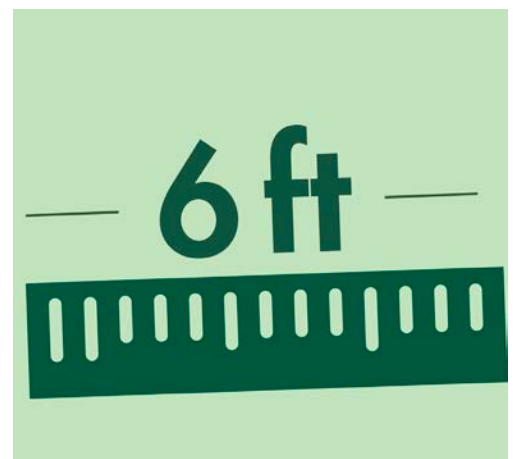
- ◆ Keep face coverings/disposable mask stored in a paper bag when not in use.
- ◆ Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each work day. 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 work or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Learn to make a cloth face covering here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread.

Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- ◆ Stay at least 6 feet (about 2 arms' length) from other people at all times
- ◆ Do not gather in groups of 10 or more
- ◆ Stay out of crowded places and avoid mass gatherings





Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Cleaning/Disinfecting: Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Methodist University Environmental Safety and Health Office protocols. Facilities management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas to the extent possible. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60 percent alcohol.

GUIDE FOR SPECIFIC WORKPLACE SCENARIOS

Public transportation: If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers that contain at least 60 percent alcohol as the preferred form of hand hygiene as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. A face mask or face covering is required at all times while in a shared work space/room and during all interpersonal interactions.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- ◆ Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- ◆ Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- ◆ Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any employees in a reception/receiving area. Masks/face coverings should be used when inside any Methodist facility where others are present, including walking in narrow hallways where others travel, stairways, break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly for at least 20 seconds afterward to reduce the potential transmission of the virus.

Using Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or hand sanitizers that contain at least 60 percent alcohol upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. To the extent possible, meetings should be held in whole or part using the extensive range of available collaboration technology. 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.

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements.

Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.



During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, text message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom).

Employees who participate in off-campus meetings are expected to wear face masks or face coverings, regardless of whether other participants are wearing them.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

When dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces including tables, refrigerator handles, coffee machines, etc. after use in common areas.

MENTAL AND EMOTIONAL WELL-BEING

Center for Personal Development: is available to offer emotional support during this stressful period. Telephonic or video counseling is available and you can access this service using most smartphones, tablets and computers with a camera. You may contact the Center for Personal Development by calling 910-630-7150 or scheduling an appointment on the website <https://www.methodist.edu/counseling/appointment/>

Methodist is committed to supporting your overall health and well-being. Visit the Center for Personal Development's website <https://www.methodist.edu/counseling/services/> for more information and resources to offer support, manage stress and enhance your resiliency.

ENTER/EXIT CONTROL

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access points.

Only approved guests and visitors will be allowed on campus at this time.

SIGNAGE AND POSTERS

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. Signs and fliers can be downloaded for posting in building and other facilities. Find the flyers at www.methodist.edu/coronavirus under "Campus Social Distancing Signage."