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UNIVERSITY®

Return to the Saint Leo University Community

Stage 1: Summer 2020

A guide to help faculty and staff safely come back to University Campus, our Support Center, and Education Center locations.

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The Saint Leo University Incident Command Team

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INTRODUCTION

The University Incident Command Team (ICT)¹ has been activated for the COVID-19 pandemic event. The ICT is meeting every week, and its leadership meets daily to discuss and decide on plans that will ensure that the safety of our staff, faculty, and students are the primary focus during this time. After careful consideration of local, state, federal, and professional guidelines, the team has created a staged plan for a return to the workplace.

The requirements and policies outlined below have been selected to ensure that we are protecting the health of our community while continuing to provide our students with the services needed to progress toward degree completion, which is our primary goal as an educational institution. The Stage 1 plan is aligned with local and state orders and ordinances as well as a phased reopening model, which is in common use across the country.

Stage 1 return to working on campus will begin on June 22, 2020, and it is anticipated to remain in place until August 14, 2020, unless there are changes to the situation, which we will continue to monitor. During Stage 1, each departmental office area will be permitted to allow up to 50% of employees to work in any given area at the same time within the parameters detailed below.

(This guidance does not apply to disbursed workforces like Plant Operations or University Safety for example. Employees in these areas should work with their supervisors on their work schedules.)

Individual employees will be notified by their manager about the specific schedule for their department. Some employees may be approved to continue to work remotely, some may be required to work fully on-site, while others will be asked to have a hybrid model of both in-office and remote work. Using these various schedule approaches is necessary for Saint Leo to ensure that we are able to comply with the required social distancing standards to continue to keep our community safe.

The ICT will continue to monitor the developments of the virus and updated plans and policies will be provided to the community as new information becomes available. The ICT anticipates issuing guidance regarding Stage 2 in early August, prior to the start of the Fall Term.

WORKPLACE REQUIREMENTS & GUIDELINES

All staff are expected to fully comply with the policies, protocols, and guidelines outlined in this communication as part of Saint Leo's Workplace Expectations and Guidelines. Failure to do so may result in disciplinary action. Each departmental manager will be responsible for implementing this policy under

¹ The Incident Command System (ICS) is a management system designed by the Federal Emergency Management Agency (FEMA) and which has long been utilized at Saint Leo University to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. We use the moniker Incident Command Team to facilitate activities during emergencies at the University. This long-standing approach is a fundamental form of management for emergencies, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the leadership of the university.

the supervision of the division vice president. Any questions should be directed to Human Resources (HR), which will consult with the ICT as needed.

Testing

All employees currently working remotely are required to undergo testing for COVID-19 and provide evidence of negative test results prior to returning to on-site work. Essential employees who have remained on campus are also asked to undergo testing during this period. All employees are expected to complete testing prior to the June 22 beginning of Stage 1.

Additional details regarding testing locations and opportunities will be provided when available. At all other locations, employees are encouraged to contact their health care provider or local departments of health regarding testing.

Daily Monitoring Requirement

Every employee who is working on-site must complete a symptom and temperature check-in daily before reporting to work (more information to follow). Employees must be free of any symptoms potentially related to COVID-19 to work on-site, including the absence of a fever, which is defined as a temperature of 100.4 or higher. Employees are required to return (or remain) home if they have a fever or are exhibiting other symptoms related to COVID-19, including any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Sore throat
- Muscle pain
- Other symptoms as identified by a doctor

Employees who are able to do so are advised to check their temperature at home prior to leaving for work. Thermometers will also be provided in main buildings for temperature checks upon entry. Employees who have a fever, any of the above symptoms, or who have traveled outside of Florida in the last 14 days must not enter the Saint Leo workplace until they have been cleared by HR to do so.

Work from Home (WFH)

Managers may employ work from home (WFH) strategies wherever they continue to be appropriate and in cases where productivity can be maintained. WFH, hybrid rotations, and on-site staffing models may be used to meet the needs of the department as long as all arrangements adhere to the guidelines included in this policy and are approved by their respective vice president. Supervisors must inform their vice president as to which employees continue to work from home and continue to provide weekly reports of productivity. All previous guidance and policies regarding WFH arrangements remain in effect, even in situations where employees are rotating WFH with on-site work.

Office and Cubicle Locations

The need to reduce the number of employees on-site to meet the social distancing requirement is expected to be in place for the entirety of Stage 1. Work areas must not exceed 50% capacity. As indicated above, managers will create individual plans for their teams within this parameter. In addition to WFH strategies, managers are encouraged to consider alternating days in order to limit the number of employees on-site, and stagger reporting/schedules to accommodate entering and exiting the buildings to reduce traffic in common areas, stairways, and elevators.

In open work environments, a distance of at least 6 feet must be maintained between co-workers. In areas with open workstations, an empty cubicle must be maintained between workers at all times to ensure social distancing.

Health and Safety On-site

Face masks/cloth face coverings

Face masks or face coverings must be worn by all staff working on-site when in the presence of others and in public settings both indoors and outdoors (For example, when walking about common work spaces, entering break rooms, etc.). Use of the face mask or covering is a crucial piece of minimizing the risks to other employees. The mask or cloth face covering is not considered a substitute for social distancing.

Social distancing guidelines

Maintaining distance from one another is one of the best tools to avoid exposure to COVID-19 and slow its spread. Because the virus can be spread by someone even when they do not feel sick or demonstrate symptoms, it is important to keep a safe distance from one another whenever possible.

- Stay at least 6 feet (about two arms lengths) from other people at all times – this is true even when wearing a mask.
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings.
- It goes without saying: Do not shake hands, hug, or otherwise have physical greetings that require touching. Please do say hello and warmly greet one another!

Handwashing

Employees are encouraged to wash their hands as often as possible with soap and water for at least 20 seconds, especially after being in a public place, coughing, sneezing, blowing their nose or touching their face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth.

Cleaning/Disinfecting:

Housekeeping teams have implemented additional deep cleaning processes to ensure that office spaces and workspaces are aligned with the recommendations from the CDC guidelines for disinfection protocol. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops, and high traffic areas.

Employees should also wipe down commonly used surfaces before and after each use. This includes shared space locations or equipment such as copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, light switches, door knobs etc.

Restrooms

Employees should wear masks and practice social distancing when using restrooms. Avoid crowding and wait outside if the restroom is occupied. Please keep these facilities clean and wipe down any water on the sinks after use.

Elevators and Stairwells

No more than one person should enter an elevator at a time. Please use stairs whenever possible. If using the elevator, wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers, if possible. Please wash hands or use sanitizer upon departing the elevator.

The stairwells in Benedictine Hall will be opened for use during this period. They will be one way for routine use and will be marked accordingly. During an emergency, all stairwells may be used to exit the building. Do not prop open stairwell doors as this constitutes a safety hazard.

Meetings

During the Stage 1 period, all meetings should continue to be conducted in a virtual format using Zoom, Microsoft Teams, or a similar online or telephonic meeting approach. In-person employee gatherings will only be permitted in large rooms (TECO hall, certain large classrooms) with a limited number of participants. Employees must be able to maintain a distance of 6-feet or more between each other to be compliant with the social distancing requirement. In-person gatherings of more than 10 employees in one room are not permitted during Stage 1.

Conference rooms should be used for one-on-one meetings as they allow sufficient spacing for attendees to maintain appropriate social distancing. All attendees of in-person meetings in the same room must wear a mask or face covering. Employees are encouraged to wipe-down common area furniture after use.

Meals

Employees will be expected to bring their own meals or they may purchase grab and go items available in Benedict's Coffeehouse. During Stage 1, employees will not be able to have meals in the dining hall or at the Lions' Lair.

Signage and Postings

Employees are required to adhere to directions on signage provided throughout the campus facilities regarding traffic flow through building entrances, exits, elevator usages, and similar common use areas.

COVID-19 Leave

Effective June 1, 2020 employees who wish to utilize the COVID19 Leave will be required to request use through their HR Business Partner. These requests will be reviewed on a case-by-case basis by the executive leadership team to make a determination regarding approval.

VULNERABLE POPULATIONS

According to the CDC², individuals with certain conditions may have a higher risk for COVID-19 infection. Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People who live in a nursing home or long-term care facility
- 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

Employees who have been instructed to return to the work site and who have concerns that they are a part of a high-risk group, who are pregnant, or who wish to seek ADA Reasonable Accommodations related to returning to the workplace should reach out to their HR business partner to discuss next steps.

VISITORS ON CAMPUS

Employees are expected to communicate safety expectations to any visitors that they plan to have on campus. Visitors from out of state, areas in Florida that have high rates of infection (e.g., Miami and South Florida), and visitors whom we have no information about prior to arrival should be discouraged from visiting campus. At this time, only visitors conducting essential university business such as vendors, prospective students, and business partners should be invited to campus. In an effort to reduce the number of people on campus, we are asking that family or non-work-related guests do not visit during the Stage 1 period. All visitors to campus are required to follow the same guidelines required of employees and articulated here, including the use of masks/face-coverings, social distancing, etc.

TRAVEL

During Stage 1, all international travel for university business is prohibited. In addition, all university domestic travel must be pre-approved by the ICT prior to travel arrangements being made. Unapproved travel will not be eligible for reimbursement. Travel requests should be submitted to

² See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> downloaded on May 22, 2020.

covid19travel@saintleo.edu. Please include your name, telephone number, and destination, dates of travel, and business reason for travel.

In order to identify potential exposure risks to our university community, Saint Leo University is asking that all faculty and staff also pre-register any personal travel via email to covid19travel@saintleo.edu at least 48 hours prior to departure. Please include your name, telephone number, and location of travel, dates of travel, and any special circumstances.

Depending on the destination of your travel, a member of the Saint Leo University Coronavirus Incident Command Team may contact you with information provided by the local department of health to ensure you protect yourself and our university community. This may include requests for testing or a period of self-isolation prior to being able to return to any university location for work. This guidance also applies to vendors who have traveled to or from high infection areas.

RESOURCES

Employee Assistance Program (EAP)

Aetna's Resources for Living EAP services are available to you, all members of your household and your adult children up to the age of 26, regardless of your medical insurance coverage. Services are confidential and are available 24 hours a day, seven days a week. This resource includes six free counseling sessions per issues per plan year.

To access services: call (877) 398-5816 or visit: www.resourcesforliving.com.

Username: ICUBA

Plan Year: April 1 through March 31

Teladoc

For first time registration with Teladoc there is a single sign-on feature through BCBS MyHealthToolkit or dependents may visit www.teladoc.com directly. If you need further assistance, call 800-Teladoc.