

Return to Work Guide for Employees

Human Resources
07/20/2020



Welcome Back to Campus

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to College policies and procedures that we may have implemented.

We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

How is the College Preparing?

- ✓ All students, employees and visitors will be asked to sign *The Pledge to Promote Safety* and complete an Employee Daily Screening survey. This will be administered through Qualtrics and the link can be found on our Faculty & Staff Intranet for employees.
- ✓ Masks will be worn at all times on public areas of campus, including classrooms
- ✓ *W&J's Commitment to Cleanliness*
 - Enhanced cleaning procedures with special emphasis to common areas, restrooms, and high traffic areas
 - Cleaning supplies will be available, and students and employees are encouraged to clean and disinfect workspaces throughout the workday including copiers, printers and fax machines.
- ✓ Hand sanitizer is provided throughout all buildings
- ✓ Posters and signage is displayed with reminders on how to prevent the spread of germs. These postings can be found on our W&J website as well.

FEELING SICK?

If you become ill or believe you may be experiencing symptoms of COVID-19 while you are on campus, for the health and safety of others, W&J College asks that you please exit campus. Symptoms of COVID-19 may include, but are not limited to, the following:

- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you believe you are experiencing a medical emergency related to COVID-19, please call 911 or call ahead to your local emergency facility. Medical emergency symptoms related to COVID-19 may include, but are not limited to, the following:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

W&J is proactively taking measures to mitigate the risk of exposure to COVID-19 and to keep our campus community as safe as possible as a result of the health pandemic.

For your own health and safety and for the well-being of others, W&J College staff retains the right to ask any on-campus visitor showing symptoms of COVID-19, to exit campus and seek medical advice from your physician. The same practice will hold true for our W&J employees as well.

Thank you for your cooperation. Together We Thrive!

Visitors are expected to follow the same protocol as our employees

How is the College Preparing?

- ✓ Flexible staffing, continued encouragement of Telecommuting where possible, class schedules and sizes have been modified to reduce the number of people in the buildings at one time
- ✓ Classrooms have been marked off to allow for six feet between desks
- ✓ Workspace layouts and seating arrangements including dining areas are revised to allow for social distancing
- ✓ Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits
- ✓ Hallways and stairways are marked as one-way to reduce face-to-face traffic

What You Can Do?

- ✓ Stay home or go home if you are sick
- ✓ Maintain social distancing practices in the workplace
- ✓ Follow cleaning product instructions when cleaning your work areas
- ✓ Wash your hands frequently or use hand sanitizer
- ✓ Cover your nose and mouth when sneezing or coughing
- ✓ Avoid touching your face
- ✓ Wear a mask at all times with the exception of being alone in your work area or when you are eating and drinking

What You Can Do?

- ✓ Replace handshakes with head nods and waves
- ✓ Avoid using other employees' phones, desks, offices or other work tools and equipment when possible
- ✓ Follow all company policies and practices and safety protocols
- ✓ Check out Wellness resources including Employee Assistance contact information
- ✓ Be flexible and tolerable. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.

Is it Safe to Return to Work?

- ✓ We are taking every precaution to ensure our workplace is safe.
- ✓ We are following federal health and safety guidelines as well as guidance from our state and local governments.
- ✓ We implemented practices such as self screenings, social distancing practices and continued communication and education to help keep our workplace healthy and safe.

What is Close Contact

Within 6 feet for at least 15 minutes

Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.



Sick or Exposed to a Positive Case of COVID-19

- ✓ If you have a fever or experience two or more atypical COVID-19 symptoms as listed on the CDC website, do not report to work on campus.
- ✓ If you were in **Close Contact** to the exposed employee/student, self quarantine for 14 days.
- ✓ If you are tested positive with Symptoms/without Symptoms:
 - Symptoms: Individual cannot work on campus for 10 days from the date the symptoms started AND must be 3 days symptom free to return to campus
 - Without Symptoms: Individuals must be quarantined for 14 days and be symptom free for 3 days.
- ✓ Individual must supply a list of who from W&J they were in **Close Contact** and buildings they were in

Handling COVID-19 in the Workplace

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases.

- ✓ W&J will
 - Immediately identify and inform employees who have been in **Close Contact**
 - Notify local health department
 - Close off, ventilate the area and thoroughly cleaned
- ✓ Employees who have been potentially exposed will be sent home and ask to self quarantine; working remote if possible.

Families First Coronavirus Response Act (FFCRA)

April 1– December 31, 2020

- ✓ Paid Leave Entitlements for eligible employees for absent related reasons if unable to telecommute due to COVID related issues or child care related reasons
- ✓ Visit the Employee Rights Policy on the HR web page
- ✓ Direct any questions to HR

Will we continue to have in-person meetings?

- ✓ In order to promote social distancing in the workplace, we encourage the use of Microsoft Teams.
- ✓ You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants.

Connect Us through Active Listening by Carol Glock

Skills to practice to become a good active listener:

- ✓ You need to **pay attention**
- ✓ Make **eye contact** with the person talking to you
- ✓ **Ignore other conversations.** You can nod your head, smile and say yes occasionally to let the person know you are really listening to them
- ✓ **Watch nonverbal behavior** to pick up on hidden meaning, in addition to listening to what is said
- ✓ **Don't interrupt** while the other person is speaking
- ✓ **Shut down your internal dialogue** while listening such as; daydreaming or listening to your own internal voice
- ✓ **Paraphrase what has been said** after the person is done speaking
- ✓ **Show interest by asking questions** to clarify what is said after the person is done speaking

Thank you for your cooperation during this time!

Please contact Human Resources should you have any questions or concerns as we work together during our return to work transition.