RETURNING TO THE WORKPLACE GUIDEBOOK
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To ensure overall safety for our Texas Wesleyan University community, the following employee guidance is designed to aid in the prevention of workplace exposure to COVID-19.

COVID-19 is caused by a coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses that are common in people and many different species of animals. The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. Spreading of the virus is more likely to happen when people are in close contact with one another (within about 6 feet).
PREPARING THE WORKPLACE

Employees can prevent and slow the spread of COVID-19 by following the recommended guidelines and procedures in this guidebook. Employees should plan to respond in a flexible manner to varying degrees of COVID-19 transmission prevention in the workplace.

The University will continue to operate in accordance with guidance from the Centers for Disease Control and Prevention (CDC), Considerations for Institutes of Higher Education and state and local orders so that timely and accurate information may direct appropriate responses. Local conditions will influence the decisions that public health officials make regarding transmission and prevention.

WORKPLACE EXPECTATIONS AND GUIDELINES

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of the Texas Wesleyan University Employee and Faculty Handbooks. Failure to do so may result in corrective action.

GENERAL GUIDELINES AND RESPONSE STRATEGIES

Employees must remember that there is the possibility that they may have already contracted COVID-19, and are an asymptomatic carrier who could spread the virus despite not showing symptoms. Employees should always conduct themselves as if they are an asymptomatic carrier. The following policies and procedures are designed to minimize risk to yourself and others in the workplace.
PHASED STAFFING

Texas Wesleyan University will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and screening.

The University 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 designated executive staff member or supervisor.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue. Support units that are able to effectively work remotely will likely continue to do so until restrictions are lifted for larger gatherings.

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. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your designated executive staff member.

In the event that localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented.

STAFFING COMMUNICATIONS

RETURN TO WORK NOTIFICATION – Those functions that provide a direct service to students or otherwise necessitate an on campus physical presence will be transitioned back on campus. Supervisors will inform employees if and when they are expected to return to campus.

REMOTE WORK – Some university functions may continue to be performed remotely. Employees not yet designated to return to campus will receive updates from their supervisor when and if they are to return to campus.
THE FOLLOWING GUIDELINES MUST BE FOLLOWED BY EMPLOYEES TO ENSURE THE HEALTH AND SAFETY OF ALL MEMBERS OF THE TEXAS WESLEYAN UNIVERSITY CAMPUS COMMUNITY.

<table>
<thead>
<tr>
<th>STAY HOME IF YOU ARE SICK</th>
<th>HIGH-RISK EMPLOYEES</th>
</tr>
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<tbody>
<tr>
<td>Employees must stay home if they are feeling ill, stay away from others and seek medical care early if showing symptoms of COVID-19. Employees and supervisors must notify Human Resources immediately if any employee is sent or goes home due to COVID-19 related symptoms, or any employee calls in sick and does not come to work.</td>
<td>Employees who have been identified as being in a high risk illness related category noted by the CDC regarding COVID-19 and would like to discuss possible accommodations with Human Resources, please contact Angela Dampeer at <a href="mailto:adampeer@txwes.edu">adampeer@txwes.edu</a>. For more information on the high risk illness related categories, please visit the CDC’s high-risk resource page.</td>
</tr>
</tbody>
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REQUIREMENT PRIOR TO RETURNING TO CAMPUS

MANDATORY ONLINE TRAINING BEFORE RETURNING TO CAMPUS

- **REQUIRED TRAINING MODULES** - All employees are required to login to SafeColleges and complete the Coronavirus Awareness and Coronavirus: Cleaning and Disinfecting Your Workplace training modules. Employees must provide proof to their supervisor that they have completed the required training by taking a screenshot of the confirmation page before they are allowed to come back to campus.

- **ONLINE ACKNOWLEDGEMENT** – Within the required training, employees will be asked to acknowledge that they read and understand this Returning to the Workplace Guidebook and are committed to following the policies and procedures created to prevent the spread of COVID-19.
BEFORE LEAVING HOME FOR WORK

DAILY SCREENING PROCEDURES

A. Starting on July 6, all employees are required to complete an online Daily Employee Screening for COVID-19 symptoms prior to leaving home, including checking your temperature.

Screening questions will include daily disclosure of:

✓ Any contact with person who is/was positive for COVID-19
✓ New or worsening cough or shortness of breath/difficulty breathing
✓ Fever (subjective or >100.4)
✓ At least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea

*If you do not feel well enough to come in to the office, you must stay home and contact your supervisor and Human Resources.*

The employee will immediately receive an email notification once completing the survey with directions stating one of the following:

<table>
<thead>
<tr>
<th>APPROVED TO REPORT TO CAMPUS</th>
<th>NOT APPROVED TO REPORT TO CAMPUS</th>
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</thead>
<tbody>
<tr>
<td>Employee may proceed to work and follow further screening instructions (hand sanitize, face covering, etc.).</td>
<td>Employee may not come to work and is required to immediately notify their supervisor and Human Resources.</td>
</tr>
<tr>
<td>Supervisors will receive notice each morning of their employees' status.</td>
<td>Supervisors will receive notice each morning of their employees' status.</td>
</tr>
</tbody>
</table>

If an employee reports signs or symptoms of COVID-19 on the return to campus health screening, the employee will be directed to their primary care physician and, if cleared by the doctor, they will be allowed back to work on campus. Employees and their families covered by Texas Wesleyan University medical benefits have 24/7/365 access to U.S. board-certified doctors through the convenience of phone or video consults by:

✓ Calling 1-800-Teladoc (835-2362)
✓ Visiting [www.Teladoc.com](http://www.Teladoc.com) and click on Set Up Account
✓ Going to [www.Teladoc.com/mobile/](http://www.Teladoc.com/mobile/) to download the mobile app

HOW TO BOOKMARK THE DAILY EMPLOYEE SCREENING ON YOUR PHONE OR TABLET

FOR SUPERVISORS: HOW TO FILTER YOUR EMAILS IN OUTLOOK
ARRIVING TO WORK

PERSONAL FACE COVERINGS

The University will supply each employee with one face covering, which can be picked up in the mailroom. Additionally, all employees are expected to supply their own face covering. All employees are required to wear masks or face coverings in all public spaces and spaces used by multiple people. Face coverings must be clean and worn at all times except while employees are alone in their private offices, or while actively eating at one of the campus dining facilities (i.e. Dora’s and Gina’s Cafe) with appropriate social distancing.

✓ FACE COVERINGS – Acceptable face coverings are defined as a disposable mask or a homemade cotton mask with multiple layers. Face coverings such as gaiters/buffs, bandanas, handkerchiefs or a t-shirt covering your face are not considered acceptable.

All employees must follow face covering protocol while at work. Face shields are not an acceptable alternative to masks, except for limited periods of time (such as instruction) with appropriate social distancing.

<table>
<thead>
<tr>
<th>TYPE AND INTENDED USE OF FACE COVERINGS/MASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TYPE</strong></td>
</tr>
<tr>
<td>CLOTH FACE COVERING</td>
</tr>
<tr>
<td>DISPOSABLE MASK</td>
</tr>
<tr>
<td>MEDICAL-GRAD SURGICAL MASK</td>
</tr>
<tr>
<td>N95 RESPIRATOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTENDED USE</th>
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<tbody>
<tr>
<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>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.</td>
</tr>
</tbody>
</table>
Face coverings are required to be worn at all times except while employees are alone in their own private office, or while actively eating at one of the campus dining facilities (i.e. Dora's and Gina's Cafe) with appropriate social distancing.

Continue to keep 6 feet between yourself and others. The face cover is not a substitute for social distancing.

Avoid touching your face and face covering at all times.

A cloth facial covering should be worn each day and be able to be laundered and machine dried without damage or change to shape. Disposable masks must be replaced with a new mask each day.

Wash or sanitize your hands before putting your face covering on and immediately after taking it off. Employees should be careful not to touch their eyes, nose, and mouth when removing their face covering.

Face coverings should fit snugly but comfortably against the side of the face and allow for breathing without restriction.

Face shields are not an acceptable alternative to masks except for limited periods of time (such as instruction) with appropriate social distancing.

CLEANING - Upon arriving and departure to your office, work space, or conference room clean and disinfect the area. Faculty members will only be responsible for their offices and for their podium in the classroom, but not all the desks and chairs.

6 FOOT RULE – Always maintain 6 feet of space between each other. This includes meetings, lunch areas, common areas including private office/workspaces and elevators.

PHYSICAL CONTACT – Limit physical contact with others. Do not touch, shake hands, hug, fist-bump, elbow bump, or high five.

ELEVATORS – Max of 1 person per elevator.

BREAKROOMS – Avoid touching common areas as much as possible, along with congregating in them. Maintain social distance. Use safety protocols when using common appliances.

PRIVATE OFFICES – Maintain safe social distancing.

RESTROOMS - Employees are required to:

- Wash hands
- Sanitize hands after exiting
- Trash cans will be placed near doors to encourage employees to open the door with the paper towel used to dry their hands.

VIRTUAL MEETINGS – Employees must continue to conduct as much of their business meetings as possible virtually.

IN-PERSON MEETINGS/CONFERENCE ROOMS – Essential in-person meetings must be approved by the appropriate division head (VP for staff and deans for faculty). If approved, meetings will be limited to 10 people and attendees must practice the 6 feet apart social distancing rule while wearing face masks. Food will not be allowed at meetings.
LEAVING WORK

- To ensure a deep cleaning by the custodial staff, employees should leave their office areas completely free of any items. Employees should clean and disinfect surfaces in their office area before departure.
- Employees should depart at their designated time through the designated exit.

VISITORS

A screening survey will be provided for visitors. Only visitors deemed essential by department leads will be permitted to enter facilities. All visitors will be required to submit screening questionnaire and check-in with the designated department prior to entering any area of the campus.

COVID-19 SYMPTOMS AND TESTING

- COVID-19 SYMPTOMS OR POSITIVE TEST

Always follow the guidance of your health care provider, supervisor and Human Resources before returning to work.

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees/visitor, sent home and notified. If an employee has a fever, cough or is experiencing shortness of breath but has not taken a test or has not received the results from a test – Human Resources presume that they are positive for COVID-19 until notified otherwise.

**SYMPTOMS OF COVID-19 INCLUDE ONE OR MORE OF THE FOLLOWING:**

- ✓ Cough
- ✓ Fever
- ✓ Chills
- ✓ Sore throat
- ✓ Fatigue
- ✓ Headache
- ✓ Nausea or vomiting
- ✓ Muscle or body aches
- ✓ Repeated shaking with chills
- ✓ Shortness of breath or difficulty breathing
- ✓ Runny nose or new sinus congestion
- ✓ New loss of taste or smell
- ✓ New GI symptoms (i.e. diarrhea)

- EMPLOYEE COVID-19 TESTING INFORMATION

If you are exhibiting symptoms, please contact your primary care physician for testing and screening information.

- POSITIVE TEST CONFIRMED: If employee tests positive for COVID–19 or has been in close contact with someone who has tested positive for COVID–19 or has a family member that lives with them that has tested positive for COVID–19:
✓ The employee should inform Human Resources and self-quarantine for at least 14 days or until a confirmed negative test result is reported.

✓ Risk Management will notify Tarrant County Public Health.

✓ Human Resources will inform fellow employees of their possible exposure to COVID-19 in the workplace and provide guidance. Fellow employees may be sent home to self-quarantine for at least 14 days or until a confirmed negative test result is reported.

✓ The employee should go to the Texas Department of State Health Services website and register for contract tracing (see below for more information).

✓ Confidentiality is required by the Americans with Disabilities Act (ADA).

EMPLOYEES CANNOT REPORT TO WORK UNTIL (SUBJECT TO THE EMPLOYEE’S PRIMARY CARE PHYSICIAN’S DETERMINATION):

✓ Fever free without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath), AND

✓ Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). AND

✓ The employee is symptom free for 72 hours without the use of medication, AND at least at least 14 days have passed since symptoms first appeared. AND

✓ The employee provides a return to work release from their primary care physician.

• CONTACT TRACING GUIDELINES: In the event of a positive case of COVID-19 on campus, the TXWES Incident Response Team, which consists of representatives from Human Resources, Campus Security, Facilities, Student Affairs and Risk Management, will be notified and address the proper course of action. If any contact tracing investigation has to take place, the Office of Risk Management will investigate and report findings back to the team, as well as appropriate management groups and the Tarrant County Health Office.

Contact tracing will be initiated as soon as the positive case is presented. The contact tracing will include walking through the entire infectious period hour-by-hour and identifying people the person came into close contact with. For clarity, Texas Wesleyan defines “close contact” as:

✓ Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or

✓ Being within 6 feet for a cumulative duration of 10 minutes, while not wearing a mask or face shield;

if either occurred at any time in the last 14 days at the same time the infected individual was infectious. All close contacts will be contacted by the Office of Risk Management and given quarantine instructions. If a close contact reports a positive COVID-19 test, then the individual will be identified as a new case
and will also go through the contact tracing process.

CLEANING AND DISINFECTING

DAILY DISINFECTING SCHEDULE

High touch point areas will be disinfected by the custodial services daily. Surfaces to be disinfected will include – elevator walls, elevator buttons, door knobs, toilets, sinks, and light switches. Each night custodial services will clean and disinfect common spaces and private offices.

PERSONAL WORKPLACE CLEANLINESS

Employees are responsible for cleaning their own private offices at a minimum of twice a day (upon arrival and departure), including all frequently touched office surfaces (example: desks, tables, telephones, keyboards, mouse, doorknobs, light switches, tools), with cleaners/disinfectants appropriate for the surface.

Use best practices for respiratory etiquette, including covering your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Used tissues should be immediately discarded in the garbage and your hands should be immediately washed.

All employees should wash their hands often with soap and water for at least 20 seconds especially before eating, drinking, and/or after blowing your nose, coughing or sneezing.

If soap and water are not available, alcohol-based hand sanitizers that contains at least 60% alcohol should be utilized.

Employees should refrain from touching their face.

Hand sanitizer and wipes will be provided for each department.

Always meet in a common space/location and adhere to social distancing to ensure your office remains safe and clean.

Shared copiers and printers should be used only when necessary. After use, they should immediately be wiped down and employees should wash their hands or use hand sanitizer.

After the use of refrigerators, coffee makers, and microwaves, the surface should immediately be wiped down and employees should wash their hands or use hand sanitizer.

TIMEKEEPING FOR COVID-19 RELATED LEAVE

• Employees may use sick and/or vacation leave if leave is taken due to being:
  1. subject to a Federal, State, local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine related to COVID-19;
3. experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. caring for an individual subject to a quarantine or isolation order as described in (1), or has been advised to self-isolate as described in (2);
5. caring for their child whose school or place of care is closed, or whose child care provider is unavailable due to COVID-19 related reasons;
6. experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

For COVID-19 related absences, sick leave must be exhausted before the use of vacation leave.

**ADDITIONAL RESOURCES**

- Texas Wesleyan University Website – [https://txwes.edu/coronavirus/](https://txwes.edu/coronavirus/)
- CDC Website – [https://www.cdc.gov](https://www.cdc.gov)
- Texas Department of State Health Services (DSHS) Website on COVID-19 – [https://www.dshs.state.tx.us/coronavirus/](https://www.dshs.state.tx.us/coronavirus/)
BOOKMARK THE DAILY EMPLOYEE SCREENING ON YOUR DEVICE

Just follow these step-by-step instructions for easy access to the Daily Employee Screening on your device.

IPHONE OR IPAD

1. Navigate to the TXWES Daily Employee Screening survey.
2. In Safari:
   c. Choose the icon in the center of the bottom of the screen that looks like a square with an upward arrow.
   d. From here you can create a bookmark or add an icon to your home screen.
      i. A bookmark requires you to open Safari and navigate to the bookmark each time you need to complete the survey.
      ii. Add to Home Screen gives you an icon on your home screen that is easy to locate each time you need to complete the survey.

ANDROID DEVICE

1. Navigate to the TXWES Daily Employee Screening survey.
2. In Chrome:
   a. Choose the icon at the top left of the screen that looks like three vertical dots.
   b. From here you can create a bookmark using the star-shaped icon or Add to Home Screen.
      i. A bookmark requires you to open Chrome and navigate to the bookmark each time you need to complete the survey.
      ii. Add to Home Screen creates an icon on your home screen that will open the survey website.

FILTER YOUR EMAILS IN OUTLOOK

Use a “rule” in Outlook to manage the Daily Employee Screening result emails that you will receive daily from your direct reports. These instructions explain how to create one folder for all screening results or two folders that separate “cleared” and “not cleared” notifications.

PC RULES

1. Open Outlook and choose File from the top Menu.
2. Choose the button for Manage Rules & Alerts.

Option 1: Create Two Folders (Cleared/Not Cleared)

1. Under Step 1: Select a Template, choose Move messages with specific words in the subject to a folder.
2. Under Step 2: Choose specific words and specify the words “TXWES COVID-19 Screen Result: Employee Cleared” in the edit field. Then click Add and OK.
   Then, choose specified folder. Choose the New Folder button to create a folder called “Cleared.”
3. Click Next in the Rules Wizard and double check that Step 2 is completed as instructed in previous steps.
4. Click Finish.

5. Repeat the steps above to create a Not Cleared folder.
   - Step 2: Specify the words “TXWES COVID-19 Pre-Screen Result: Employee Not Cleared”
   - Choose specified folder. Choose the New Folder button to create a folder called “Not Cleared.”

Option 2: Create One Folder (Screening Results)

Follow steps 1-4 under Option 1.
   - Choose specific words and specify the words “TXWES COVID-19 Pre-Screen Result.”
   - Create a new folder called Screening Results.

MAC RULES

Set Up Folders

• Step 1: To separate out the not cleared results from the cleared, create two email folders one called “Employee Cleared” and another one called “Employee Not Cleared.” To put all results in one folder, create one email folder called Screening Results.

Employee Cleared Folder

• Step 1: Go to the Organize Tab
• Step 2: select Rules
• Step 3 select Create Rule. Name the rule and select Subject or Body contains “TXWES COVID-19 Pre-Screen Result: Employee Cleared.” Move to folder Employee Cleared.

Employee Not Cleared

Repeat steps above.
• Step 3 Create Rule. Name the rule and select Subject or Body contains “TXWES COVID-19 Pre-Screen Result: Employee Not Cleared.” Move to folder Employee Not Cleared.

Screening Results

To collect all results in one folder, use the steps above with the following modifications:
• Step 3: Subject or Body contains “TXWES COVID-19 Pre-Screen Result,” move to folder Screening Results.