

Florida Atlantic University



Return to the Workplace Guide



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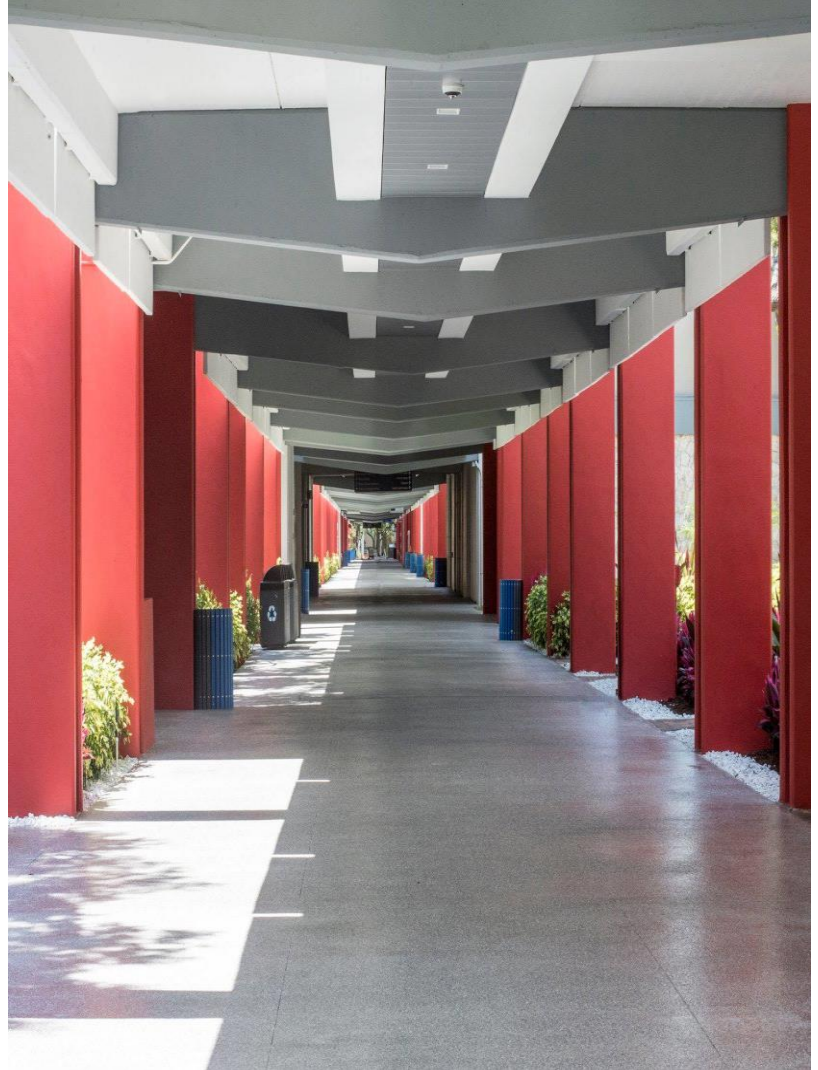
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Guiding Principles

The University prioritizes the health and safety of the community and is committed to mitigating the risks of COVID-19 spread by implementing a variety of controls, staggering/phasing reintroduction of the workforce to the workplace, maintaining regular communication and dissemination of guidance and directives, and supporting employee morale.

The measures included in this guide support the 5 pillars of reopening:

- Healthy Campus Environment
- Health Community Environment
- Virus Testing
- Contact Tracking
- Academic Program Delivery



All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document.

Failure to do so may result in corrective action.

Before Returning to Work

Employees

Health Screening and Attestation

All employees must complete a screening and attestation process in Workday prior to returning to the workplace to include a health screening questionnaire and an attestation statement verifying health status. Based on an individual's response, different recommendations are made to employee, such as reporting to work /school/premises or to stay home.

- If an employee meets the requirements per CDC guidelines and University policy, they may return to the workplace.
- If an employee answers indicate they may be experiencing symptoms or have had close contact with someone with COVID-19, HR will be notified. HR will contact the employee as to whether they may return to the workplace with modifications or to offer alternative options.

Training

All employees must complete COVID-19 prevention training in Canvas before returning to campus and on-campus work. Once the employee's supervisor has determined that the employee can return to the workplace, the employee must complete the training. Once successfully completed, the supervisor will be notified.

Units are encouraged to develop unit-specific training for employees based on their particular operations and functions. These must be completed before returning to the workplace or within a specified time after returning to the workplace.

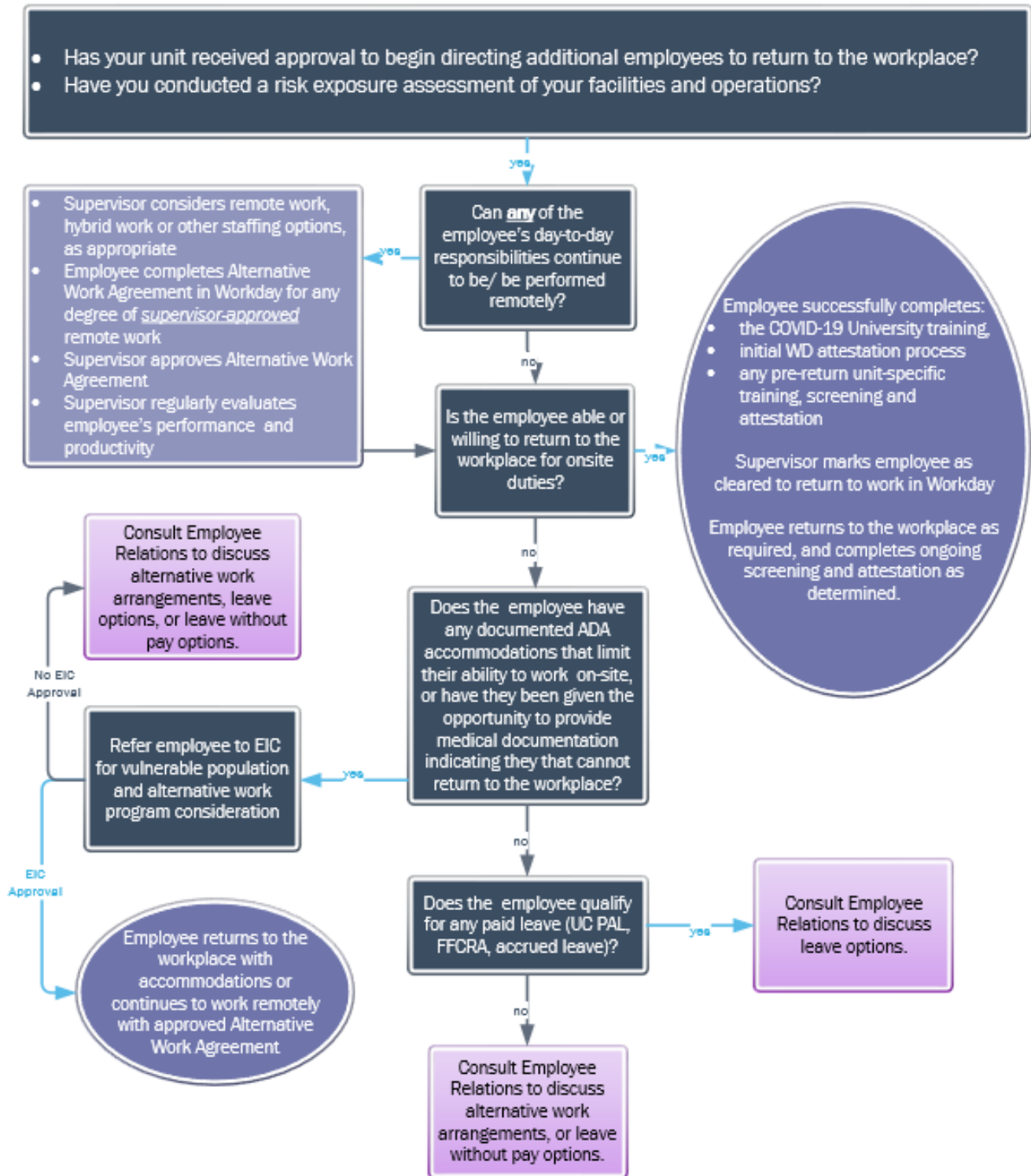
Unit Leaders and Supervisors

Risk Exposure Assessment

Unit leaders must assess their staffing needs and establish a coordinated process to return to onsite operations that meets the criteria of the current University-driven phase. This process must include the following:

- Conducting a workplace risk exposure assessment based on the functions, activities and tasks to be performed and managing vulnerable employees, predicated on
 - need for contact within 6 feet of people known to be, or suspected of being, infected with the virus, or
 - requirement for repeated or extended contact with persons known to be, or suspected of being, infected with the virus.
- Determining functions, mission-critical and expanded, to be performed, such as
 - Instructional delivery
 - Support services and operations
 - Non-medical/patient care services, such as Office of the Registrar, Facilities Management, Housing and Residential Life, Athletics, etc.
 - Medical/patient care services, such as Student Health Services, and FAU Clinics
 - Research/Laboratory Work
- Controlling and managing specific work environments (to include using [workplace scenarios](#)) to mitigate risk exposure to include, but not limited, to
 - [health, safety and other workplace controls](#),
 - health screening and monitoring, **and**
 - testing, contact tracking and isolation
- Accessing on-site resources and support, **and**
- Establishing process monitoring, gap analysis and after-action review

Return to the Workplace Decision Tree



Contract Managers, External Liaisons & Coordinators

Employees who manage contracts and contracted service providers, serve as visitor, guest and external partner liaisons, and/or whose roles include volunteer and affiliate coordination must develop and implement a process to

- Clearly and frequently inform their audiences of health and safety directives, and University's policies, directives, guidelines and procedures related to COVID-19.
- Monitor their audience's adherence to health and safety directives, and University policies, directives, guidelines and procedures related to COVID-19.

These employees must report violations to unit leaders, contracted service provider/tenant/external organization leadership, and must work with appropriate units, such as Environmental Health and Safety, to address violations.

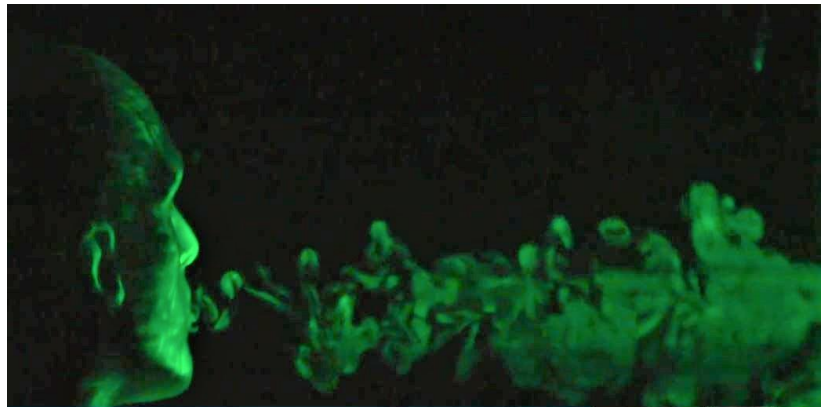
COVID-19 Symptom Monitoring

Employees

Employees who have been cleared to return to the workplace upon completion of the screening and attestation process are required to conduct symptom monitoring of themselves and those in their household every day before reporting to work.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- *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*
- *Diarrhea*



This list does not include all possible symptoms. Employees must use the Centers for Disease Control (CDC) COVID-19 related symptom-list located [here](#). CDC will continue to update this list as we learn more about COVID-19.

Employees must not report to work or come to campus if they or any member of their household is

- is experiencing symptoms of illness consistent with COVID-19, **or**
- is diagnosed with COVID-19

and must inform SHS and their immediate supervisor or designee of their status within 24 hours of the onset of symptoms.

Unit Leaders and Supervisors

Unit leaders are required to determine, dependent on the workplace risk exposure assessment and an employee's duties,

1. additional screening criteria that an employee must undergo and attest to, *and*
2. the frequency that an employee must complete the screening and attestation process beyond the initial one required by the University.

Call out for illness requires new considerations. Whether employee discloses their reason for using sick leave, supervisors are to inform them of the following:

- If employee is experiencing any COVID-19 symptoms, then there is a process to follow.
- If employee is caring for someone in their household with COVID-19 symptoms and NOT personally experiencing COVID-19 symptoms, then there is a process to follow.

Contact HR for process details.

Temporary Alternative Arrangements

Vulnerable Population Program

The CDC has identified that certain individuals are or may be at a higher risk for developing serious COVID-19 illness. In accordance with this, HR has established a Vulnerable Population Program to assist employees who are asked to return to campus and have underlying medical conditions or are considered one of the high-risk categories as listed by the CDC [here](#). Additionally, the program will consider employees with members of their households with underlying medical conditions or who are considered one of the high-risk categories as listed by the CDC [here](#). These employees may request an alternative work arrangement.

Alternative Work Arrangement Requests

- If the request is based on the employee's medical condition, the request will be forwarded to the Office of Equity, Inclusion, and Compliance (EIC) for Americans with Disabilities Act (ADA) consideration and must be approved by EIC.
- If the request is based on age or if one of the employee's household members is considered one of the high-risk categories under CDC guidelines, it must be approved by HR.

Once the request has been approved, by EIC or HR, HR will notify the employee. The employee will be required to complete a detailed work plan in Workday that must be approved by the employee's supervisory hierarchy. If the supervisor is unable to accommodate, they must notify emprels@fau.edu before denying the request.

- If the request is based on that the employee is caring for a child whose school or place of care is closed due to COVID-19 related reasons, the

employee will be notified to complete a detailed work plan in Workday that must be approved by the employee's supervisory hierarchy

- If the employee is unable to work their total number of hours or the supervisor is unable to accommodate, the employee may be eligible for the Extended Family Medical Leave. The employee can contact emprels@fau.edu for more information.

If an employee is unable to be accommodated, the employee may be entered into the Talent Share Program and will have to utilize their accrued leave or go unpaid for time not worked.

Health, Safety & Workplace Controls

Ways to Reduce Risk Exposure

Population Density	Facility & Engineering	Administrative	
Remote Work	Facility/ Furniture/ Equipment Layout	*Physical Distancing of Minimum of 6ft	*Health Screening
Hybrid Work Model	Pathway Reconfiguration	*Cleaning and Disinfecting	*Symptom Monitoring
Staggered Workdays/Hours	Physical Barriers	*Practice Proper Cough and Sneeze Etiquette and Hand Hygiene	*Training – University & unit-specific
Staggered Reporting/ Departing/ Breaks	Isolated Workspaces	*Face Coverings	Personal Protective Equipment
	Reduced-Touch/ Touch-Free Systems	**Testing	Use of furniture, equipment & work- tools
		**Contact Tracing	Use of Signage & Visual Cues
		**Isolation/ Quarantine	Travel Limitations

** Required*

*** Additional requirements - for suspected or confirmed COVID positive case. HR/SHS partnership.*

All others are to be implemented dependent on unit-specific functions, operations and locations.

Staffing Options

The following measures are recommended for units to manage or limit population density of employees to maintain the physical distancing requirement of 6ft:

- **Remote Work:** Unit functions that can be or continued to be performed offsite should be identified by unit leaders. Employees performing these functions should work with their immediate supervisors to set and manage expectations, and develop and revise remote work plans accordingly.
- **Hybrid Work Model:** Depending on the functions that need to be performed, and access to resources and support, a hybrid model of remote-onsite work can be established for employees.
- **Staggered Workdays and Hours:** Units should assess upticks in demand or high-demand days for specific functions or tasks, and schedule employees accordingly. This is especially beneficial in areas with shared workspaces.
- **Staggered Reporting/Departing/Breaks:** The beginning and end of the workday, as well as standard or required breaks, should be staggered as they typically bring many people together at common areas, such as lunch rooms, and entry/exit points of buildings, including stairs and elevators. It is recommended that units stagger reporting, breaking and departing times by at least 30 minutes to reduce traffic in common areas to meet physical distancing requirements.

Facility and Workplace Modifications

Unit leaders must assess and configure their workspaces to mitigate viral transmission between employees, and also with anyone else who may enter the space, including visitors, guests, volunteers, affiliates, and contracted service providers. Some ways to do this include:

- **Facility, Furniture or Equipment Layout, Pathway Reconfiguration:**
 - Reconfiguring layout of furniture, particularly if existing partitions/physical barriers are less than 6ft in height in shared workspaces, and placement of commonly used/shared equipment, **or**
 - Pathways within workspaces that do not impact major ingress or egress pathways may be reconfigured or redirected, as applicable, to minimize risk exposure, such as one-directional pathways for large open workspaces with multiple through-ways. Contact EH&S for guidance.
- **Engineering Controls:** Implementing engineering controls, such as

- installing or extending physical barriers in shared workspaces, and at customer/community-facing work areas/stations, such as partitions, sneeze guards, use of theater ropes and stanchions, hazard tapes, etc. **or**
- creating isolated spaces/workstations or employees identified as part of the vulnerable population, **or**
- replacing or redirecting touch-based systems with or to touch-free/reduced touch systems.

Administrative Controls and Procedures

A host of controls must be implemented to complement the unit's functions:

- **Cleaning and Disinfecting Requirements:** All units must develop and effect cleaning and disinfecting protocols and practices for workspaces/stations, offices and office suites according to the [Health and Safety Plan](#). Contact Facilities Management for trash removal guidance.
 - Special consideration should be given to high touch points and high-traffic areas within their facilities, such as common areas like break rooms, shared spaces, conference rooms, and shared equipment – phones, copiers, etc. Specific schedules or protocols should be implemented.
- **Cough and Sneeze Etiquette, and Hand-Hygiene:**
 - Using your sleeve to cover coughs and sneezes to reduce risk of contamination.
 - Engage in proper hand washing procedures, according to CDC and EH&S guidance.
- **Use of furniture, equipment and work-tools:** Every attempt should be made to minimize the use of other employees' phones, desks, work tools and equipment.
- **Training:** The university has developed COVID-19-related return-to-the-workplace training on prevention and control measures and University-specific policies. All employees are required to complete this training prior to reporting for work on campus. Units should develop unit/work-environment/function/activity-specific return-to-the-workplace training.
- **Signage and Visual Cues:** The Division of Public Affairs has developed signage and visual cues to be used University-wide to communicate social distancing, including floor markings, cough and sneeze etiquette, proper hand hygiene, directional and other critical procedures and directives. Units should contact this Division to request signage or to develop specific signage.
- **Travel:** Employees who return from states with shelter in place orders, locations identified in Executive Orders by Florida's Governor or indicated in FAU's travel

restrictions must self-quarantine away from campus for 14-days and be symptom-free before returning to work.

Physical Distancing Requirements

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. Employees at work on-site must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people to the greatest extent possible
- Stay out of crowded places and avoid mass gatherings

Face Coverings

Face coverings (including cloth covering and masks):

- Face coverings must be worn by all employees working on campus.
- If you're unsure regarding the appropriate face covering needed to perform workplace activities, please contact the Department of Environmental Health and Safety.
- Given the breadth of face covering options available to the FAU community, face coverings are also considered to be attire and will be subject to the University standards regarding appropriate clothing. Violations of these standards should be reported to HR.



Personal Protective Equipment (PPE)

If you're unsure as to the appropriate protective equipment, such as gloves, goggles and face shields, needed to perform workplace activities, contact the Department of Environmental Health and Safety.



Compliance and Enforcement

Compliance with FAU's health and safety plan will be a binding responsibility of all students, faculty and staff, and compliance will be enforced consistent with existing FAU Regulations and Policies and the Collective Bargaining Agreement.

Enforcement of Non-compliance

Employees who fail to follow the FAU health and safety regulations for COVID-19 which include but are not limited to:

- failure to wear a face covering,
- failure to physically distance,
- employees who exhibit signs of COVID-19 at work and refuse to go home,
- an employee's refusal to come to work or
- failure of supervisors to enforce health and safety requirements

will be subject to disciplinary action up to and including termination.

The level of disciplinary action will depend on the nature and frequency of the non-compliance. Employees will receive a Counseling Documentation, Verbal Warning, Written Warning, or Termination.

Supervisors need to contact Employee Relations at emprels@fau.edu to discuss the appropriate level of disciplinary action.

Reporting of Non-compliance

Students, faculty, or staff have the right to remind faculty or employees not following FAU's public health guidelines of their infraction and the need to correct their behavior.

FAU has instituted a [COVID-19 Non Compliance Form](#) to report infractions.

See full compliance, enforcement and reporting guidance [here](#).

Common Workplace Scenarios

Customer/Community Facing Roles

All units with employees who perform customer/community facing roles or functions, i.e. those that are face-to-face with the University community, must wear face coverings at all times. Other mitigation measures should be considered, such as installing physical barriers, managing traffic flow by limiting numbers of people served at time, transferring services to virtual or phone platforms, using signage and visual cues to inform and communicate procedures, such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.

High-touch points in these areas should be cleaned and disinfected frequently by employees.

Office Environments

Departments should assess work environments, especially open work environments and meeting rooms, and implement mitigating measures, such as

- Reducing employee density by staggering work schedules (hours and days), and implementing hybrid work plans.
- For open work environments, including partitioned workspaces:
 - Increasing distance between employees, such as utilizing every other workstation.
 - Decreasing employee face-to-face interaction, such as rearranging furniture layout, creating one-way directional pathways in spaces with multiple through-ways
- For single occupancy environments:
 - Limiting occupancy to one person in a room if the physical distancing requirement of 6ft cannot be maintained at all times.

- Face coverings must be worn at all times except if an employee is working alone in a confined office space.
- For cleaning and disinfecting:
 - Employees are required to clean and disinfect their workspaces and offices at least once day or as determined by unit leaders.
 - Shared equipment and work-tools, such as copiers, must be cleaned and disinfected after each use.
 - Shared spaces and meeting rooms must be cleaned and disinfected after each use or frequently.
- Employees should avoid using other employees' desks, chairs work tools, phones, etcetera.

Installing signage and visual cues will help in communicating expectations and procedures.

Meetings, Appointments, Trainings and Visits

Convening in groups increases the risk of viral transmission. Meetings, appointments, trainings and visits should continue on virtual platforms to the greatest extent possible. The University uses several collaboration and instructional tools that serve both the internal and external community such as Microsoft Teams, WebEx, Skype for Business and Canvas. Where appropriate, communication via phone calls and VOIP calls can be utilized.

For daily onsite business, employees are encouraged to communicate with their colleagues by email, telephone, and other available technology instead of face-to-face. Collaboration tools such as MS Teams and Skype for Business can be used.

If face-to-face interaction is necessary, the organizer must structure the space and/or activity to adhere to all appropriate University requirements, and directives. The organizer must also adopt applicable mitigation measures, such as required use of face coverings and maintaining 6ft of physical distancing, limiting

participation (maximum of 10 participants), rearranging furniture layout, utilizing signage and visual cues, redirecting pathways, etcetera.

Restrooms

Face coverings are required in restrooms. Overcrowding is not permitted and, as a gauge, it is recommended that occupancy of multiple-stall restrooms be limited to the number of sinks.

Elevators and Stairwells

Face coverings are required when using elevators and stairwells. Wash hands or use hand sanitizer if touching high-touch points such as elevator buttons, and stairwell railings and doors.

Breakrooms

Units should rearrange seating and pathways to support physical distancing requirements. All high touch points such as seating, tables, refrigerator handles, etcetera should be cleaned and disinfected after each use.

University Vehicles or Personal Vehicle Use for University Business

Face coverings must be worn at all times while sharing a vehicle with others. High touch points in university vehicles must be cleaned and disinfected after each use.

University Public Transportation

Face coverings are required when using FAU Public Transportation. Wash hands or use hand sanitizer if touching high-touch points such as hand railings and doors.

Mental Health and Wellbeing

Mental Health and Wellbeing

The University is committed to building awareness of mental health needs and concerns, and to empower employees to seek help and support during this biological disaster. The Employee Assistance Program (EAP) is the official work-based program and offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. This service addresses a broad and complex body of issues affecting mental and emotional wellbeing.

Access this service by logging into [MyLifeValues.com](https://mylifevalues.com)

User name: Florida Atlantic University

Password: EAP