

Limiting Campus Accessibility and Protecting Essential Personnel Required to Work on Campus

On Friday, April 3, 2020, the Centers for Disease Control and Prevention (CDC) provided updated guidance for slowing the community spread of COVID-19, especially among individuals who may be infected but have no symptoms. The guidance includes recommendations the public should implement to safeguard themselves from transmitting COVID-19 to the most vulnerable of the population. The following objectives and the strategies that support them allow for the maintenance of campus operations while also maximizing the protection of individuals required to work on campus from unnecessary exposure to COVID-19.

Objective	Strategies	Rationale
<p>1. Reduce the number of individuals required to report to work on campus (“<i>essential personnel</i>”).</p>	<ul style="list-style-type: none"> • Review and re-evaluate individuals identified as <i>essential personnel</i> across all divisions; • Provide equipment and access to campus systems, software, and programs typically restricted by FERPA/HIPAA to permit additional <i>essential personnel</i> to work from home; • Rotate/limit shifts for remaining <i>essential personnel</i> 	<p>CDC recommends that all people stay home as much as possible. Given this recommendation, the campus should confirm the number of employees required to work on campus given the prevalent community spread of COVID-19.</p>
<p>2. Limit access to all campus facilities to <i>essential personnel</i> only.</p>	<ul style="list-style-type: none"> • University leadership will communicate rationale and support for limiting access to campus facilities; • <i>Essential personnel</i> will receive documentation authorizing their presence on campus, either in the form of an identification badge or a letter from HRDI; • Employees who must come to campus infrequently to perform an essential function should request access to campus from their managers/appropriate administrators. If approved, those employees can go to the Office of Environmental Health and Safety (EHS) to receive a single use pass to be on campus for a specific length of time. 	<p>The University’s business continuity is dependent on the health of <i>essential personnel</i>. Restricting campus access to <i>essential personnel</i> will reduce their possible exposure to COVID-19.</p>
<p>3. Provide and highly encourage the use of face coverings, gloves, and other identified protective equipment by <i>essential personnel</i> while on campus.</p>	<ul style="list-style-type: none"> • All employees are highly encouraged to wear face coverings, gloves and other identified protective equipment when on campus and continue to maintain social distancing, wash their hands, practice cough/sneeze etiquette and engage in all other recommended preventative measures. • The University will provide face coverings for those employees that do not have their own as well other protective equipment such as gloves. • EHS will provide managers/appropriate administrators with face coverings and gloves as well as instructions for properly distributing, wearing, and disposing of these items. • If an essential employee is unable or opts not to wear a face covering and gloves, the employee will contact HRDI to determine appropriate leave options. 	<p>CDC guidelines recommend that individuals wear face coverings in public settings or when in close contact with others outside of their home. They should be worn when <i>essential personnel</i> work in close or confined settings, or when sharing equipment.</p>

	<ul style="list-style-type: none"> • If an employee who comes to campus infrequently is unable or opts not to wear a face covering and gloves, access to campus facilities may be denied. 	
<p>4. Provide screening criteria to <i>essential personnel</i> and vendors for symptoms of acute respiratory illness.</p>	<ul style="list-style-type: none"> • All <i>essential personnel</i> will receive screening criteria that includes symptomology of respiratory illness and COVID-19 via their campus email. Employees will self-identify when they are experiencing symptoms or feel ill and STAY HOME. Employees should contact their manager/appropriate administrator to report their absence and then consult with HRDI if necessary regarding appropriate leave options. Signage with similar information will also be posted at entrances to buildings where <i>essential personnel</i> report to work. • Employees who come to campus infrequently to perform an essential function will be provided the screening criteria by EHS. • For Student Wellness (CAPS, Health Services) only: <i>Prior to entering Health Center facilities, essential personnel</i> and visitors will participate in daily screening for symptoms consistent with acute respiratory illness and COVID-19, including: <ul style="list-style-type: none"> ○ Measured fever of 100.4 or higher; ○ Cough or shortness of breath; ○ Recent close contact with someone who has tested positive for or is experiencing symptoms of COVID-19; or ○ Worked or visited a location with known COVID-19 patients (ex. hospital or other medical facility) ○ If a member of the Student Wellness staff demonstrates any of the above symptoms, the employee will be sent home and advised to contact HRDI if necessary regarding appropriate leave options. • If an <i>essential employee</i> develops symptoms associated with respiratory illness/COVID-19 while at work, the manager/appropriate administrator will send that employee home and contact Health Services (ext. 2800) for additional guidance. 	<p>CDC guidelines for <i>essential personnel</i> include passive screening to prevent transmission and reduce community spread. Passive screening will provide managers the opportunity to send employees home who are experiencing symptoms after arriving at work.</p>