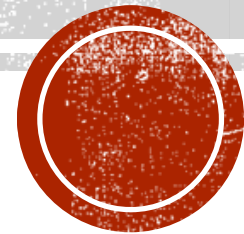


# **RETURN TO CAMPUS (RTC) – FACULTY**

**Presenters: Office of Human Resources**



# AGENDA

- Workplace Expectations & Guidelines
- Health & Safety Guidelines
- Mental and Emotional Wellbeing
- Workplace Accommodations
- Employee Responsibility



# **APSU'S COMMITMENT TO SAFETY: WE ARE IN THIS TOGETHER**

APSU is committed to providing faculty, staff, students, and visitors a safe environment despite the COVID-19 pandemic. As such, APSU will monitor-- to the extent possible-- on-campus activities to ensure the safety and well-being of individuals as APSU opens the campus responsibly.



# COVID-19 TASK FORCE RTC PLAN OVERVIEW

Phased-in Approach based on risk level

Some offices began to open **June 15** at reduced capacity –

We are currently at: **Moderate Risk**

- **High Risk**: Offices Are Open Remotely
- **Moderate Risk**: Some Offices on Campus Opened at Reduced Capacity
- **Low Risk**: Offices on Campus Open at Moderate Capacity
- **Normal Risk**: Offices on Campus Are Opened at Full Capacity

Be prepared to move in between levels



# **NEW WORKPLACE GUIDELINES**

- **New! COVID-19 RTC Guidelines**
- **New! Face-Coverings Guidelines**
- **All APSU employees are expected to fully comply with the guidelines and protocols outlined in this training and located on RTC website**
- **Failure to do so may result in corrective action**

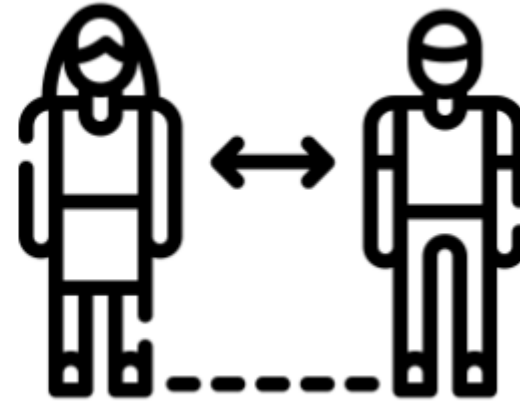


# NEW COVID-19 GUIDELINES

- Employees:
  - Must take **personal responsibility** in following the recommended CDC COVID-19 guidelines.
  - Must be free of any COVID-19 related symptoms to be on campus.
  - Must conduct **symptom monitoring daily** before reporting to campus.
  - **Must practice social distancing** to the greatest extent possible by maintaining a distance of at least a six (6) feet between individuals.
  - Displaying any COVID-19 symptoms will be asked to leave campus immediately and seek medical care and/or COVID-19 testing as soon as reasonably possible.
  - Displaying symptoms will be required to self-quarantine as outlined in the CDC guidelines and will return to work according to CDC guidelines.
  - **Exposure:** Those who have been within six (6) feet or less for ten (10) minutes or more of an individual who tests positive for COVID-19 or has been in direct contact with infectious secretions of a positive COVID-19 case must follow the mandatory CDC recommended quarantine period and testing guidelines. **Complete the COVID-19 Self Reporting Form**



# PERSONAL SAFETY PRACTICES



# NEW FACE-COVERINGS GUIDELINES

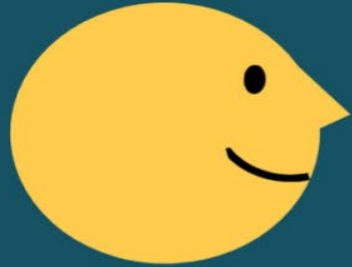
- Effective immediately and until further notice all persons on Austin Peay State University property will be **required to wear a cloth or surgical-style mask or face covering** following the guidelines of the Centers for Disease Control (CDC).
- Required mask wearing is one way that Austin Peay State University can slow or stop the spread of the Coronavirus.
- Areas of required mask wearing include, but are not limited to, **campus buildings, common areas in dormitories, restrooms, dining services and other shared spaces**.
- Face coverings are not required **in outdoor areas**, but are highly recommended.
- All participants in a **classroom setting must wear a face covering** as referenced above.
- **Vendors and visitors** who do not have masks will be offered a paper mask to wear while on campus grounds.
- **Disposable masks will be available in each department**. Disposable masks may only be worn for one day and then must be placed in the trash.



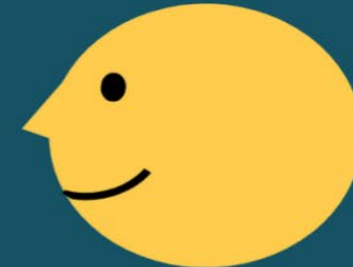
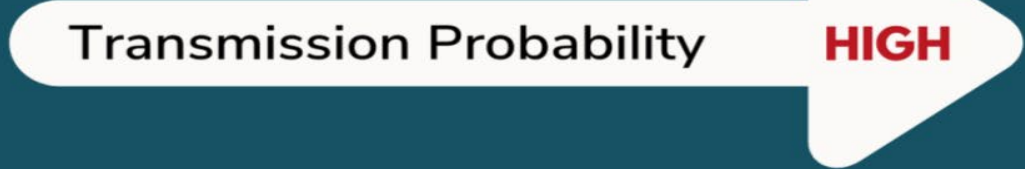


# COVID-19 CARRIER

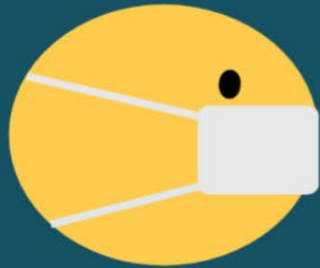
# HEALTHY PERSON



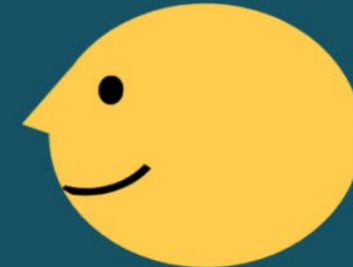
without mask



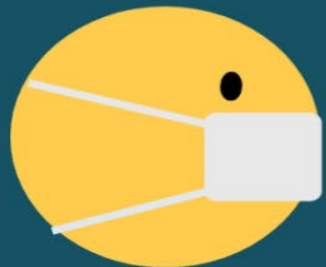
without mask



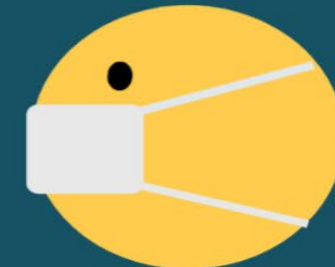
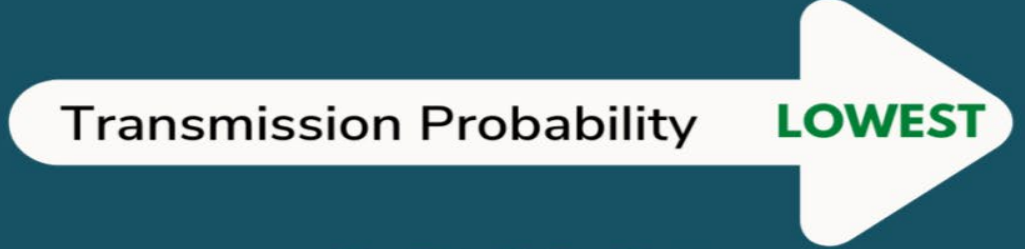
with mask



without mask



with mask



with mask



# PERSONAL SAFETY PRACTICES

- **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% 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.
- **Disinfection of shared work spaces**: additional care should be taken to wipe down commonly used surfaces ( e.g. microwaves, refrigerators, phones, copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).
- **Social Distancing**: Stay at least 6 feet (about 2 arms' length) from other people at all times, do not gather in groups, stay out of crowded places and avoid mass gatherings, and communicate with colleagues via email, instant message, telephone or technology rather than face-to-face.
- **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. Throw used tissues away and wash hand with soap and water for 20 seconds or use hand sanitizer as described above.



# EMPLOYEE GUIDANCE

- [Daily self-monitoring/face covering](#) per COVID-19 guidelines
- APSU [Zero-tolerance for coming to work sick](#)
- If you are not feeling well stay home and contact your Chair or Dean immediately
- [Practice social distancing](#) at all times
- [Contact HR](#) if you need support
- [OPTUM Employee Assistance Program \(EAP\)](#)
- [Workplace Accommodations](#) – The Office of Equity, Access, and Inclusion
- [Complete the COVID-19 Self Reporting Form](#), if you have been exposed, you're exhibiting symptoms or you have a confirmed positive test for COVID19.



Please use this form to report information about yourself if you have been exposed, you're exhibiting symptoms or you have a confirmed positive test for COVID19.

### Background Information

If you are completing this form for someone else, please give your name, phone, and email address below. The classification/housing questions are intended to find out where the symptomatic/exposed person lives. We prefer that the form be filled out as a self-report, but understand this may not be possible.

Your full name:

Your phone number:

Your email address:

University Classification *(required)*:

Where do you live? *(required)*:

### Exposed/Symptomatic/Diagnosed Person

Name	Exposure	Phone number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another party

### Additional Information

Please be as detailed as possible with your responses.

Are you currently having symptoms (fever, cough, shortness of breath)? *(required)*

- Yes  
 No

Have you been seen by a medical professional? *(required)*

- Yes  
 No

Are you self-isolated or quarantined? If so, when did you begin isolation or quarantine? *(required)*



# EMPLOYEE GUIDANCE

- [APSU leave policies](#)

- Sick Leave

- Families First Coronavirus Response Act (FFCRA): Effective April 1 – December 31, 2020: an employee qualifies for paid sick time if the employee is unable to work ([or unable to telework](#)) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 (**Expanded FMLA**); or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury



# WORKPLACE ACCOMMODATION

## **COVID-19 Impact**

Equal Employment Opportunity laws, including the American with Disabilities Act of 1990 (ADA), as amended and the Rehabilitation Act of 1973, Section 504 continue to apply during the time of the COVID-19 pandemic.

Additionally, pursuant to information from the Center for Disease Control and Prevention (CDC), older adults and persons of any age who have serious underlying medical conditions might be at higher risks for severe illness from COVID-19.

Furthermore, according to the Equal Employment Opportunity Commission (EEOC), employees with certain preexisting mental health conditions may have more difficulty handling the disruption to daily life that has accompanied the COVID-19 pandemic.

Employees who believe that they fall into any of the aforementioned categories may request a workplace accommodation due to the COVID-19 impact.



# REASONABLE ACCOMMODATIONS INQUIRY

- If you are seeking a workplace accommodation, complete the form on the website <https://www.apsu.edu/equity-access/disabilities/index.php>
- The Office of Equity, Access, & Inclusion will contact you as soon as possible.
- Title I of the ADA requires that APSU treat this information as **confidential medical** records and that they are kept separately from your personnel file. These records are kept in the Office of Equity, Access, & Inclusion.
- For more information, contact Sheila Bryant, ADA Coordinator at 931-221-7178 or via email at [bryantsm@apsu.edu](mailto:bryantsm@apsu.edu)



# ACKNOWLEDGEMENT & REMINDERS

- New! Daily affirmation of COVID-19 Guidelines and APSU Policy 4:029:Acceptable Use of Information Technology
- New! [Go to One Stop](#) to acknowledge COVID-19 Guidelines – One-Time only
- For more details, visit the Office of Human Resources Website
  - Return To [Campus](#)
  - Employee [Guidance](#)

