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**University of Northern Colorado**
RETURNING TO THE WORKPLACE

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.
RETURNING TO THE WORKPLACE

On Campus Staffing

**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:** All faculty are asked to prepare all courses for online/remote delivery as well as face-to-face instruction. Academic Affairs is working on a 3-tiered course delivery plan of in person, remote, or faculty option 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.
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.

If the employee has a fever at or above 100.4 degrees or a new onset, non-chronic (this should not include symptoms from seasonal allergies), of two out of the three symptoms (dry cough, sore throat, shortness of breath), the employee is excluded from work until:

- Have had NO fever for at least three (3) days (72 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 presents with a fever and has recently traveled to an area with community spread of COVID-19, they are required to stay home for 14 days from the time they were exposed to COVID-19.

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. See EHS for additional information.
Managers/Supervisors will complete a health screening of their employees before each work shift.

If an employee begins having symptoms at work (fever, dry cough, sore throat, shortness of breath), the employee shall leave work immediately and cannot return until the information above is confirmed. They shall inform their supervisor immediately.

If you have any symptoms, you should stay home and contact your supervisor.

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.
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
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.
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.


RETURNING TO THE WORKPLACE

Health & Safety Guidance

Guidance for Specific Workplace Scenarios

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.

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 partitioned work areas in a large open environment).

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.
Returning to the Workplace

Health & Safety Guidance

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, 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: No more than one person may enter 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 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. Employees driving and riding in State vehicles shall complete the Employee Health Screening each day before operating or riding in a State vehicle.
b. If the employee is the only vehicle driver (no passengers), no special cleaning is required throughout the day.
c. State vehicles shall be cleaned/disinfected at the end of each day when there is more than one individual in a vehicle.
d. State vehicles shall be cleaned/disinfected before/after each use when a driver changes.
e. If there is more than one individual in a vehicle, all individuals must wear a face mask at all times while in the vehicle.
f. If there is more than one individual in a vehicle, they may ride together for a maximum of ten (10) minutes.
g. Maximum of five (5) people per vehicle.
h. Review the State of Colorado vehicle cleaning guidance video: [https://youtu.be/hHHePTj9p5o](https://youtu.be/hHHePTj9p5o)

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
Appendix A: Return to Work at a Glance

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

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

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

**Step One**
- **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

**Initial Pay**: Will receive two weeks of paid FFCRA leave (same as admin leave).

**Next Option**
- May receive ten weeks of leave at 2/3 pay.
- May use available annual or sick leave receive whole pay.

**Unable to Return**
- Once leave is exhausted, employee may go on STD, LTD, unpaid leave, or resign.

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.**

**Initial Pay**
- May use any available annual or sick leave, in accordance with normal leave rules.

**Unable to Return**
- Once leave is exhausted, employee may go on STD, LTD, unpaid leave, or resign.
## Face Coverings/Masks

### Type & Intended Use

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Intended Use</th>
</tr>
</thead>
<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>
<td>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).</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions.</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards.</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>
<td></td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions.</td>
<td></td>
</tr>
</tbody>
</table>

*Appendix B: Masks/Face Coverings*