



UNCOMMON *return*

AN EMPLOYEE GUIDE TO SAFE AT WORK

Concordia University
WISCONSIN | ANN ARBOR

COVID-19 Preparedness and Response Plan

Concordia University is committed to providing a safe and healthy workplace for all faculty, staff, and students.

Four core values guided the development of our COVID-19 Preparedness Plan.

VALUES FRAMEWORK



1. Concordia values its students and employees first and foremost.

There is much we do not know about COVID-19. Because of this, we need to be cautious, while remaining calm. Our calling is to support and sustain the people God has gifted us to work with and for. This is our top priority.



2. Concordia values its community.

We appreciate those with whom we live and work. Therefore, we choose to take steps to limit the spread of COVID-19 as an expression of whole-community care.



3. Concordia values global citizenship and integrity.

We interact with thousands of students, faculty, and staff. By extension, this means we also “interact” with tens of thousands in the surrounding communities. A public health crisis requires a public health response, and we elect to do our part.



4. Concordia values health and whole person wellness.

Mitigation response reduces the number of active COVID-19 cases, which in turn gives doctors, hospitals, police, schools, and vaccine manufacturers time to prepare and respond, without becoming overwhelmed. We will continue to make choices and adopt practices that err on the side of life, health, and wellness: mind, body, and spirit.

This plan is consistent with the recommendations detailed by: Guidance on Preparing Workplaces for COVID-19 (OHS) as specified by the State of Michigan, Executive Order No. 2020-91.; State of Wisconsin Executive Order No. 36, and the general business guidelines established by the Wisconsin Economic Development Corporation (WEDC).

An Uncommon Return: Employees on Campus

Each of us at Concordia University is integral to this plan's success. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities. Working together is the only way we will establish and maintain the safety and health of our Concordia University family and, by extension, that of our surrounding communities.

Management and employees are equally responsible to implement and to comply with all aspects of this COVID-19 Preparedness Plan. Concordia University managers and supervisors have full authority to enforce the provisions of this policy. Failure to do so may result in corrective action.

Concordia's Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and current state and county governmental guidelines/standards/plans. (Appendix A)

However, our knowledge and understanding of the COVID-19 virus continues to evolve, and as more information becomes available, our policies and plans may be updated.

The plan addresses:

- Screening protocols and exposure procedures
- Phased plan for your return to campus
- Communication and training to be provided for employees
- Disease prevention and good health practices in the workplace
- Workplace etiquette information regarding social distancing and workplace behaviors
- Housekeeping, including cleaning, disinfection, and decontamination
- Additional return to campus policies (travel, campus guests, etc.)
- Employee Assistance Plan (EAP) information

Read Carefully and Thoroughly.

And connect with your supervisor if you have questions or concerns. Working together, we can keep our campus and our community healthy and safe.



Screening Protocols

Employees have been educated about the symptoms of COVID-19. All employees should self-monitor for signs and symptoms of the virus. Each employee will complete an online screening prior to their return to the workplace.

Michigan employees: State guidelines (E.O. 2020-91) require you to complete a daily entry self-screening protocol that will include a COVID-19 wellness questionnaire. The questionnaire will cover symptoms and suspected or confirmed exposure to people with possible COVID-19. Ann Arbor campus employees will need to submit this form electronically to Campus Safety. This must be done daily before entering your office or workstation.

If you are unable to positively answer the questions on the COVID-19 wellness assessment, you must not come to campus until CDC guidelines are met (Appendix B). If your job can be completed offsite, a Temporary Remote Work agreement will be made available to you. If your job cannot be completed offsite, employees will be required to use personal leave time or apply for unemployment insurance benefits.

Should an employee become symptomatic while at work, the employee will be moved to a location away from others and will be sent home. Temporary closure of the affected workspace may occur to allow for deep cleaning.

Leave Policies

The Employee Handbook outlines our available leave policies. The Employee Handbook is located on the Portal (Employee Tab: Leave Policies and Other Benefits).

Illness Guidance

Employees who are sick are encouraged to stay home. If members of your household are sick, you are also encouraged to stay home. If you are required to stay home by a healthcare provider, please do so.

COVID-19 Exposure in the Workplace

If an employee is identified with a confirmed case of COVID-19, within 24 hours, Concordia University will inform the local public health department and any coworkers or other campus guests, contractors, etc. who may have come into contact with the person.

Should this occur, you will be required to quarantine per CDC guidelines (Appendix B). Confidentiality will be maintained (as required by the Americans with Disabilities Act) in order to protect the privacy of employees.

Return to Campus: A Phased Approach

The need to limit the number of people on campus (density) will continue for some time. Employees who can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Staff will return to campus in a phased approach to ensure appropriate social distancing, availability of PPE (personal protective equipment), and adequate COVID-19 testing capabilities.

The University will assess and expand on-campus staffing levels based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Your return to work date will be communicated to you through your respective supervisor, Vice President/Provost, and/or Human Resources.

On-campus staffing levels will be carefully 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 prior approval from your supervisor, Vice President/Provost, and/or Human Resources. Once decisions to expand on-site staffing have been made, employees will need to follow the policies and protocols detailed in this guide.

As on-campus staffing levels increase, the administration will closely monitor and assess the potential spread of the virus. Existing policies and procedures will be adjusted to mitigate threats. Testing may be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, the University may tighten restrictions and/or limit on-campus staffing levels.

Staffing Options

High Risk Concerns

Employees with:

1. underlying medical conditions; or who
2. have household members with underlying health conditions; or are
3. age 60+ with concerns about returning to campus-based work

will continue Temporary Remote Work with supervisor and Vice President/Provost approval.

Employees who meet these criteria but whose job cannot be performed off site will be required to use their own leave time and/or apply for unemployment benefits.

If a high-risk employee desires to return to campus, but works in an environment where it is not possible to eliminate close contact, consideration will be given to assign tasks that allow high-risk employees to maintain adequate (6ft.) social distance.

FACULTY. Faculty members who are not currently teaching courses on campus should continue to work remotely. Faculty who are teaching classes during the summer may come to campus if (1) they are working in a private, closed office; and (2) they follow all social

distancing guidelines, including wearing a mask in common spaces. Summer faculty are encouraged to teach remotely.

STAFF. Departments will take steps to ensure on-campus workers meet all requirements to mitigate spread. This includes the continuance of Temporary Remote Work where possible to reduce population density on campus.

Temporary Remote Work. Staff who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements require supervisor approval.

Alternating Schedules. In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days/weeks. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Departments that share a common time-clock area will coordinate employee arrival and departure times to reduce congestion during typical "rush hours" of the business day. Staff arrival and departures will be scheduled in such a way as to reduce personal interactions at building access points, time clocks, hallways, stairs/elevators, etc.

Training and Communication

Employee training via SafeColleges specific to COVID-19 will be provided to all employees. Training will cover:

1. Workplace infection-control practices including social distancing measures that will be in place;
2. How to protect yourself and others through hygiene and sanitation, including the proper use of personal protective equipment;
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.

You will notice additional signage throughout campus reminding you to practice social distancing and good hygiene. Please stay up to date with University protocol concerning COVID-19 and its impact on our campuses on the University website.



Disease Prevention and Good Health Practices

Assigned Building Entry (Michigan Campus)

All employees will be given an assigned, dedicated entry point to reduce congestion across campus. Please watch for this information from your supervisor.

Disinfect Work Spaces

The University will provide disinfecting supplies. Employees will be required to wipe down their workstations/desks at least twice daily. Employees are further encouraged to disinfect high-touch surfaces in offices (e.g. whiteboard markers, personal desk effects).

The University will regularly disinfect high-touch surfaces (e.g. door handles). See the section “Housekeeping,” below, for more detailed information about these protocols.

Handwashing

Basic infection prevention measures should be practiced by all employees at all times. Employees are instructed to wash their hands frequently for at least 20 seconds with soap and water. Handwashing is especially important at the beginning and end of your shift, prior to any mealtimes, and after using the restroom or touching door handles, etc. Some work areas may have hand-sanitizer dispensers (sanitizers of greater than 60% alcohol) that can be used in place of soap and water, as long as your hands are not visibly soiled.

Personal Protective Items and Use

Employees and approved visitors are to wear a facial covering when in public spaces such as hallways, classrooms, and auditoriums where minimum social distancing (6 feet) cannot be managed. Masks/face coverings should be worn by all employees who work in reception/receiving areas.

The University will supply a cloth face covering for employees. Approved guests will be asked to wear a mask. Disposable masks may be offered to approved guests as available. Homemade or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions may be worn. Cloth face coverings should be properly laundered with detergent after each work shift. Disposable face coverings/masks are one-time use and must be placed in the trash and replaced daily.

There should be no more than one employee per office unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Additional protective items will be given to employees/departments that have high interactions with other individuals. (i.e. Maintenance/Housekeeping, Campus Safety, Health Center, Athletic Trainers, etc.)

Please note: The CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks or respirators are required.



Respiratory Etiquette

Masks are to be worn whenever employees cannot consistently maintain 6 feet of separation.

Employees and approved visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. You should avoid touching your face, especially your mouth, nose, and eyes.

Tissues must be disposed of in the trash. Employees will wash or sanitize their hands immediately after use. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and approved visitors.

Social Distancing and Additional Workplace Etiquette

Employee Protocols

Every employee will observe and implement the following practices to help achieve a safe workplace.

1. **Breaks/Dining:** Common breakroom/lunchroom areas will not be open to employees and approved visitors. This includes the Siebert Dining Hall/Cardinal Cafe food service areas. Please plan your lunch/break times accordingly at your worksite. Bring items in your own container (with a cold pack, if needed) to prevent congregating in common high-traffic areas or touching high-traffic handles/items.
2. **Group Restrictions:** Until the government allows larger groups, employees, approved visitors and/or students are prohibited from gathering in large groups. Employees, students, and approved visitors are prohibited from gathering in confined areas, including elevators, and from using conference rooms.
3. **Housekeeping:** Employees will be required to wipe down their workstation, including high-touch surfaces and items (e.g. telephones, keyboards) 2x daily. The University will supply necessary supplies for this protocol.
4. **Meetings:** In-person meetings should not occur. Electronic means of communication, such as Zoom, telephone, email, etc., will be used even when employees return to campus-based work.
5. **Nonessential Visitors:** Visitors are not currently allowed on campus unless specifically approved by the Vice President/Provost of each area for a specific purpose that cannot be accomplished via electronic means.

6. **Personal Use:** Please do not share personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. If you do make use of another employee's items, immediately use hand wash and sanitize the item, if possible.
7. **Temporary Remote Work** and shifts as determined by each supervisor with approval from the employee's supervisor, Vice President/Provost, and/or Director of Human Resources are encouraged.
8. **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 hand sanitizer with at least 60% alcohol upon departing the elevator.

Department Protocols

Employee Considerations. Managers will be trained to implement all of the above individual employee protocols and to ensure compliance within their departments.

Physical Space Considerations. Additionally, managers will work under the guidance of Human Resources to assess open-work environments and meeting rooms and will institute measures to physically separate and increase distance between employees, other coworkers, and customers.

1. **Doors and Access Points:** Please prop open any inside doors that individuals could touch that are not labeled as fire doors. This will prevent unnecessary touching of door handles.
2. **Open Space Offices:** Employees must be sure to maintain at least 6 feet of space from co-workers. If possible, have at least one empty workspace separating employees. Those who work in open spaces must wear a cloth face covering at all times.
3. **Protective Barriers:** Physical barriers such as plexiglass dividers between workspaces may be placed in high-traffic, student-use areas. These decisions require approval from Human Resources. Managers should work closely with HR to determine appropriate installation of barriers.
4. **Restrooms:** Use of restrooms should be limited to ensure at least 6 feet of distance between individuals.
5. **Traffic:** Departments will place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
6. **Visual Cues:** Departments are urged to place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line. Managers must secure approval from Human Resources before affixing any signage or tape/directional material.

Housekeeping

Regular housekeeping practices are being implemented. This includes cleaning and disinfecting of work surfaces, restrooms, and break rooms. Housekeeping will continue to complete daily cleaning with an accelerated emphasis on disinfecting high-touch areas with an EPA approved product per CDC guidelines. Disinfectant and disposable toweling will be made available so that employees can self-disinfect their personal work areas (i.e. phones, desktops, etc.) throughout the day, as needed.

Personal Disinfection. While housekeeping will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, please wipe down all work areas and/or use hand sanitizer with a 60% alcohol solution.



Other Policies

Work Travel

Non-essential travel for the university will be prohibited for 2020–21.

Essential travel can be understood to include travel that is deemed:

- Necessary to maintain regional/program professional accreditation standards;
- Necessary to achieve necessary mission/business outcomes that cannot be managed over remote means;
- Necessary to observe student experiential learning if televisiting or remote oversight is not an option;
- Necessary to provide critical teaching and learning opportunities;
- Necessary to secure new funding/academic opportunities

Non-essential travel is generally understood to include:

- International travel through January 31, 2021
- Faculty/student/employee travel to professional conferences
- Most travel between CUAA and CUW

In all cases, even if a specific opportunity falls in the “essential travel” category, the person responsible for the employee’s or student’s travel should identify whether the person’s travel opportunity is critical to the university’s mission/essential work. Final determination of essential travel rests with your Vice President/Provost.

Employee Assistance Program (EAP)

EAP is available to offer emotional support during this stressful period for you and anyone in your household. Counseling is available for free for the first six sessions. Afterwards, the benefit will transfer to your health plan,

You can access this service by contacting CIGNA at 866-726-5267.

Telehealth benefits can be accessed using smartphone, tablet, or computer. Create an account on mycigna.com, then Register (LCMS is the Employer ID).

Policy Communication

This Preparedness Plan was communicated via email and located on the employee tab of the portal to all employees **May 22, 2020**. Additional communication and training will be ongoing **via SafeColleges and located on the employee tab of the portal** and provided to all employees. Managers and supervisors are to monitor how effective the program has been implemented and **are to report any questions or concerns to the Human Resources Department** (kimberly.masenthin@cuw.edu or human.resources@cuw.edu).

This COVID-19 Preparedness Plan has been certified by Concordia University management and the Administrative Council and was posted throughout the workplace **May 21, 2020**. It will be updated as necessary.



APPENDIX A



Appendix A

General

CDC Coronavirus (COVID-19)

www.cdc.gov/coronavirus/2019-nCoV

Michigan.gov MI Safe Start Plan

<https://wedc.org/reopen-guidelines/>

Health Department Washtenaw County, MI

<https://www.washtenaw.org/3104/What-to-do-if-Youre-Sick-Testing>

Washington Ozaukee Public Health Department Blueprint for Reopening

<http://www.washozwi.gov/Services/Communicable-Disease/Blueprint-FAQ>

WI Economic Development Corporation (WEDC)

<https://wedc.org/reopen-guidelines/>

Businesses

CDC Resources for businesses and employers

www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions

www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

Federal OSHA

www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf



APPENDIX B

Appendix B

RETURN TO WORK

