Return to Campus

Health Safety Assessment of Workplace Setting
Objectives

• Explain the assessment each unit will be asked to submit
• Provide guidance and examples of safe practices to be implemented
• Address questions and concerns regarding the university’s guidance

All plans must be approved by the respective Vice President.
3 Primary Areas of Focus:

- Resources
- Staff
- Space
Resources

- **Employee Health and Safety**
  - Acquisition of resources will prioritize employee health and safety

- **Supply Acquisition**
  - All units will continue to acquire supplies (e.g. cleaning, sanitization, hand-washing, etc.) in the same manner as prior to the COVID-19 pandemic

- **Specialized Resources**
  - Any *specialized* resource requests must be approved by the respective area Vice Presidents

All plans must be approved by the respective Vice President.
Staff

• **Employee Health and Safety**
  – Staffing plans will prioritize employee health and safety

• **Unit Operations Efficiencies**
  – Goal is to minimize the number of employees required to be physically present in the workspace (e.g. schedule changes) while maintaining an operationally-efficient unit

• **Staffing Plans**
  – All units are required to submit staffing plan adjustments for approval to respective area Vice Presidents
Space

• **Employee Health and Safety**
  – Workspace adjustment plans will prioritize employee health and safety.

• **Personnel Assigned**
  – All units are required to assign personnel to physically assess workspaces (e.g. WEBEX)

• **Social Distancing**
  – The workspace assessment will ensure required social distancing of a minimum of 6 feet between employees while at their workstations.

**Note 1:** When necessary, staffing adjustments coupled with minimal physical space alterations/enhancements will be utilized to help attain a social distance minimum of 6 feet between employees while at their workstations.

**Note 2:** If this is not readily attainable, then responsible personnel will contact their respective Vice President or designees.

All plans must be approved by the respective Vice President.
Facial Coverings

- Applies to Faculty, Staff & Students indoors
- All employees are responsible to provide their own facial coverings
- Minimum: cloth/fabric covering mouth, nose & chin
- Worn except when eating or alone in room or office
- Exemptions noted and form available on site

**Policy**
- [https://www.uc.edu/publichealth/return-to-campus/facial-coverings.html](https://www.uc.edu/publichealth/return-to-campus/facial-coverings.html)

**Essential personnel & ops**
- [https://www.uc.edu/publichealth/comm/essential.html](https://www.uc.edu/publichealth/comm/essential.html)

**Exemption Request Form**
- [https://mailuc.sharepoint.com/sites/HR/HR%20Forms/Forms/AllItems.aspx?id=%2Fsites%2FHR%2FHR%20Forms%2FFacialCoveringExemptionForm%20Final%20May%202020%20%2D%20Secured%20pdf&parent=%2Fsites%2FHR%2FHR%20Forms](https://mailuc.sharepoint.com/sites/HR/HR%20Forms/Forms/AllItems.aspx?id=%2Fsites%2FHR%2FHR%20Forms%2FFacialCoveringExemptionForm%20Final%20May%202020%20%2D%20Secured%20pdf&parent=%2Fsites%2FHR%2FHR%20Forms)
FFCRA & Leaves

• Effective 4/1/2020 – 12/31/2020
• Emergency Paid Sick Leave
  – Up to 80 hours for specified COVID related reasons
• Emergency Family & Medical Leave Expansion Act
  – FMLA Eligible at 30 days employment
  – Up to 12 weeks
  – Care for child due to school/child care closures

• FFCRA poster
  – https://www.uc.edu/content/dam/uc/hr/benefits/loa_tofw/leaves/FFCRA_Poster_WH1422_Non-Federal.pdf

• FFCRA FAQs
  – https://www.uc.edu/content/dam/uc/hr/forms_a_thru_g/FAQs%20updated%204-29-2020.pdf

All plans must be approved by the respective Vice President.
High Risk & Return to Campus

• High risk individuals
  – Adults 65 and over
  – People with serious underlying medical conditions

• Discuss continued telework with Academic Unit Head

• To discuss accommodation
  – Contact loaadm@uc.edu

• Self-administered wellness check

• People at higher risk

• Ohio Dept of Health Guidelines
  – [https://coronavirus.ohio.gov/wps/wcm/connect/gov/57018681-e4e3-4c01-9d21-f9f2b9c86614/COVID-19%2BFAQs%2Bupdated%2B03-04-20.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0J000Q09DDDM3000-57018681-e4e3-4c01-9d21-f9f2b9c86614-n37lKA2](https://coronavirus.ohio.gov/wps/wcm/connect/gov/57018681-e4e3-4c01-9d21-f9f2b9c86614/COVID-19%2BFAQs%2Bupdated%2B03-04-20.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0J000Q09DDDM3000-57018681-e4e3-4c01-9d21-f9f2b9c86614-n37lKA2)

• Alternative work FAQs & policy
  – [https://www.uc.edu/content/dam/uc/hr/forms/forms_a_thru_g/HR%20website%20info%20April%202021-v2.pdf](https://www.uc.edu/content/dam/uc/hr/forms/forms_a_thru_g/HR%20website%20info%20April%202021-v2.pdf)
Safety Protocols

Online Information Session

– COVID-19 Information
– Knowledgeable employees are safer and healthier
– Maintain good hygiene at all times including handwashing, area sanitizing, and social distancing

All plans must be approved by the respective Vice President.
Safety Protocols

Self-Administered Wellness Checks

– Employees will conduct daily self-administered wellness checks. Prior to coming to work each day, all employees should self-monitor for COVID-19 symptoms, including for a temperature equal to/greater than 100.4 F
Safety Protocols

Facial Coverings

• Facial coverings are **required** to be worn by all students, faculty, and staff.
• Notable exceptions below and/or as determined by UC Human Resources:
  – Facial coverings in the work setting are *prohibited by law* or regulation
  – Facial coverings are in violation of documented *industry standards*
  – Facial coverings are not advisable for *health reasons*
  – Facial coverings are in violation of the business’s documented *safety policies*
  – Facial coverings are not required when the *employee works alone* in an assigned work area or vehicle
  – There is a functional (practical) reason for an employee *not* to wear a facial covering in the workplace

All plans must be approved by the respective Vice President.
Safety Protocols

Social Distancing

– Limit capacity to approved social distancing guidelines
Safety Protocols

Work Space Cleaning and Sanitizing

– Clean and sanitize work spaces throughout the workday and between shifts
– These efforts will supplement cleaning and sanitizing activities that will occur after hours by facilities staff

“We are all in this together”
Cleaning Station Starter Kits
(Provided by UC Facilities Management to Each Mail Location)

All plans must be approved by the respective Vice President.
Return to Campus

Health Safety Assessment of Workplace Setting
## RTC - Emergency Management Advisory Committee

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<thead>
<tr>
<th>Department</th>
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<td>Admissions</td>
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<td>Facilities Management</td>
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Workspace Setting Assessment

– Before returning to campus for the first time, all supervisors and lab leaders must complete a health safety assessment of their workplace setting.
Plan Your Return

First to return:

– Describe area(s) considered most critical to return and the minimum number of employees required for efficient operations

– Include number-of and percent-of total employees

– Create a schedule to ensure that a minimum number of employees will be in a unit at any given time

All plans must be approved by the respective Vice President.
Plan Your Return

Phased Return

- List areas/employees that can return through a series of phases in order of priority

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All plans must be approved by the respective Vice President.
Plan Your Return

Change to Operations

- Describe changes to be made from previous routine operations, such as office hours, schedule changes, staggered shifts, or workdays
- Consider weekly rotations for employees performing office responsibilities
- Public Safety Example

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All plans must be approved by the respective Vice President.
Plan Your Return

**Student Employees**

- List modifications that need to be made for student employees when returning. Consider social distancing requirements and schedule modifications.

All plans must be approved by the respective Vice President.
Physical Workspace Changes

Workspace Layout

– Identify changes that may need to be made to the layout of a workspace to ensure proper social distancing of **6’ between employees**
  
  • For example, employees with a *shared office space or workspaces less than six feet apart should be assigned alternate workspaces or be placed on alternate schedules*. Cubicle walls are not effective barriers against the spread of COVID-19, therefore, employees need to ensure that staff in cubicles are a minimum of six feet apart.

– If your unit has a *waiting area*, furniture may need to be rearranged/removed or consider marking chairs with signs to discourage people from using

– *Consider* eliminating common seating areas (e.g. kitchens) or rearranging space to discourage people from gathering in groups

All plans must be approved by the respective Vice President.
Open Workstations
(Stagger Workforce, Wipe Surfaces Throughout the Day)

Resources
Staff
Space

All plans must be approved by the respective Vice President.
Open Workstations (Stagger Workforce?)

All plans must be approved by the respective Vice President.
Department Reception

- **Control/Limit Access**
- **Direct Visitors to Department Reception**
- **Provide Dept. Contact**

All plans must be approved by the respective Vice President.
Physical Workspace Changes

Workspace Flow

– The flow through your workspace may need to be reassessed to *limit contact*
– Close common areas like breakrooms/kitchens or strictly *limit the number of employees that may use those areas at one time*
– Be certain to require *regular cleaning* of high touch surfaces
– Remove or distance chairs to ensure *six feet* of separation
– Close areas of your facility that are not in use
– **Note:** do not physically barricade or obstruct exits in violation of building safety and fire codes

*Note:* All plans must be approved by the respective Vice President.
Physical Workspace Changes

All plans must be approved by the respective Vice President.
Physical Workspace Changes

Queue Lines

- If students, faculty, staff or visitors need to wait in lines, mark the floor every six feet to maintain proper social distancing.

All plans must be approved by the respective Vice President.
Physical Workspace Changes

Barriers

• If approved by the respective VP, use sturdy, clear plastic barriers to separate customers and public-facing/stationary employees which will block possible ‘droplets’ moving from one person to another

• Plastic barriers (where approved) and facial coverings combined with social distancing are an effective combination lessening, but not eliminating COVID-19 spread
Physical Workspace Changes

All plans must be approved by the respective Vice President.
Physical Workspace Changes

**Resources**

**Staff**

**Space**

**Signage**

- Use *clearly worded signage* to educate/inform customers and employees regarding expected behaviors and processes
  - Don’t assume that people understand what you mean – over-communicate to help ensure employee/visitor health and safety
All plans must be approved by the respective Vice President.
Entrance Lobby & Vestibule

(Hand Sanitizing Stations)

All plans must be approved by the respective Vice President.
All plans must be approved by the respective Vice President.
Stairwells

- Encourage Use
- Maintain Social Distance
- Use Landing to Pass

All plans must be approved by the respective Vice President.
Restrooms

All plans must be approved by the respective Vice President.
Corridors

- Department Circulation
- Corridor Width

*don’t stand/wait here (style 1)*
Conference Rooms
Maintain Social Distance, Limit Use, Encourage Remote Conference, Wipe Surfaces

All plans must be approved by the respective Vice President.
Breakroom

- One Employee Limit
- Maintain Social Distance
- Wipe Surfaces
Trash Collection
• Centralize Outside of the Office
• Employee Responsibility
Copy Room

- One Employee Limit
- Maintain Social Distance
- Wipe Surfaces

All plans must be approved by the respective Vice President.
Service Delivery and Workflow Changes

Student Facing Units (e.g. colleges, PPAC, Admissions, Financial Aid, Honors, etc.)

- Consider social distancing queues such as floor markings and ingress/egress signage, and waiting area configurations for example
- Require all who are interacting business in such areas to wear facial coverings
- Consider the installation of physical barriers (e.g. plexiglass) to reduce direct contacts as much as possible when business requires ‘violation’ of social distance barriers (e.g. credit card transactions)
- Note: physical barrier modifications are a last resort and must be approved by the respective VP

All plans must be approved by the respective Vice President.
Service Delivery and Workflow Changes

Go Digital

• Replace hand-written forms with electronic devices that can be wiped clean between users; or
• Use forms that can be digitally completed and submitted ahead of time
• Whenever possible, offer services online, by phone or by video conferencing

All plans must be approved by the respective Vice President.
Service Delivery and Workflow Changes

Schedule

• Schedule visitors (students, faculty, staff and outside customers/guests) whenever possible:
  • to cut down time spent waiting in lines, and;
  • to reduce the number of people in your facility at any given time

All plans must be approved by the respective Vice President.
Service Delivery and Workflow Changes

Delivery

• Identify delivery and curbside pickup options
Service Delivery and Workflow Changes

Hours of Operation

• Consider offering services outside of your normal hours:
  – to reduce the number of people in your space, or;
  – offer hours specifically for vulnerable populations

All plans must be approved by the respective Vice President.
Questions

• Template will be made available
• Slide deck will be made available
• Recorded WEBEX

• Plans are approved by respective Vice Presidents or designees