# RETURNING TO THE WORKPLACE

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Guiding Principles

The University of Northern Colorado’s policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students and for the community.

The primary goals for UNC’s response to the COVID-19 pandemic are to protect the health and wellbeing of our students and staff and continue the institution’s vital missions of education and research.

UNC’s plans will also be aligned and consistent with local orders and ordinances of the City of Greeley and Weld County, as well as the State of Colorado’s Phased Reopening Model. UNC’s plans will also follow recommendations from the federal government (Opening Guidelines) and Centers for Disease Control and Prevention.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available.
Phased Return: UNC will phase-in a return of staff over time in a coordinated process to ensure appropriate social distancing.

UNC will assess expanded staffing 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 through your respective dean, vice president, or supervisor.

The need to maintain a reduced number of people on campus to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

As staffing on-site increases and operations expand, officials will closely monitor and assess 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.
RETURNING TO THE WORKPLACE

On Campus Staffing

**Staffing Return:** Once staff members have been instructed to return to work on-site, there are several options departments should consider maintaining required social distancing measures and reduce population density within buildings and workspaces.

**Remote Work:** Those who can work remotely to fulfill some, or all of their work responsibilities, should continue to do so 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, can 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 schedule partial staffing on alternating days. Such schedules will help enable social 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 social distancing requirements. (See Enter/Exit Controls for further details).

**Faculty Return:** Academic Affairs has completed a 3-tiered course delivery plan of in person, remote, or faculty option for instruction. If you are scheduled to teach an in-person delivery class, you will be expected to do so within appropriate state and federal safety guidelines.
June 1, 2020 – Admin Leave Ends as employees begin to transition back to work on campus.

After June 1, if you are unable to return to work for one of the following reasons:

- Employee is advised by health care provider to self-quarantine
- Employee is experiencing COVID-19 symptoms and seeking medical diagnosis
- Employee is caring for an individual subject to self-quarantine
- Employee is caring for a child whose school or place of care is closed

Complete the following steps:

1. Complete the **FFCRA Leave Request**. This should be done 30 days in advance, if possible. If 30 days’ notice is not feasible, the request needs to be completed as soon as possible when you become aware of the need for leave.
2. Submit the request to your supervisor.
3. Your supervisor will send the form to HR for review and approval.
4. HR will notify you once the request is reviewed and approved.
Pay while on Leave:
If you have not already used Admin Leave, you will get up to 2 weeks of leave paid at full pay. If leave must continue past 2 weeks, you can take an additional 10 weeks of leave at 2/3 pay. You can “make whole” your pay by substituting accrued vacation time. You will need to check with your supervisor and HR to determine your balance of the 10 weeks.

If you have already used admin leave, you will need to check with your supervisor and HR to determine your balance and current status.

After you have exhausted your 12 total weeks of FFCRA leave, you will need to work with your supervisor on a plan to return to work, be placed on unpaid leave, or resign from your position at the university.

Working on Campus:
If you will be working on campus, you should follow the guidelines provided by Colorado’s Department of Public Health and Environment.

Employees on Furlough:
your time on furlough will not count against admin leave time.

Leave after returning to Work:
If you become unable to work due to reasons related to COVID-19, you will need to complete the FFCRA Leave Request and follow the steps outlined at the start of this document.

Return to Work - at a Glance
Click to View Appendix A Image
Returning to the Workplace

Workplace Expectations & Guidelines

Employees returning on campus are expected to fully comply with these guidelines outlined in this document. All employees who are working remotely will continue to do so until further notice. These guidelines explain health screenings, health and safety guidance, and working in different areas.

Employee Health Screening:
If possible, each employee should take their own temperature before arriving at work each day. Employees may also refer to the Health Screening Quick Reference guide for an overview of UNC’s policies.

If the employee experiences new onset, non-chronic (this should not include symptoms from seasonal allergies), of any one of the symptoms listed (fever of 100.4 F or above, cough, sore throat, shortness of breath or difficulty breathing, chills, muscle aches, new loss of taste or smell), the employee shall contact his/her supervisor immediately and will be excluded from work until:

- Have had NO fever for at least twenty-four (24) hours without taking medication to reduce fever during that time; AND
- There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; AND
- At least ten (10) days have passed since their symptoms began.

If an employee was laboratory-confirmed COVID-19 (positive) who has not had any symptoms, the employee is excluded from work until:
- Ten (10) days have passed since their first COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they do develop any COVID-19 symptoms, then the first bullet point is followed.

NOTE: There are test-based strategies that allow employees to possibly return to work earlier if the testing is completed and results are negative:
- If the employee is tested, receives a negative result AND has no symptoms, the employee shall inform HR and his/her supervisor (documentation of negative test must be provided).
- If the employee is tested, receives a negative result AND the employee has symptoms, the employee shall continue to stay home and consult with this/her healthcare provider about the need for additional testing and the appropriate time to return to work (documentation from healthcare provider must be provided).
Returning to the Workplace

Workplace Expectations & Guidelines

Managers/Supervisors will submit a health screening via electronic form of any employee who reports having symptoms: Employee Health Screening Form

If an employee begins having symptoms at work, the employee shall leave work immediately and cannot return until the information (listed on page 8) is confirmed.

Managers/Supervisors shall work with the employee to complete the FFCRA Leave Request and submit to Human Resources.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Pregnant Women
- Being immunocompromised
- Individuals determined to be high risk by a licensed healthcare provider

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact Human Resources at human.resources@unco.edu or call 970-351-2718.
Returning to the Workplace

Health & Safety Guidance

Personal Safety Practices While at Work

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).

- Masks may only be worn for one (1) day and then washed or disposed (depending on the type of mask).
- Masks should be placed in a clean and secure area.
- Each employee is responsible for their own mask.
- Ensure the face mask / face covering fits over the nose and under the chin.
  - Throughout the day, avoid touching the front of the face mask/face covering.
  - Do not touch your eyes, nose or mouth when removing the face mask/face covering.
  - Wash hands immediately after removing.
- N95 or surgical masks and other PPE will be required for certain tasks.

If an employee is providing services where they come into contact with a sick individual or during special cleanups the following PPE is required:

- N95 or surgical mask
- Disposable gloves
- Safety glasses
- Disposable gown

[Face Coverings/Masks
Type & Intended Use]

Click to View Appendix B Image
Use and care of face coverings

Putting on the face covering/disposable mask:
• Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
• Ensure the face-covering/disposable mask fits over the nose and under the chin.
• Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
Tie straps behind the head and neck or loop around the ears.

Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:
• Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
• When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
• Wash hands immediately after removing.

Care, storage and laundering:
• Keep face coverings/disposable mask stored in a paper bag when not in use.
• Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
• Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.
Returning to the Workplace

Health & Safety Guidance

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the 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. Employees shall 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 of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Handwashing: 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.

Cleaning/Disinfection: Custodial teams will clean office and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

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. Then, 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.
Public Transportation: If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. You should wear a face mask or face covering at all times while in a shared workspace/room. If you work in a cubicle and are greater than six feet from a co-worker, your mask may be removed while at your workstation.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, 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.

A mask or face covering is not required if you are working alone in a confined office space (does not include large open work environments).

Workstation areas (which include shop benches, break rooms, offices, etc.) should be kept clear of papers and other materials to allow for ease of cleaning. Work areas and frequently touched surfaces should be cleaned and disinfected throughout the day by employees within that area.
Meetings:
• Whenever possible, in-person meetings should be discontinued and replaced with virtual meetings (e.g. Zoom, Microsoft Teams, etc.).
• Essential, in-person meetings should be limited to ten (10) people or less, and social distancing should be maintained, if possible.
• Reduce the standard room capacity for meeting rooms and personal offices to ensure at least six (6) feet of space between all participants.
• All attendees should wear a face mask or face covering while sharing space.
• Disinfect meeting rooms, particularly frequently touched surfaces, before/after each use.

Common Areas:
• Rearrange or remove furniture in common areas where individuals are likely to congregate.
• Common areas should be disinfected and cleaned throughout the day, particularly frequently touched surfaces including handles and counter surfaces.

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

Using Elevators: 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 with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Lunch and Break Periods:
• Lunchrooms shall not be used if individuals are less than 6 feet apart.
• Staff should wash hands with soap and water before each lunch/break.
• Microwave and refrigerators can be used.
• If needed, employees shall find other isolated areas to eat lunch.
• Surfaces and frequently touched areas should be cleaned before/after each use.
Computers, State Vehicles, Other Equipment:

A. Computers
   a. Shared computer keyboard/mouse should be disinfected before/after each use.

B. State Vehicles
   a. Health Screening
      • A health screening shall be completed each day, by each driver/passenger, before operating or riding in a state vehicle.
      • Driver/Passenger who have an elevated temperature or COVID-19 symptoms shall not be allowed to operate or ride in any vehicle for UNC purposes and should leave campus to self-quarantine.
   b. Requirements
      • If there are multiple occupants, then face masks must be worn by all driver/passengers the entire time while in the vehicle.
      • Ventilation (A/C, heat, etc.) shall always be turned on in the vehicle with more than one occupant or roll down the windows if possible.
   c. Vehicle Time, Use, and Capacities
      If driver/passengers are in vehicle for ten (10) minutes or less, social distancing does not have to occur in the vehicle, but all other requirements in this guideline shall be followed.

      If driver/passengers are in vehicle for greater than ten (10) minutes, the vehicle capacities will be reduced to recognize physical distancing.
      • Cargo Vehicles (2-3 Passenger Vehicles) - One occupant is preferred. Two occupants may ride if absolutely essential to the work function.
      • Sedans (4-5 Passenger Vehicles) - Two occupants (the driver and one other occupant who will be seated in the back seat).
      • Minivans and Large SUVs (7-9 Passenger Vehicles) - Three occupants (the driver, one occupant as far to the right in the second row, one occupant as far the left in the last row).
      • 12-Passenger Vehicles - Four occupants (the driver, other occupants will stagger left or right as appropriate with one person per row).
      • 15-Passenger Vehicles - Five occupants (the driver, other occupants will stagger left or right with one person per row).
Computers, State Vehicles, Other Equipment Continued:

c. Vehicle Time, Use, and Capacities Continued:
   Admissions Tour Trams:
   • If weather shields are not being used, then middle seats, in each row, shall not be occupied.
   • If weather shields are in place, then follow the “15-Passenger Vehicle” guidelines.
   
   Utility Cars (i.e. golf carts, gators, etc.):
   • If the cab is not enclosed, and the driver/passenger are in the vehicle for ten (10) minutes or less, no capacity restrictions.
   • If the cab is not enclosed, and the driver/passenger are in the vehicle for ten (10) minutes or longer, only one person per row.
   • If cab is enclosed, only one person per row regardless of the drive time.

d. Cleaning of Vehicle
   • Cleaning/sanitizing of the vehicle shall be the responsibility of the driver (and/or occupants). The driver shall use EPA approved disinfectant
     ○ Same driver only (no passengers) = daily cleaning recommended
     ○ More than one driver = daily cleaning required
     ○ Driver with passengers = daily cleaning required
   • Vehicles rented specifically from UNC Rental Fleet at Parsons Hall shall be cleaned/sanitized by Transportation Services personnel after each use.

C. Other Equipment
   a. Minimize the sharing of equipment and tools.
   b. If you need to share any of these items, they should be disinfected before/after each use.
Returning to the Workplace

Mental/Physical/Emotional Well Being

It may be hard to focus on your mental and physical health during this time, but we are here to help. A recent article on LinkedIn talks about how we are doing “pandemic work, not working from home.” Some areas overlap, but others are unique to the current situation. The UNC Bear community is a family, and we are here to tell you, you are not alone. We are in this together!

WELLNESS TOOLKIT

What are the benefits of using the EAP?
The University of Northern Colorado Employee Assistance Program can help you and your family resolve the issues that may be affecting your personal life and/or work performance. You are a valuable resource to the university and your work group. Your good physical and mental health are vital to work performance. When personal issues affect your work performance, or when work issues are affecting your personal life, this valuable resource is a phone call away.

When you contact the UNC EAP, a certified Employee Assistance professional will ask you for general information and will set a confidential appointment with you as soon as possible. Information you provide will remain confidential.

For Information Contact: Counseling Center Cassidy Hall 970-351-2496
## Return to Work at a Glance

### What if I'm ready to get back to work?

**Step One**
- Welcome back!
- Employee will receive regular pay.
- May use any available annual or sick leave, in accordance with normal leave rules.

### What if I have special circumstances related to COVID-19?

- **Employee Advised to Self-quarantine**
  - (high risk per federal, state, or local order)

- **Employee has COVID-19**
  - (or COVID-19 SYSTEMS)

- **Employee is Caring for a Family Member**
  - who is subject to quarantine

- **Employee is Caring for a Child**
  - whose school/care facility is closed due to COVID-19

**Step One**
- Complete Family First Act Leave Request Form- Start FMLA protection if applicable. No additional form at this time.
- Will receive **two weeks** of paid FFCRA leave (same as admin leave).
- May receive **ten weeks** of leave at 2/3 pay.
- May use available annual or sick leave receive whole pay.

### What if special circumstances don't apply, but I'm concerned about returning?

**Step One**
- Notify your supervisor that you will not return to work.
- May use any available annual or sick leave, in accordance with normal leave rules.
- Once leave is exhausted, employee may go on STD, LTD, unpaid leave, or resign.

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Appendix A: Return to Work at a Glance
# Face Coverings/Masks

## Type & Intended Use

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<tr>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions.</td>
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<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions.</td>
</tr>
<tr>
<td>Medical-grade Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions.</td>
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<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions.</td>
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## Intended Use

- **Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained). Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).**

- **These masks are reserved for healthcare workers and other approved areas with task-specific hazards.**