Return-to-Workplace Guide

Office of Environmental Health and Safety
www.marshall.edu/coronavirus
ReturnToWork@marshall.edu

Contents

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (Centers for Disease Control and Prevention)

Watch for Symptoms

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:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

Message from the Director

Office of Environmental Health and Safety

Dear Colleagues,

As plans are being developed for employees to return to the workplace, I wanted to share some of the guiding principles under which we are operating.

From the very beginning, the university's policies and protocols for responding to the COVID-19 pandemic have been rooted in safety for our students, our faculty, our staff and the public. The goals for Marshall's response are to protect public health, support patient care and clinical staff at Marshall Health, and continue the institution's vital missions of education, research and service.

Our plans are aligned with city and county orders and ordinances, as well as with Governor Jim Justice's phased reopening model. Our plans also follow recommendations from the federal government, the Centers for Disease Control and Prevention, the West Virginia Department of Health and Human Resources, and our own Marshall Health experts.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. This may not be a straight path forward. We likely will have some stops and starts, so your flexibility and understanding will be essential to our success.

This document is intended to be a guide for general university office operations. Some units, including patient/client care environments, housekeeping, food service, etc., will require specialized policies and procedures not covered here.

If you have questions or comments about returning to the workplace, please consult with your supervisor or e-mail ReturnToWork@marshall.edu or visit Marshall's COVID-19 website.

Thank you,

Tracy Smith

Returning On Site

Phased Staffing Plans

Marshall will phase in a return of on-site staff over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), community testing capabilities and adherence to public health guidelines for COVID-19.

Supervisors will assess expanded staffing/phases based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. **These decisions, once approved, will be communicated to you by your dean or vice president.**

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time—through three phases extending into the summer. Support units that can continue to effectively work remotely may continue to do so until the later phases.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. **Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.**

As staffing on site increases and operations expand, officials will closely monitor 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.**
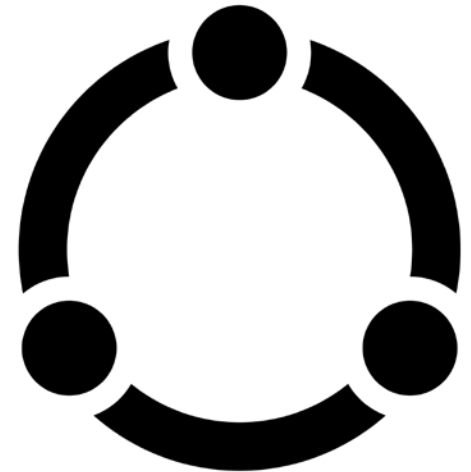
Phase-In Milestones

Until assigned to a phase by their supervisor, employees should continue to telecommute or work adjusted schedules as instructed.

PHASE III*
Begins July 6, 2020

Up to 100% of department personnel working on site, as instructed by supervisor.

PHASE II-B
Begins June 22, 2020

Up to 75% of department personnel working on site, as instructed by supervisor.

PHASE II-A
Begins June 8, 2020

Up to 50% of department personnel working on site, as instructed by supervisor.

PHASE I
Begins May 26, 2020

Up to 25% of department personnel working on site, as instructed by supervisor.

* Employees who may be <u>at higher risk for severe illness</u> from COVID-19 may continue to telecommute until Phase III, with supervisor approval. Requests to telecommute beyond Phase III may invoke the interactive process under the Americans with Disabilities Act (ADA), may require physician documentation, and may be assessed for a reasonable accommodation and/or undue hardship on the department or the university.

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Staffing Options

Once staff members have been instructed to return to work on site, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

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

- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable physical 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 physical distancing requirements.

Health & Safety Guidance

Personal Safety Practices

All employees must adhere to the following preventative actions.

Wash your hands often.

- **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 or sneezing. 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. Hand sanitizer stations will be available throughout university buildings.

- Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid close contact.
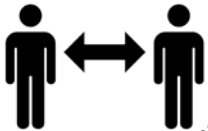
- Avoid close contact with people who are sick, and put distance between yourself and others. **Stay at least 6 feet (about 2 arms' length) from other people.** Remember that some people without symptoms may be able to spread the virus.

- Avoid shaking hands.

- Do not enter other employees' personal workspaces.

- Reduce high-touch exposures by propping open interior doors where feasible.

- Do not gather in groups.

Cover your mouth and nose with a face covering when around others.

- **Always wear a face covering in any work situation where you cannot adequately physically distance yourself from others.** Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing. See the Appendix for guidance from the Centers for Disease Control and Prevention regarding making, wearing and cleaning cloth face coverings.

  The university will provide every employee with a start-up supply of disposable masks. Each disposable mask can be worn for up to five days if allowed to dry between uses. Two cloth masks per employee have been ordered and will be provided. Employees may also bring their own face coverings from home, if desired.

- Wear a face covering when you go out of your personal workspace. **The face covering is meant to protect other people in case you are infected.** You could spread COVID-19 even if you do not feel sick.

- Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.

Cover coughs and sneezes.

- If you are in a private setting and do not have on your 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 in the trash.

- 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% alcohol.

- **Stay home if you are sick.** Sick employees may be screened for COVID-19 by the Office of Environmental Health and Safety before being allowed to return to work on site.

Clean and disinfect.

- Clean AND disinfect frequently touched surfaces daily.

  - **University housekeeping staff will continue to use disinfectant spray daily on high-touch surfaces**. These areas include, but are not limited to the following: entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

  - Minimize the sharing of office equipment to the greatest extent possible. **Supervisors should make cleaning and disinfecting supplies available to employees and ensure frequent wiping down of office common spaces,** including countertops, conference tables and chairs, light switches, drawer handles, phones and copiers.

  - **Individual employees should take care of any additional desired cleaning in their personal workspaces**, including wiping down their desks, tables, phones, keyboards, light switches, etc.

- **If surfaces are dirty, clean them with detergent or soap and water before disinfection.** Then, use a household disinfectant. The U.S. Environmental Protection Agency has a list of products that meet its criteria for use against the virus that causes COVID-19. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours.

Specific Situations

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers 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 workspaces with multiple through-ways to increase distance between employees moving through the space.

- **Designate 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 staff in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.

Restrooms

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

Elevators

Due to physical distancing requirements, no more than 1-2 people should be in 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 use alcohol-based hand sanitizers upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. **Meetings should be held in whole or part using the extensive range of available collaboration tools** (e.g. Microsoft Teams, Zoom, telephone, etc.).

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

During your time on site, you are encouraged to communicate with your co-workers as needed by e-mail, instant message, telephone or other available technology, rather than face-to-face.

Meals

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

If dining out, 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.

Office kitchens and breakrooms may not be used for communal gathering or dining in.

Sanitize your hands before and after using shared appliances like refrigerators and microwaves. After use, wipe appliances down and immediately wash your hands.

Use of communal coffee pots and water fountains is discouraged.

Building Access

All buildings will continue to be secured to limit entry to employees only until further notice. Your Marshall employee ID card may be required for entry. Do not hold or prop open exterior doors for any other person.

No visitors or guests will be permitted in university buildings through at least Phase I, and perhaps longer.

Once you have been instructed to return to the workplace, you should contact your supervisor for coordination of swipe card access or to receive a key to the building. MUPD and Physical Plant will not be available to open buildings for employees to gain access to workspaces.

Business and Personal Travel

Employees traveling for business or personal reasons must register their travel *in advance*, using the online Employee Travel Registration Form.

Depending on where the employee travels and activities while there, he/she may be required to complete 5-14 days of self-isolation and/or telecommuting before returning to work on site.

To ensure proper physical distancing, only one employee per university-owned vehicle is permitted.

Laboratory Work

Specific criteria have been developed for employees working in laboratory environments. Contact the Office of Environmental Health and Safety or the Marshall University Research Corporation for details.

Mental and Emotional Well-Being

Optum, part of UnitedHealth Group, operates an **Emotional-Support Help Line**. Professionally trained, mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum's Emotional-Support Help Line number is **866-342-6892** and will be open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members.

Frequently Asked Questions

Q. How do employees know when they are to return to work on site?

    A. Each department supervisor is creating a phased-in Return-to-Workplace plan for review by the Office of Environmental Health and Safety and Human Resource Services. Once your unit's plan has been approved, your supervisor will contact you via e-mail and/or phone at least one week before your expected return.

Q. What if an employee becomes ill with fever, cough or other concerning symptoms?

    A. Managers and supervisors should recommend that employees who are sick seek medical assistance as appropriate and remain out of the workplace until symptoms resolve. Marshall Health's COVID-19 information line is 304-696-2900 and will connect you with a nurse from 8 a.m. to 5 p.m., Monday through Friday.

    Employees will not be permitted to return to work on site without medical documentation. **Employees diagnosed with COVID-19 should immediately inform their supervisor and Human Resource Services.** Personal information will be kept confidential.

Q. What if an employee believes he/she has been exposed to COVID-19?

    A. If an employee is in close contact with someone with COVID-19 and/or develops symptoms of the virus, they should call their healthcare provider and tell them about the symptoms. The healthcare provider will decide whether or not the employee needs to be tested. In addition, Marshall Health offers drive-through testing sites for anyone experiencing symptoms. Individuals should bring their insurance information and a valid ID. A physician order is not required; however, only those meeting the testing criteria during screening will be tested.

    If an employee lives in a community where there is an ongoing outbreak of COVID-19 and the employee develops symptoms, he/should call their healthcare provider and tell them about the symptoms.

    Stay home if COVID-19 symptoms develop and go home immediately if symptoms occur at work.

Q. Will all employees be tested for COVID-19 before returning to work on site?

    A. No. Current public health guidelines do not call for testing unless an employee has symptoms.

Q. Will there be daily health checks/temperature screenings for employees?

    A. The CDC considers screening employees an optional strategy, and the university is considering the possibility.

Q. Does the university have the capability to do antibody testing to find out if employees have already been exposed to COVID-19?

    A. The university does not have plans to provide antibody testing. Depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection. It is also unclear if those antibodies can provide protection (immunity) against getting infected again.

Q. What about leave if an employee or immediate family member has been diagnosed with COVID-19?

    A. An employee who is sick, or whose family members are sick, may be entitled to Family and Medical Leave Act (FMLA) leave under certain circumstances. These circumstances may include a virus such as COVID-19, where complications arise that create a "serious health condition" as defined by the FMLA.

The university is finalizing a Certificate of Illness or Quarantine form that employees can use during this period instead of medical documentation when absent due to illness or leave related to COVID-19.

Q. Can the university prohibit an employee from coming to work on site if the employee is known to have contracted COVID-19 or to have had close contact with someone who has?

    A. Yes. The university is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, including requiring that employees not come to work on site if they have been diagnosed with, or have been exposed to, COVID-19.

Q. What if an employee has been told by a healthcare provider that they need to be isolated or quarantined due to exposure?

A. Telecommuting should be considered and used where feasible. Supervisors should consult with Human Resource Services to assist with this assessment if they are unclear how to handle work-from-home arrangements for staff or faculty.

If telecommuting is not feasible for the impacted employee, the employee will use sick leave, vacation and/or compensatory time, when available.

If the employee has exhausted all paid leave balances, the employee may be placed on paid administrative leave for an amount of time to be determined by the university. Supervisors should consult with Human Resource Services regarding approval of paid administrative leave.

The university will require authorization from a healthcare provider before the employee may return to work on site.

Q. What is the plan for those employees who are considered high risk for contracting COVID-19?

A. Employees who may be at higher risk for severe illness from COVID-19 may continue to telecommute until Phase III of the Return-To-Workplace plan, with advance approval from their supervisors.

Requests to telecommute beyond Phase III may invoke the interactive process under the Americans with Disabilities Act (ADA), may require physician documentation, and may be assessed for a reasonable accommodation and/or undue hardship on the department or the university. You should discuss any medical concerns you have with your supervisor, your physician and/or Human Resource Services.

Q. If an employee has undergone a university-required health screening, when are they able to return?

A. The Centers for Disease Control and Prevention places return-to-work criteria for employees into two categories—symptoms-based and test-based.

- Employees who have been off work due to COVID-19 symptoms only (not confirmed by a test) may return when they are fever free for 72 hours without fever-reducing medications and at least 10 days without any symptoms.

- Employees who have been tested for COVID-19 may return when the employee retests negative on two separate tests at least 24 hours apart.

For all other illnesses, employees may return to work after 24 hours of no fever or other symptoms.

Q. Will the university provide face coverings?

A. The university will provide every employee with a start-up supply of disposable masks upon the employee's return to work on site. Cloth masks (two per employee) have been ordered and will provided as soon as they are available. Employees may also bring their own face coverings from home, if they prefer.

Q. Will the university provide cleaning supplies for offices?

A. Every office will receive a start-up kit containing several disposable masks for each employee and a supply of hand sanitizer. Physical Plant can provide limited supplies of disinfectant and towels/wipes. Please e-mail ReturnToWork@marshall.edu with requests for start-up kits and disinfectant.

Offices will need to obtain any additional supplies needed to sustain their desired level of cleaning above that provided by the university housekeeping staff.

Q. Will there be a "deep clean" of campus facilities before employees return to work on site, and will cleaning measures remain rigorous after we return?

A. If your workspace has been unoccupied for 7 days or more, it will not require anything beyond a normal, routine cleaning before you return to work on site. Most employees have been telecommuting for the past couple of months and the virus that causes COVID-19 has not been shown to survive on surfaces longer than 7 days.

The university's housekeeping staff has been wiping down and disinfecting high-touch surfaces since the beginning of the pandemic, and will continue to do so. These high-touch surfaces include, but are not limited to entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

Q. If buildings are locked, how will employees gain access to their workspaces?

A. Employees should contact their supervisor for coordination of swipe card access or to receive a key to the building. MUPD and Physical Plant will not be available to open buildings for employees to access workspaces.

Q. Why can't I continue to telecommute indefinitely? My job can be done remotely, so I don't really need to be on site.

A. Marshall's business model is a bricks-and-mortar university that offers a full campus experience. This personal interaction is at the heart of what we do. Our students and our community expect us to be here to provide educational and other services in person.

Q. If I have a vacation scheduled, am I still able to go?

A. You may go on vacation, provided your supervisor has approved. Dates of previously approved annual leave may need to be altered to ensure appropriate coverage. Please confirm with you supervisor.

Once your vacation dates are confirmed with your supervisor, you must complete the online Employee Travel Registration Form.

Depending on your destination and activities, you may be required to telecommute for 5-14 days before returning to work on site. Your supervisor and representatives of Human Resource Services and the Office of Environmental Health and Safety will work together to determine the necessary course of action based on current public health guidelines.

Resources

- If you have **questions or comments about returning to work on site**, please e-mail ReturnToWork@marshall.edu.

- For **details about the university's overall response** to the COVID-19 pandemic, visit www.marshall.edu/coronavirus.

- For **Marshall Health information**, including their COVID-19 telephone info line and drive-through testing sites, visit www.marshallhealth.org/coronavirus.

- For **information about the State of West Virginia's response**, visit the West Virginia Department of Health and Human Resources website at www.dhhr.wv.gov/COVID-19 or call their information hotline at 1-800-887-4304.

- For **federal guidance from the Centers for Disease Control and Prevention** (CDC), visit www.cdc.gov/coronavirus/2019-nCoV.

- If you are experiencing **fear or stress created by COVID-19**, contact Optum's Emotional Support Help Line at 866-342-6892. The service is free of charge and open to all PEIA members.

- For **directions for making, wearing and cleaning cloth face coverings**, see the CDC's "Use of Cloth Face Coverings to Help Slow the Spread of COVID-19," which is also available in the Appendix of this guide. Watch the Surgeon General's video.

Appendix

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

cdc.gov/coronavirus

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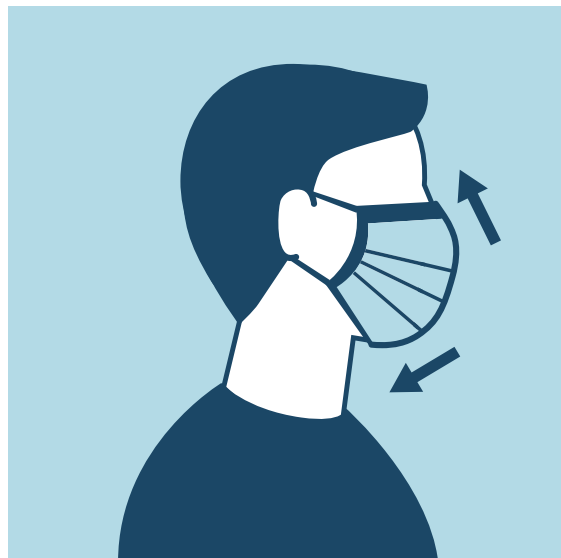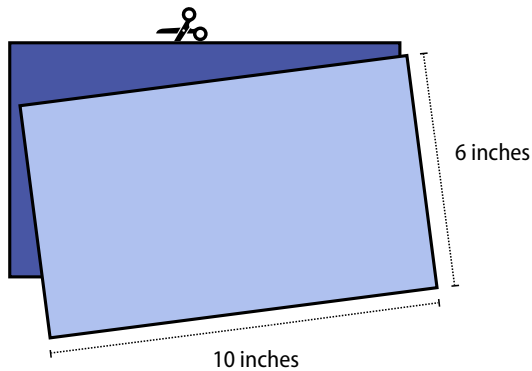
Sewn Cloth Face Covering

Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic
  (or rubber bands, string,
  cloth strips, or hair ties)
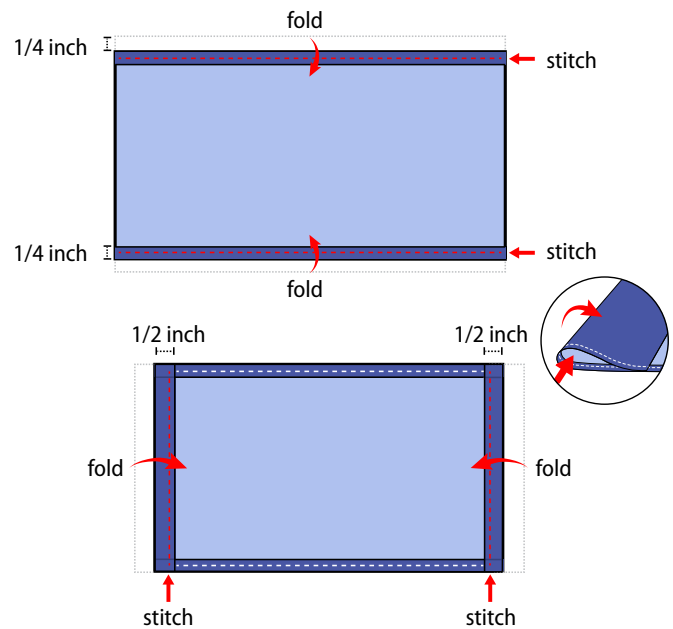- Needle and thread (or bobby pin)
- Scissors
- Sewing machine
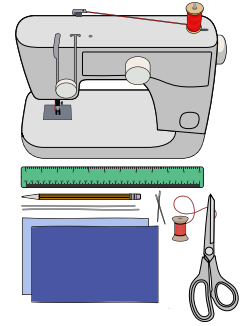
Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.
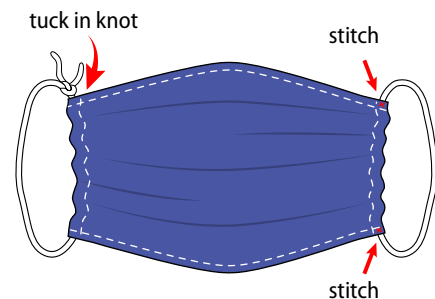
6 inches

10 inches

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

1/4 inch — fold — stitch

1/4 inch — fold — stitch

1/2 inch — 1/2 inch

fold — fold

stitch — stitch

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.
Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

thread through
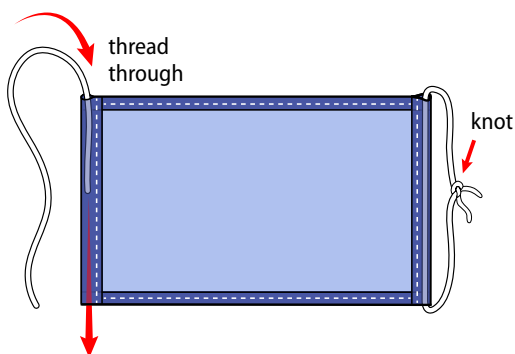
knot

4. Gently pull on the elastic so that the knots are tucked inside the hem.
Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
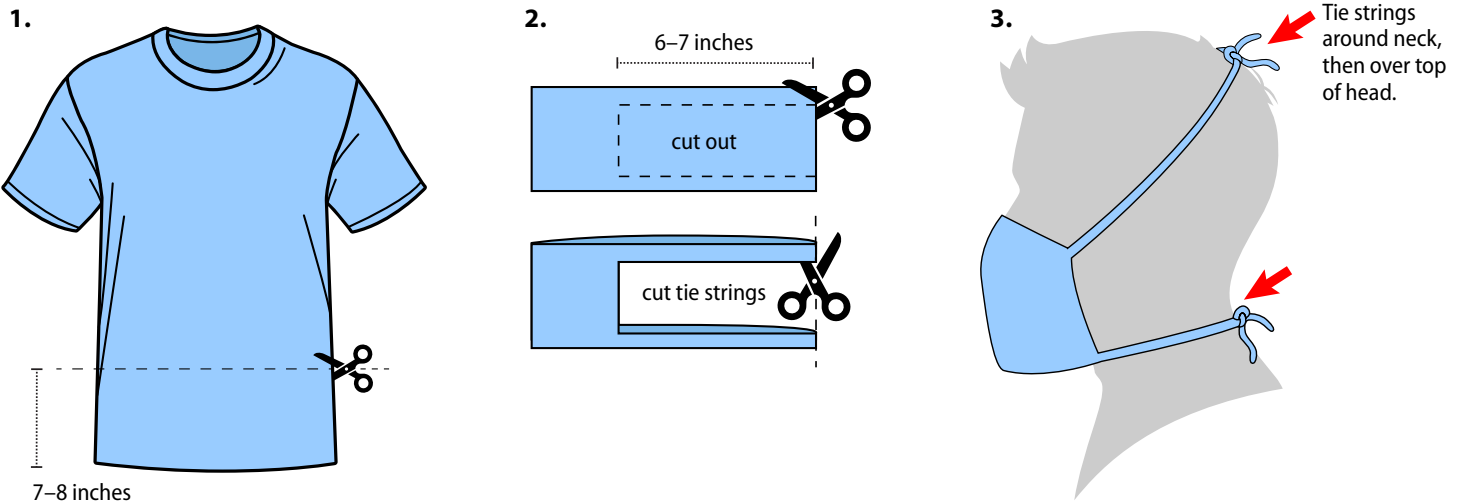
tuck in knot

stitch

stitch

Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

1.

7–8 inches

2.

6–7 inches

cut out

cut tie strings

3.

Tie strings around neck, then over top of head.

Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

1.

Fold bandana in half.

2.

Fold top down. Fold bottom up.

3.

Place rubber bands or hair ties about 6 inches apart.

4.

Fold side to the middle and tuck.

5.

6.