



# **Return to Work Plan Summer 2020**



## OPEN SFA: Return to Work Plan

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Over the next several weeks, SFA will begin to implement a measured plan of reopening offices, programs, services and facilities.

During this transition to a more regular state of operations, there will be a continued emphasis on several standard health protocols. Details about these follow the schedule phasing information below.

Since an inherent risk of exposure to COVID-19 exists in any public place where people are present, training on these standard health protocols will be required. This training is under development, and employees will be notified when it is available.

### Return to Work Schedule

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#### **Phase One – Partial Opening**

##### **June 3 – 11**

- Supervisors should communicate with employees who are working remotely about returning to a regular schedule and location for work. Student employees can be included in this return as determined by their department.
- Employees may begin to return to their regular place of work anytime during this phase.
- The executive order issued by the president in March that authorized division heads to approve or deny telecommuting requests for their employees will expire on July 2. Therefore, employees who are currently working under a temporary emergency approval to telecommute and are at higher risk of severe illness from the virus<sup>1</sup> should contact their supervisor about submitting a request for an [alternative work schedule](#) as outlined in the guidelines posted on the Human Resources website or completing a new [request to telecommute](#) using the process outlined in [Policy 11.27](#).

*(June 12 and 15 are employee furlough days)*

#### **Phase Two – Modified Opening**

##### **June 16 – July 2**

- Employees should return to their normal work schedules at their normal work locations on the date agreed upon with their supervisor unless a request to extend alternative work arrangements is in progress.
- Campus buildings will reopen unless restricted access is still necessary based on occupancy rate or other appropriate reasons.

*(July 3 and 6 are employee furlough days)*

### **Phase Three - Open**

#### **July 7**

- All employees will have returned to their normal work locations on a normal schedule unless an alternative work arrangement has been approved.
- All buildings will be open during regular hours.

<sup>1</sup>Based on what we know now from Centers for Disease Control guidance, those at high risk for severe illness from COVID-19 are:

- People 65 years old and older
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

## Personal Health/Safety Practices and Expectations

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Each member of the SFA community is first and foremost personally responsible for their own health and well-being. As such they should always use their best judgement in every activity they undertake. The exercise of this personal responsibility is assumed of everyone in our community.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. If standard health protocols are widely observed, the spread of the virus that causes COVID-19 can be reduced.

The following best practices in personal safety and hygiene will help us slow the spread of COVID-19 and other diseases, like the flu, while better protecting vulnerable populations:

- Physical distancing (at least 6 feet of separation from others);
- Use of cloth face coverings that cover both your nose and mouth is encouraged, especially when maintaining 6 feet of separation is not feasible, or when you are in areas shared by others;
- Respiratory etiquette;
- Frequent cleaning of commonly touched surfaces;
- Avoiding touching your face;
- Hand hygiene; and
- Self-screening daily for symptoms of COVID-19 and staying home and away from others when you are sick.

*All SFA-issued guidance is based on guidance available from public health authorities and agencies. Our guidance may change as circumstances change or as the guidance we receive from others evolves.*

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One of the primary ways viruses are spread is through the respiratory droplets that are emitted when we cough or sneeze, even when we simply talk or sing. There are several practices we can use to limit this spread:

- **Physical distancing**
  - The Centers for Disease Control (CDC) informs us that COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. This is the reason physical distancing is important and why you are hearing so much about it.
  - Keeping space between you and others is one of the best tools we have to avoid exposure and slow the spread of any virus.
    - Stay at least 6 feet (about two arms' length) from other people.

- Stay out of crowded places, and avoid mass gatherings.
  - Schedule virtual meetings when possible.
- **Wearing a cloth face covering that covers both your nose and mouth**
  - When maintaining 6 feet of separation is not feasible, or when you are in areas shared by others, the use of a cloth face covering is recommended and encouraged.
  - You are encouraged to bring your own face covering. A limited number of face coverings/masks will be available for purchase in the Barnes & Noble Bookstore and the C3 Convenience Store in the Baker Pattillo Student Center when those facilities open.
  - We know from recent studies that a person can transmit the virus even without, or before, showing symptoms. The use of a cloth face covering helps contain the emission of the respiratory droplets that can spread the virus. Although these face coverings will not protect you from contracting the virus, wearing a cloth face covering in public settings helps protect others.
  - General considerations for wearing a cloth face covering:
    - Keep the covering clean by avoiding touching your face as much as possible.
    - Clean your hands with soap and water or alcohol-based hand sanitizer before putting on, after touching or adjusting, and after removing the cloth face covering.
    - Don't share your face covering with anyone else unless it's washed and dried first.
    - You should be the only person handling your covering.
    - Cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent and dried completely in a hot dryer. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.
  - It is important to know that a person may choose not to wear a face covering for a variety of reasons. While the wearing of face coverings in the appropriate locations is encouraged as a best health practice, it is not required.
- **Covering coughs and sneezes (Respiratory Etiquette)**
  - If you are wearing a face covering/mask, this is already taken care of for you!
  - If you 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 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.

There are other practices that will help contain the spread of the virus:

- **Frequently cleaning surfaces that are commonly touched**
  - Respiratory droplets settle on surfaces. When a person touches one of these surfaces, the virus can hitch a ride on the person's hands straight to their nose, mouth or eyes. That is why it is important to keep commonly touched surfaces as clean as possible.
  
- **Avoiding touching your face**
  - Easier said than done! Most of us touch our face, hence our nose, mouth and eyes, subconsciously. Do your best to avoid touching your face, especially with unwashed hands.
  
- **Washing your hands frequently (Hand Hygiene)**
  - Wash your hands often with soap and water for at least 20 seconds (about the time it takes to hum "All Hail to SFA"), especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
  - Washing with soap and water is best, but 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.

And last, but certainly not least:

## **STAY HOME WHEN YOU ARE SICK!**

All employees are asked to self-screen for COVID-19 symptoms daily before reporting to work or other campus settings. Be on the lookout for any of the following new or worsening signs or symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or having a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed or suspected to have COVID-19

If you are experiencing any of the conditions listed above, stay home, contact SFA Health Services at 936-468-4008 from 8 a.m. to 5 p.m. Monday through Friday for

guidance, or you may contact your personal health care provider. You should also report your absence to your supervisor.

If you are suffering severe symptoms, you should seek immediate help by calling 911.

- **Temperature Checks**

There will be several “Axe COVID-19” temperature check stations established on campus, starting in the Baker Pattillo Student Center and the Student Recreation Center. At these stations, employees and students can have their temperature checked with a touchless thermometer, refill or pick up a hand sanitizer bottle (as supplies are available), pick up information about how to conduct a self-assessment for symptoms and/or pick-up information about what to do if you experience symptoms.

- **Testing**

Testing of employees with qualifying symptoms may be conducted through the SFA Student Health Clinic. SFA recognizes that employee medical information is confidential and is committed to ensuring employee privacy. This service is provided as a convenience and not as a requirement. Employees may always contact their preferred health care provider for guidance on testing.

When you contact SFA Health Services staff at 936-468-4008 during operating hours, the staff will conduct an assessment on the phone. Should the assessment indicate the need for a test, the employee will be instructed on next steps.

- **Contact Tracing**

Contact tracing is a public health process used to:

- Determine who may have been exposed to COVID-19 through contact with a person who has tested positive, and
- Notify these people of the potential exposure so they can quarantine or take other appropriate measures to reduce the further spread of the virus.

The ability to quickly notify potentially exposed persons and quarantine them is a key way we can reduce the spread of the virus. Contact tracing may be conducted by trained SFA Health Services staff members or by the Texas Department of Health Services.

## **Protocol for Return to Work after Illness**

Employees with new or worsening signs or symptoms listed above should not return to class or work until:

- In the case of an employee who was diagnosed with COVID-19, the employee may return to class or work when all three of the following criteria are met:

- at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- at least ten days have passed since symptoms first appeared;

- or -

- In the case of an employee who has symptoms that could be caused by COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the employee should be assumed to have COVID-19, and the employee may not return to class or work until they have completed the same three-step criteria listed above;

- or -

- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain written clearance from a medical professional clearing the employee for return based on an alternative diagnosis.

An employee with known close contact to a person who is lab-confirmed to have COVID-19 should not return to work until the end of a 14-day self-quarantine period from the last date of exposure.



## General Guidance for the Workplace

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*Note: General Cleaning and Sanitation information is included in a separate document – the “Return to Campus Plan” developed by the OPEN SFA Sanitation and Facilities Team.*

- **Wipe down your personal workspace**  
Cleaning supplies will be provided, as available, as outlined in the Sanitation and Facilities Team plan so that individual building occupants and users of shared spaces can wipe down their own office space to supplement routine cleaning.
- **Shared office spaces**  
Offices should provide enough space for employees to physically distance themselves from each other. This includes being mindful in meeting rooms, break rooms and other public spaces. Even when on campus, Zoom meetings may be more appropriate when office gathering space is limited.
- **Entry/exit/elevators/restrooms**  
Employees should attempt to stagger arrival and departure times as well as lunch/break periods. Department leaders are encouraged to develop a weekly schedule that accommodates employees and the continuity of business operations. Elevators should be limited to four riders at a time, occupying the corners. Please also be mindful of the number of individuals inside a restroom, and limit occupancy to allow for appropriate physical distancing.
- **Food and drinks**  
Snacks and food brought into the office should be individually packaged and not generally shared.

Campus dining outlets will begin a phased re-opening throughout the summer. Updates on what is available will be posted at [www.sfasu.campusdish.com](http://www.sfasu.campusdish.com). The use of the available GrubHub app is encouraged. Orders can be touchless - placed and paid for online and then picked up at the outlet without standing in line.

Break rooms should be regularly cleaned, specifically refrigerator doors and microwaves. The use of communal equipment, like coffee pots, is discouraged.

- **Office package delivery procedures**  
Office deliveries should be kept at a minimum and focus on essential deliveries only. Request notification for deliveries from the delivery service at the time of placing the order in case external doors are locked. Deliveries of packages can also be made to the SFA Post Office, which will in turn contact the recipient for a pick up at their convenience. For information, contact the Post Office at 936-468-2307.

- **Visitors**

Visitors to offices should be limited to those who have essential business that cannot be conducted virtually.