

EMPLOYEE RETURN TO CAMPUS GUIDE



HUMAN RESOURCES

TABLE OF CONTENTS

3	PREVENTATIVE PRACTICES ON CAMPUS
4	HIGH RISK EMPLOYEES AND FAMILY MEMBERS
5	POSITIVE CASES ON CAMPUS
6	LEAVE OPTIONS FOR EMPLOYEES IMPACTED BY COVID-19
7	RETURN TO CAMPUS METHODOLOGY
8-9	HEALTH AND SAFETY GUIDELINES
10-11	EMPLOYEE AND SUPERVISOR INFORMATION



PREVENTATIVE PRACTICES ON CAMPUS

- All employees should carefully review this COVID-19 Return to Campus Guide prior to returning to campus.
- Effective July 15, 2020, USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet of social distancing may not always be possible. Face covering use will be in addition to, and is not a substitute for, social distancing. Face coverings are not required in one's own enclosed office or in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff, or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
- Staff and faculty who are working on campus should self-monitor for symptoms prior to coming to work each day. Employees may self-report using the UWG [eTracks](#) app daily. Anyone with a fever or symptoms should NOT come to campus but instead should remain at home and contact their supervisor for further direction or contact HR at covid-hr@westga.edu or (678) 839-6111.
- If you develop symptoms while at work, notify your supervisor and leave campus.

DO NOT COME TO CAMPUS IF:

- You have been diagnosed with COVID-19.
- You have a fever or exhibit COVID-19 related symptoms.
- You have been in close contact with a person diagnosed with COVID-19.
- You have been contacted by the Georgia Department of Public Health (GDPH) or a medical provider and have been advised/directed to self-quarantine/isolate due to close contact with anyone outside the home who has a confirmed diagnosis.
- You traveled outside of the United States in the last 14 days.



IF YOU HAVE ANY SYMPTOMS BELOW, YOU SHOULD REMAIN HOME AND CONTACT YOUR HEALTHCARE PROVIDER!

- ▶ 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
- Other less common symptoms have been reported, including gastro-intestinal symptoms like nausea, vomiting, or diarrhea.
- The CDC is consistently updating the list of symptoms. Please click [HERE](#) to view the most current information.

HIGH-RISK EMPLOYEES

While everyone is susceptible to COVID-19 infection, the CDC guidelines state that individuals with certain conditions may be at a higher risk for COVID-19 infection.

THESE CONDITIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus



A complete updated list can be found [here](#).

UWG provides alternative work arrangements for employees in response to public health emergency guidance when doing so does not create an undue hardship to the institution. Employees who are requesting alternative work arrangements must submit the Alternative Work Request Form to Human Resources.

** Please note that medical documentation will need to be provided to Human Resources to support your request. Personal medical information should not be shared directly with your manager or coworkers. As necessary, Human Resources will consult with managers regarding the provision of an accommodation.*

AT-RISK HOUSEHOLD OR HIGH-RISK FAMILY MEMBERS

Employees concerned about contact with an at-risk household or family member are not generally considered for Alternative Work Arrangements (AWA), but may be considered for applicable leave options. For eligibility and to be considered for Family Medical Leave options, please click [here](#) for more information.

POSITIVE CASES ON CAMPUS



Human Resources (HR) should be notified of any employee diagnosed with COVID-19 by emailing covid-hr@westga.edu or calling (678) 839-6111. A member of the HR team will assist you with leave options available to you. Additionally, Facilities Services will be notified to disinfect and conduct a deep cleaning of impacted work areas. The GDPH will be the agency responsible for determining if it is necessary to reach out directly to any employee who has had close contact with the employee diagnosed with COVID-19 and provide specific instructions on testing and self-quarantining. The University of West Georgia will follow the direction of GDPH if notified that an employee has been diagnosed with COVID-19. If you are aware of an individual in your area who has tested positive and you have not been contacted by GDPH, then you shall continue to come to work and self-monitor for symptoms. Should you begin showing any symptoms, you are **REQUIRED** to stay home, notify your supervisor according to department protocol and HR, and contact your healthcare provider.

PROTECT YOURSELF & OTHERS



WASH YOUR HANDS OFTEN WITH SOAP AND WATER FOR AT LEAST 20 SECONDS.

COVER YOUR COUGH OR SNEEZE INTO A TISSUE OR YOUR ELBOW. DISPOSE OF THE TISSUE PROPERLY.



CLEAN HIGH-TOUCH AREAS AND SURFACES OFTEN WITH A DISINFECTANT AND PAPER TOWEL.

WEAR A FACE COVERING, ESPECIALLY IN AREAS WHERE SOCIAL DISTANCING MAY NOT BE POSSIBLE.



LEAVE OPTIONS FOR EMPLOYEES IMPACTED BY COVID-19

EMERGENCY PAID SICK LEAVE - TIER 1

If **you are ill** with COVID-19; **are experiencing symptoms** of COVID-19 and are seeking a medical diagnosis; are subject to a federal, state, or local quarantine or isolation order; or **are advised by a health care provider to quarantine** in connection with COVID-19 and thus are unable to work:

- You may utilize leave under the Emergency Paid Sick Leave Act (EPSL). More information about EPSL can be found [here](#) and the form to request it can be found [HERE](#). Use of EPSL must be coordinated with Human Resources and is limited to two weeks.

EMERGENCY PAID SICK LEAVE - TIER 2

If you are (1) **caring for an individual** who is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) **caring for your child whose school or place of care is closed**, or childcare provider is unavailable due to COVID-19 related reasons; or (3) **experiencing any other substantially-similar conditions** that may arise, as specified by the Secretary of Health and Human Services:

- You may utilize leave under the Emergency Paid Sick Leave Act. Under these circumstances, you are entitled to receive 2/3 of your regular rate of pay for up to two weeks, subject to the maximum over the two week period. More information about EPSL can be found [here](#) and the form to request it can be found [HERE](#).

EMERGENCY FAMILY & MEDICAL LEAVE

Additionally, University of West Georgia employees with at least 30 days of service who are caring for a son or daughter under 18 years of age whose school or childcare provider is closed or unavailable due to COVID-19 and are unable to work are entitled to Emergency Family & Medical Leave. Affected employees may take up to 12 weeks of emergency FML leave. If you are taking Emergency FML, you may take paid sick leave for the first 10 days of that leave period or substitute any accrued paid leave. For the following 10 weeks, you will be paid for your leave at 2/3 of your regular rate of pay. This leave may be taken intermittently but must be taken in full day increments. Use of this extended leave must be coordinated with Human Resources. More information about FML can be found [here](#) and the form to request it can be found [HERE](#).

UWG RETURN TO CAMPUS METHODOLOGY

The University of West Georgia will establish and follow a data-driven, phased approach to gradually return employees to their on-campus work environment based on recommendations and timing provided by the University System of Georgia. This document represents initial considerations for reopening our physical institutional presence.

The University of West Georgia's plan for full reopening will be informed by decisions and guidance from the governor, the Governor's Task Force, the Georgia Department of Public Health, the CDC, USG, and appropriate local considerations and will include contingency plans for adapting to any possible reemergence of COVID-19.

Institutional plans will account for possible and probable decreases in state appropriations, tuition and fee revenue, and losses in auxiliary funds. While attempting to plan for and mitigate issues related to COVID-19, UWG will remain focused on our mission and purpose while using this situation as a reflective time to reinvent academic delivery models, operational efficiencies, employee flexibility, and care.

The goals of this plan are centered around key themes, concepts, and strategies to ensure the healthy return to work of UWG faculty and staff members, the wellness of our university's surrounding communities, and the careful and deliberate preparation for the safe return of our students for Fall 2020. This plan will be informed and updated as new information is discovered.

CORE PRINCIPLES

- Ensure every step of the plan is informed by the values of wisdom, compassion, flexibility, and thoughtfulness.
- The health and wellness of the university community is of paramount importance.
- Embrace, normalize, and expand upon the processes and practices utilized when responding to the initial COVID-19 crisis in March.
- Continued adherence to CDC guidelines including social distancing, handwashing, staying home when sick, and the use of face coverings.
- Value the physical and mental health of all of our faculty/staff, including those who may be members of a vulnerable population, reside with a member of a vulnerable population, or are caring for children or other relatives by providing individual accommodations.
- Be ready to adjust based on guidance from the CDC, USG, and state and local health officials.

HEALTH & SAFETY GUIDELINES



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. Employees at work on-site should 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
- Stay out of crowded places and avoid mass gatherings

Effective July 15, 2020, USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet of social distancing may not always be possible. Face covering use will be in addition to, and is not a substitute for, social distancing.

Disposable face coverings may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering, and these are currently readily available in the community and from online retailers. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering. Cloth face coverings do not replace the need to practice social distancing.

Healthcare workers and other employees who are typically required to wear a face mask or other Personal Protective Equipment (PPE) should continue to use those as directed when performing the specific job functions for which their use is required. Guidance on how to properly wear and launder a face covering can be found [HERE](#).

Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, before eating, 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.



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. Healthcare workers and others in high-risk areas should use gloves as part of PPE.



STAFF DO NOT NEED TO WEAR GOGGLES OR FACE SHIELDS AS PART OF GENERAL ACTIVITY ON CAMPUS UNLESS PREVIOUSLY REQUIRED AS PART OF THEIR NORMAL PPE.

Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. It may be appropriate to wear goggles or face shields in wet environments, such as cleaning public bathrooms, etc. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.



COVER YOUR MOUTH AND NOSE WITH A TISSUE WHEN YOU COUGH OR SNEEZE OR USE THE INSIDE OF YOUR ELBOW.

Throw used tissues in the trash. Immediately wash your hands with soap and water for 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



BEFORE STARTING WORK AND BEFORE LEAVING ANY ROOM IN WHICH YOU HAVE BEEN WORKING, IT IS RECOMMENDED THAT YOU WIPE DOWN ALL WORK AREAS.

Custodial crews will continue to clean offices and workspaces. Employees should clean shared equipment such as copiers and printers, coffee makers, etc. Cleaning supplies for non-custodial use will be provided in quantities sufficient for common spaces.



EMPLOYEE & SUPERVISOR INFORMATION

EMPLOYEE ASSISTANCE PROGRAM (EAP) KEPRO RESOURCES FOR BOTH EMPLOYEES AND SUPERVISORS

All staff and faculty are able to access the comprehensive resources offered through our Employee Assistance Program (EAP). By utilizing the company code USGCares, employees can reference a wide range of resource topics such as health information, financial and legal services, child and/or elder care assistance, anxiety and coping strategies, as well as best practices for managers.

EAP IS AVAILABLE 24/7/365 BOTH ONLINE AND VIA TELEPHONE FOR CONFIDENTIAL CONSULTATIONS.

To speak with a representative, call KEPRO at 1-844-243-4440. Online articles, self search locators, health/wellness modules, webinars, and self-paced eLearning are all available at www.eaphelplink.com.

Employees are encouraged to use the search engine within the site to review the many recently published articles to address the varied aspects of how COVID-19 can impact life at both work and home.

PROTECTING YOUR HOUSEHOLD

Whether your household has an at-risk individual or not, there are precautions you can take to better protect those you live with. The CDC has extensive resources available to help you understand the recommended precautions. In particular, they offer Guidance for Large or Extended Families Living in the Same Household as a resource to help you protect everyone in your home and that information can be found [here](#).

SUPERVISOR INFORMATION

All UWG employees are strongly encouraged to use the [eTracks](#) app to report their daily health status. This information is securely maintained and only used to direct the employee that it is ok to come to campus or to stay at home.

If employees are experiencing COVID-19 symptoms, they are directed by the app to contact Human Resources at covid-hr@westga.edu or by calling (678) 839-6111. An HR representative will work with the employee on appropriate leave options and provide further guidance.

If an employee starts to feel unwell while at work, it is always best to instruct the employee to go home. If they begin to experience COVID-19 symptoms after arriving at work, advise the employee to contact Human Resources at covid-hr@westga.edu or by calling (678) 839-6111. An HR representative will provide further guidance to the employee.

If an employee notifies you of a positive COVID-19 test, direct them to contact Human Resources. Supervisors should not ask specific medical questions of an employee. If further guidance is needed, the supervisor should contact Human Resources at covid-hr@westga.edu or by calling (678) 839-6111. HR will provide the supervisor with additional guidance regarding next steps.

EMPLOYEE INFORMATION

All UWG employees are strongly encouraged to use the [eTracks](#) app to report their daily health status. This information is securely maintained and only used to direct the employee that it is “Okay to come to campus” or “It’s NOT okay to come to campus.”

If you are unable to use the eTracks app or prefer not to use the app, you should ask yourself these questions below. If you answer YES to any of them, you should NOT come to campus and you should contact Human Resources at covid-hr@westga.edu or by calling (678) 839-6111:

- Do you currently have a temperature at or above 100.4F without fever reducing medication?
- Have you recently begun to experience any of the symptoms of COVID-19 listed below?
 - 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
- Within the last 14 days, to the best of your knowledge, have you come in contact with someone who has tested positive for or has shown symptoms of COVID-19?
- Within the last 14 days, have you traveled outside of the United States?

If you begin to exhibit any symptoms of COVID-19 while on campus, you are required to notify your supervisor that you are feeling unwell and must leave. You should follow up with your medical practitioner. You should also contact Human Resources at covid-hr@westga.edu or by calling (678) 839-6111. An HR representative will work with you on next steps and provide additional guidance of alternative work or leave options.

If you receive a positive COVID-19 test, you are required to report that to HR. HR will work with you and provide guidance on leave options.

If you are exposed to or diagnosed with COVID-19, you must work with HR for approval to return to campus. HR will follow CDC and GDPH recommendations on isolation or quarantine timelines.

