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OUR WELLNESS AT SHU IS UP TO YOU

Return to Work Timeline, Guidelines and Requirements

Our Goal and Commitment to the SHU Community:

To resume on-ground operations while promoting a safe and healthy work environment. To achieve this, there will be modifications to current infrastructure and operational procedures and new protocols instituted for social distancing and the quick identification and response to a possible outbreak.

Employee “Return to Work” Transition Timeline

The University will practice a phased “Return to Work” model to assist in a safe and organized transition from remote working to on-campus operations. During this uncertain time, and according to current state guidelines, those who can work from home should do so. If your work permits and you are not directly supporting or servicing students or needed to support operational functions, you should continue to work from home. Employees with health concerns specific to their own situation should contact human resources.

Divisional VPs and deans will develop schedules appropriate for their employees, encouraging and monitoring that no more than 50% of their work teams are reporting to work on the same day until further notice. One easy example of how to manage this initiative is alternating work days. On one day, half the work team comes to campus, while the other half of the team works remotely. The next day, the team that worked remotely on Day #1 comes into the office, and the other half of the team works remotely. This will limit overcrowding of common workspaces, help with social distancing and keep all employees safe. This plan also complies with current State of Connecticut guidelines for reopening.

It is critical that we all follow this procedure to assure a safe and secure work environment for all. Department heads will work with you to set schedules for remote and onsite work. The following dates will identify the employee groups that will be permitted (allowed access) to campus. It is imperative that all employees follow the timelines below:

- **June 1, 2020** – Senior leadership, employees deemed essential to begin business operations as identified by VPs or deans, and faculty/staff from the College of Health Professions involved in the clinical programs that will begin in June
- **July 6, 2020** – Direct reports of senior leaders and any employee whose role directly impacts student support or operational needs with focus on preparations for the 2020 fall semester
- **August 3, 2020** – All faculty teaching in the fall semester and staff required for normal business preparations for the upcoming fall semester. Also, some furloughed employees may be included in this timeframe depending on their role
- **August 24, 2020** – Anticipated date that most other employees will be permitted (given access) to work on campus.

Operational Guidelines

Until further notice, Sacred Heart University will continue to operate in a "COVID-19 Alert Status." Working in conjunction with the Coronavirus Planning Team, human resources, public safety and campus operations, various segments of University personnel will be involved in evaluating plans, monitoring conditions and adjusting as circumstances dictate. Resumption of on-campus activities will be gradual and phased in, based on conditions and capacity, including plans for a potential resurgence of the virus.

The following guidelines will shape our ongoing response. The SHU community will operate with a focus on:

- Hygiene
- Physical distancing
- Face covering and personal protective equipment
- Symptom monitoring and assessment
- Communication and compliance
- Tracing and quick response
- Mental health and stress-reduction programs
- Training and awareness measures

General Information and Requirements

Employees who are ill should stay home and follow the University sick leave policy.

Employees should self-monitor their temperature daily prior to coming to campus. If an employee has a temperature of 100.4 degrees Fahrenheit or higher, he or she should stay home and alert his or her supervisor.

Employees are required to use hand sanitizer at entry points of every building. Dispensers will be located at all entry and exits in all buildings.

Employees must have their SHU-issued ID displayed while on campus.

Employees must follow CDC guidelines for preventing transmission of COVID-19. Posters outlining CDC hygiene requirements (i.e. wearing a mask or face covering, washing of hands etc.) will be displayed throughout the campus.

Employees will have access to appropriate sanitizing offerings such as hand sanitizer, disposable wipes, disinfecting products and no-touch disposal receptacles in or near their work stations.

Employees should clean their personal workspace at the beginning and end of each shift. Additionally, the University will provide rigorous disinfecting on a consistent basis.

Employees should avoid sharing of workspace, telephones, computers, desks, offices or other work tools or equipment. Any workspace activity that is shared such as copiers, vending/coffee machines should be cleaned by the employee after each use.

Should there be a suspected or confirmed case of an employee with COVID-19, the University will follow all CDC guidelines for cleaning and disinfection recommendations in addition to self-quarantining and contact tracing.

Access Control

Limiting points of access to campus will assist us in ensuring processes are effectively followed for the wellness of students, faculty, staff, visitors, delivery personnel and others who come to campus.

All employees must visually display their University ID at all times by wearing a lanyard around their neck.

Until further notice, requirements for entry onto campus facilities for visitors include:

- Meetings, presentations and interviews that absolutely cannot be conducted virtually
- A sign-in process at the guard house that includes a temperature reading, a mask and instructions on University procedures and protocols

SHU employees who have oversight for vendors/sub-contractors or other visitors will assure that they are in compliance with the requirements set forth within this document.

Social Distancing

Employees will be required to operate at least six feet apart at all times.

Employees should use teleconference options (WebEx/Teams) for group meetings. In-person meetings should be avoided.

Employees should limit any necessary gatherings to a maximum of five people (per current state regulations) with all participants wearing a mask and remaining at least six feet apart.

Employees should socially distance in conference rooms, cafeterias, elevators, copy rooms, office/kitchen areas and other common spaces.

Employees should schedule all office meetings—no “pop-ins.”

Masks/Face Coverings

Employees are required to wear a mask (except those with medical conditions) from the time they enter the campus and arrive at their office space, and anytime they leave their workstation/office to move around in common areas (i.e. hallways, stairwells, restrooms, etc.)

Employees who work in congregated setting areas (i.e. open space, mailroom, break room, areas open to the public and shared offices) must wear a mask at all times.

Employees who work alone in segregated office space (i.e. cubicles with walls, private offices, etc.) may remove their masks when alone in these settings.