



FORT HAYS STATE UNIVERSITY

PHASED PLAN

Toward FHSU Employee Return and
University Reopening

Phase Three - Guide for Employees

INTRODUCTION

Phase Three, which begins on August 1, presents the opportunity to implement the planning that has been done over the past several months to bring students and employees back to campus for the Fall semester in a way that continues to prioritize the health and safety of our Tiger community. The plans, policies, and protocols outlined in this document are supplemental to other University policies and procedures and, while always subject to change based on the latest conditions and guidance, should serve as a reference and guide as we look forward to the Fall semester.

GUIDING PRINCIPLES

- Prioritize the health and safety of faculty, staff, and students
- Protect the mission of FHSU
- Maintain critical operations and fiscal footing
- Be mindful of good governance principles
- Remain nimble and true to FHSU's innovative culture
- Comply with any Kansas Board of Regents directives

PUBLIC HEALTH CONSIDERATIONS

- Align with federal, state, and local guidelines
- Comply with state and local requirements
- Consult best practices among peers and experts (internal and external)

FUNDAMENTAL HEALTH AND SAFETY REQUIREMENTS

While particular planning and operational details may vary for different areas of the University, the following basic health and safety measures have become fundamental to managing the spread of infection and are broadly required of all students, employees, and visitors on University property, until further notice. Additional information concerning these measures, as they relate to employees specifically, is included in other sections below.

- **Face Coverings** - Use face coverings in all common areas in buildings, including classrooms and meeting rooms, as well as in other situations where 6 feet social distancing cannot be maintained.

- **Social Distancing** - Practice 6 feet social distancing and utilize remote meeting technology whenever possible.
- **Staying Home** - Conduct daily personal health screenings. If you cannot pass these screenings, are exhibiting COVID-19 symptoms, or are otherwise not feeling well, you need to stay home and should report any illness to your health care provider. If you believe you have been exposed or have been identified by health professionals as part of a contact investigation, follow directions from such health professionals and self-quarantine for 14 days.
- **Cleaning and Disinfecting** - Keep the areas in which you personally work, learn, or study on campus sanitized. Contact central purchasing if you need supplies.
- **Practicing Personal Hygiene** - Wash your hands often and use hand sanitizer when washing isn't practical. Avoid touching your face, eyes, or nose, and use good respiratory etiquette like covering your mouth with your elbow when you cough or sneeze.

REMOTE WORK

Departments are expected to maintain a sufficient level of on-campus (and on-site for other University properties) employees to support on-campus and in-person operations, but otherwise, remote work continues to be an option. Decisions concerning remote versus on-campus or on-site work will continue to be made by supervisors after sharing plans and consulting with the appropriate vice president. Opportunities for staggered scheduling and remote options should continue to be explored, but supervisors will continue to consider the need for preparation and implementation of in-person operations, as well as various protocols and workspace adjustments set forth herein.

- Supervisors in operational areas that have not yet received approval for Phase Three plans may continue to utilize the [Operational Area Reopening template](#) developed by the Critical Incident Policy Group (CIPG) to develop plans. Vice presidents will continue to communicate the approval of plans to supervisors, and employees will continue to receive advance notice of their expected return from supervisors.

PERSONAL WORKPLACE EXPECTATIONS

Employees will continue to be expected to practice personal responsibility and comply with the protocols and guidelines set forth herein, as well as those included in the "[Toolkit for Returning to the Workplace](#)" provided by Human Resources.

Employee health and safety protocols continue.

- *Pre-arrival health assessment* – Employees are to perform a self-evaluation, utilizing the [Personal Wellness Check form](#) provided on the COVID-19 resources page, and follow the guidelines set forth therein. Employees who are not feeling well must stay home, and are asked to call their health care provider for medical advice, including advice on testing and related matters. Employees are responsible for following and complying with advice and instructions from medical and public health officials and are reminded that HaysMed has a hotline to call for COVID-19 questions (1-877-261-7140).

- *Use of Face Coverings in the Workspace and Across the University*
 - General Rule: When present on University property, all employees, students, and visitors must wear face coverings over their mouths and noses when in common areas of a building (including hallways, elevators, public spaces, classrooms, conference rooms, and other common areas), and when within six (6) feet of another individual anywhere on University property. If you are alone in your office or personal workspace and are able to socially distance, or if you are outside and are able to socially distance, you can remove your face covering.
 - Exceptions: Students in their residence hall rooms, and individuals while they are participating in activities in which a face covering cannot be worn, or would prohibit respiratory function (like eating, drinking, or playing sports). Additionally, employees and students with a recognized disability that prevents them from wearing a face covering can contact the Human Resources office (if an employee) or Student Accessibility Services (if a student) to discuss possible accommodations and the appropriate documentation process.
 - Basic Ground Rules: We ask that employees, students, and visitors provide their own face coverings, but the University will have a supply available to provide to those that do not have one. Individual supervisors and faculty members should offer University provided face coverings to those that do not have one and make an initial effort at educating and holding employees and students accountable, within their respective areas.
 - Enforcement and Additional Guidance: Complaints concerning violations of this policy by faculty, staff, or visitors should be reported to Human Resources, and complaints concerning violations of this policy by students should be reported to Student Affairs. Individuals may utilize the [Coronavirus \(COVID-19\) Concern Reporting form](#) for this purpose. Additional guidance and best practices information concerning face coverings can be found on the [Centers for Disease Control and Prevention \(CDC\) website](#).
- *Group sizes and social distancing* – Supervisors and employees are responsible for monitoring and adhering to any group size limitations that may be imposed by state or local authorities. Employees are urged to continue to avoid gatherings or face-to-face meetings and discussions in favor of telemeetings and teleconferences. Employees are responsible for maintaining social distancing (i.e., 6 feet) whenever possible, and during Phase Three supervisors should continue to ensure that office spaces remain reconfigured to enable employees to be located at least 6 feet apart whenever possible.
- *Personal responsibility and hygiene* – Employees are expected to be knowledgeable of, and comply with, public health guidelines and directives. This includes, but is not limited to, the various guidelines for individuals set forth in the [Governor's reopening plan](#). **If symptomatic or otherwise not feeling well, or if the employee has been in close contact with someone who is sick, the employee should stay home, except to get medical care, and should avoid high-risk individuals.** Additional examples of common public health guidance include the following:
 - Wash hands frequently with soap and water, and sanitizer if soap is not available.
 - Avoid touching your eyes, nose, and mouth.
 - Distance yourself from others.
 - Use cloth masks or face coverings.

- Avoid mass gatherings, in accordance with state or local guidance or restrictions.
- Cover coughs and sneezes into an elbow or tissue. Throw away used tissue and immediately wash your hands.
- Be cautious about common touch points (use elbow, etc.) and clean and disinfect frequently touched surfaces at least daily, including phones, keyboards, doorknobs, handles and light switches.

While the University has hand sanitizer and cleaning and disinfection supplies generally available to departments and throughout University facilities, employees are encouraged to bring daily personal supplies of such items (e.g., small bottle of hand sanitizer, disinfecting wipes) with them to work.

Guidance for employees seeking accommodations.

Employees that have underlying health conditions – such as asthma, hypertension, diabetes, chronic lung disease, or weakened immunity – that may put them at higher risk if exposed to the virus can work directly with Human Resources on any accommodation requests. For further information and advice concerning potential high-risk factors, including age and underlying medical conditions, employees can refer to the [CDC website](#) and should consult with their medical providers. Accommodation requests are determined on an individualized basis. HR will use the same process for COVID-19 as it uses for other ADA accommodation requests. Details and forms are available through HR, including its [Guidance for High-Risk Populations](#). Forms should be completed as soon as possible so the University can ensure employee work is covered appropriately. Per federal guidelines, employees requesting accommodations should be prepared to provide documentation from their medical provider when they apply. If it is the case that a requesting employee is not eligible for an accommodation, HR will work with the employee to determine what options may be available to meet specific needs.

PHYSICAL WORKSPACE AND FACILITIES

Enhanced cleaning/sanitizing protocols in offices and workspaces. Employees will continue to be responsible for disinfecting their own workspace throughout the day, and supplies will be provided for this purpose. Supervisors are responsible for ensuring that adequate supplies are in place in the work areas. Custodial staff will thoroughly clean and disinfect common touchpoints and other common areas during their normal assigned schedule, and will thoroughly disinfect offices and restrooms, including in any specialized instances where directed by the University due to infection control concerns.

Signage and reconfigurations in offices and workspaces. Supervisors, directors and department heads are responsible for evaluating their physical workspace and workplace environment to implement the measures that prioritize the health and safety of faculty, staff, students, and visitors, including reconfiguring spaces for social distancing requirements, utilizing physical barriers and/or sneeze guards if appropriate, confirming that appropriate signage is installed (in coordination with building supervisors), and ensuring that adequate amounts of hand sanitizer, extra face coverings, and any other necessary PPE is in place. Such measures should continue to be included in the planning and consultation between supervisors and the appropriate vice presidents, and is always subject to further vetting by CIPG or designees. Requests for equipment, supplies and workspace redesign should

continue to be routed through the appropriate channels within each division.

Building access restrictions. Most University buildings will be open for public access during Phase Three, albeit with limited public entryways to control traffic flow, and subject to any building closure decisions made by the University due to health and safety conditions. Again, supervisors are responsible for ensuring that appropriate signage, office configurations, and supplies are in place for areas that are open to the public.

EMPLOYEE TRAVEL

Until further notice, University-sponsored travel during Phase Three will be assessed on a case-by-case and mission-critical (or “essential travel”) basis, with advance approval by vice presidents required. Cancellation policies must be considered, and should generally be used when booking travel requiring hotel or air travel. University-sponsored travel to areas identified as high risk by CDC or the Kansas Department of Health and Environment (KDHE) is not likely to be approved, and employees will continue to be expected to follow CDC, KDHE, and any local health department travel/quarantine guidelines and mandates, including in their personal travel. Employees are responsible for checking the latest guidelines and mandates issued by KDHE, which are posted on the [KDHE website](#), and should understand the risks and be ready to take appropriate leave in the event they engage in personal travel to high-risk areas.

UNIVERSITY EVENTS/ACTIVITIES

Departments, organizations/committees/groups, and individuals responsible for planning or assisting in the planning of University-sponsored or hosted events on University property or off site need to ensure that the fundamental health and safety requirements set forth herein, as well as any state or local requirements concerning mass gatherings or other public health measures, are incorporated into their event planning and implementation processes. All events are subject to prior approval by vice presidents and any additional University-required health and safety guidelines applicable to the event. Event hosts and sponsors may utilize the [Operational Area Reopening template](#) (for department-level event planning) and the [Event Planning Guide](#) (for university-level event planning) for purposes of submitting plans to vice presidents for approval.

Requests from third parties to utilize University facilities for events or activities should be directed to the appropriate facility manager, who can coordinate with others at the University and the third parties involved concerning space availability, University health and safety guidelines, and any other relevant policies or procedures relating to the event or activity. The Event Planning Guide and approval process referenced above should generally be utilized for these types of events and activities as well.

Planning associated with “large” events like those associated with FHSU Athletics, Homecoming, and Fall Commencement continues, the details of which will likely be determined by local conditions and, in the case of Athletics in particular, guidance or restrictions provided by the MIAA conference or NCAA.

ACADEMIC AFFAIRS PLANS AT A GLANCE

The full Academic Affairs reopening plan is accessible [here](#). This plan features a number of components designed to promote a safe, flexible, and effective educational experience at FHSU. Major components are summarized below.

Fall Course Schedule and Delivery

Total On-Campus (TOC) Courses

- Offered in a condensed, 8-week format.
- Designed for courses that can only be completed on-campus.
- Completed by Friday, October 9th.
- Students will attend these classes on-campus. FHSU safety protocol will be followed.
- If these classes cannot finish due to health conditions, an “Incomplete” could be assigned.
- Students will pay on-campus tuition for these courses.

Hybrid Courses (HC)

- Offered in a 16-week format (full-semester).
- Designed for courses that can be offered through both on-campus and online.
- Students will attend some class meetings on campus and some online.
- Each hybrid class will be uniquely designed by each academic department.
- If these classes cannot finish on-campus due to health conditions, the remainder of the class will be offered online.
- Students will pay on-campus tuition for these courses.

Total Online (TOL) Courses

- Offered in a 16-week format (full-semester).
- Designed for courses that were originally scheduled on-campus, but will be offered completely online.
- Students will not have to come to campus or attend in-person classes on campus; however, course times and days for TOL courses have remained on the fall on-campus course schedule as some faculty may want to hold a class meeting via technology at the designated class time/day throughout the semester.
- Students will pay on-campus tuition for these courses.

Virtual courses (signified by a V and listed as Online) will be delivered online as 16-week courses (except for those previously schedule for shorter periods) with no modification. Students will pay online/virtual tuition for these courses. Contact the academic department regarding the plans for virtual cohort-based class offerings through FHSU Online.

Students were informed of course notations and schedules available as of early July, and have been asked to contact their academic department or academic advisor with questions about the Fall schedule.

Classroom Health and Safety Protocols

These protocols align with the fundamental health and safety requirements set forth above, and would apply to all classrooms, labs, or studios on the FHSU campus or other University facilities.

- Classroom Physical Distancing and Other Practices –
 - Only students and instructors of any particular class are allowed in the classroom space dedicated to that course section.
 - Classroom seating should be set and maintained for social distancing. Classroom diagrams to assist with this are available upon request.
 - Avoid having students face one another.
 - Breaks should be planned to ensure the maintenance of social distancing (i.e. staggered break times, small groups, hand washing after station work).
 - Assigned seats are recommended, to assure proper social distancing, when a class does meet face-to-face.
 - Cleaning of desks, tables, chairs, and doors should be completed after class meetings on a regular schedule. Students and faculty may be asked to clean their areas of use utilizing University provided supplies, and individual faculty are responsible to coordinate with custodial staff to confirm the cleaning protocol after class meetings. Classrooms and other learning spaces will be thoroughly cleaned each evening during the week.
 - Frequent surface and facility cleaning in all common areas and meeting spaces throughout buildings should occur through coordination with custodial staff.
 - Utilize University signage to assist with general health and safety protocols, as well as any special reminders relating to hallways, elevators, and stairwells.
 - Use the dedicated entry and exit designated for each classroom and building.
 - Avoid contact with high-touch surfaces (e.g., keep doors open to allow movement without touching knobs when possible and when it does not impact fire and other safety zoning).
 - Restrict as much as possible, and limit if necessary, the sharing of materials such as papers, pens, equipment, etc. Have enough supplies to minimize the sharing of high-touch materials to the extent possible (art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.
 - Avoid sharing electronic devices, books, games, and other learning aids. Students might need their own bin of materials that they use for learning — and these materials will need to be cleaned regularly.
 - Establish and maintain a static seating chart to support contact-tracing efforts, should they be needed.
 - Faculty, staff, and students are encouraged to bring their own water to minimize use and touching of water fountains.

- Gathering, Personnel Workflow, and Movement Practices
 - Cohorts should be small and consistent. They should not be changed during class, or from class meeting to class meeting, to support the goal of reducing the amount of contact between people. Seating, lab stations, lockers, breaks, or other rotational activities should be by cohort.

- Use of Face Coverings
 - The University's face covering policy, set forth above, will apply in classrooms and across the University. Faculty and students should plan to have a face covering with them at all times.

Any additional information regarding safety protocols in specific courses on campus should be made available to students on the first day of their classes.

Hands-On Experiences/Labs/Clinicals/Practicums/Internships

Guidelines for these experiences have been developed for four different fall scenarios: a traditional 16-week semester, a late semester start, a mid-semester interruption, and a fully online option (which is not possible in all labs). Using the FHSU guidelines for classroom and health protocols, departments will continue to work with their students and partners to determine the best path forward and plan for varied scenarios and contingencies.

The China Program

The plan for Fall 2020 is to continue with online-only instruction utilizing Blackboard and other learning technologies. Additionally, a decision regarding possible face-to-face teaching options should be made between FHSU and the partner schools by October 1, 2020, for the remainder of the Fall semester.

Faculty and Staff Support

Three initiatives are identified as priorities for faculty and staff support: 1) Care teams for faculty and staff; 2) Regularly update and provide additional staff technology training and University processes during remote work; 3) Utilizing University mentors to assist with faculty in teaching transitions.

Public/Constituent-Facing Services and Facilities

Each public/constituent facing service at FHSU has unique space, staffing, and other factors that limit the ability to have a one-size-fits-all plan. For some services and facilities, the fall will be an extension of stages of reopening that begin before the fall semester. Each of the individual plans and the specific dates for each reopening stage are nuanced for each service/facility.

For additional information regarding the Academic Affairs plans for Fall 2020, please visit the [Fall 2020 Academic Planning FAQ's](#) available on our COVID-19 Response website.

RESIDENTIAL LIFE PLANS AT A GLANCE

The full Residential Life reopening plan is accessible [here](#). Updates reflected in this plan to housing and on-campus dining operations focus on enhancing student success and mitigating the potential spread of COVID-19, while still providing FHSU students with an engaging on-campus living experience. Major components are summarized below.

On-Campus Housing

- Students will still have the choice to live with their selected roommates/suitemates whenever possible.
- Residents will occupy Stadium Place and Wooster apartments as normal with minimal adjustments.
- Occupancy numbers in McMindes Hall will be reduced.
- Assignments may be adjusted to other floors or buildings to reduce the number of students using community restrooms.
- Furniture in double occupancy rooms will be arranged before move-in placing the beds approximately six feet apart.

- Move-in dates and processes will be modified to reduce the number of people gathered in our buildings at the same time.

Students who have submitted housing contracts will be housed under the new plan, and students with contracts have been notified of assignment confirmations or potential changes to their housing assignments.

Residential Life Health and Safety Protocols

Students have been receiving information about updated terms, policies, and behavior expectations related to COVID-19 during the summer, and will be provided with a Phase Three – Guide for Students that includes the fundamental health and safety requirements set forth herein, and mirrors many of the policies and other information provided in this Phase Three – Guide for Employees.

The University's face covering policy, set forth above, will apply across the University. Students and employees should plan to have a face covering with them at all times.

Dining

Details regarding modifications to dining operations will be sent to students later this summer. In order to accommodate social distancing requirements, there will be a decrease in available seating in the McMIndes Café, a picnic area will be added outside of the McMIndes Café, and a takeout option will be offered.

Contingency Planning

This plan focuses on providing a positive on-campus experience while adhering to local, state, and federal health protocols. Contingency plans are in place in the event circumstances require the University to introduce additional health and safety measures. We will continue to monitor and respond to new guidelines and recommendations from appropriate authorities.

- Similar to the Spring Semester, if move-outs are required, prorated refunds will be provided to students.
- Housing will continue to be available for any students whose circumstances require them to remain on campus.
- We have reserved spaces for quarantine or isolation needs.

For additional information regarding the Residential Life plans for Fall 2020, please visit the [Fall 2020 Residential Life Planning FAQ's](#) available on our COVID-19 Response website.

PLANS FOR TESTING, TRACING AND ISOLATING

Regardless of the various mitigation measures that are being implemented, we know that cases of COVID-19 on campus are likely to occur. How everyone responds to such occurrences is important. To that end, the following general protocols and plans – which are subject to change based on the latest conditions and guidance from our local, state, or federal health partners – should be kept in mind.

Current Plan for Testing

Current CDC guidance does not recommend entry testing of all returning students, faculty, and staff for COVID-19. The Student Health Center will be equipped to test patients who present with symptoms of COVID-19 or have been identified as a close contact through contact tracing.

Anyone who is symptomatic or does not feel well should stay home and stay away from others except to get medical care, calling their medical provider in advance. You may call your personal health care provider or contact the Student Health Center during normal office hours at (785) 628-4293 to discuss your symptoms with a nurse and get recommendations. You may also call the HaysMed COVID Hotline at (877) 261-7140 seven days a week between the hours of 8 am and 4:30 pm.

When a test is performed you will be required to be either isolated or quarantined until the results are final. If you are asked to isolate or quarantine, refer to instructions provided by health officials and guidance provided by KDHE and CDC regarding isolation and quarantine (see below). Students, faculty, and staff may also contact their primary care provider or the Ellis County Health Department (ECHD) to access an alternative testing location or related information.

During the academic year, testing of asymptomatic individuals for COVID-19 may be required to identify outbreaks and inform control measures (e.g., a residence hall floor or building). Such testing, if necessary, will be coordinated between the Student Health Center and ECHD.

Individuals that test positive should follow the advice of their medical providers, instructions from ECHD or other local health officials, and additional guidance from the [CDC](#). Individuals are encouraged to contact their supervisors to report their anticipated absence from work and Human Resources for information concerning leave and benefits.

Current Plan for Reporting and Contact Tracing

Positive test results from any laboratory are reported to KDHE which then informs the local health departments. In Ellis County, the ECHD is responsible for contacting those who have had close contact with an infected individual, and will generally instruct these individuals to quarantine in accordance with KDHE guidance. Close contact is currently defined by KDHE as spending 10 minutes within 6 feet of the infected individual in the two days prior to symptom onset. If you have not been contacted by ECHD, then you were not identified as a close contact.

The University may make a general announcement if a case or outbreak is diagnosed within the campus community, and may assist ECHD with contact tracing efforts if appropriate to do so, however, personal health information will be protected and remain confidential as required by law.

If an infection is reported to the University as involving a person who has been on University property, either through an individual's voluntary report or through ECHD, an assessment of the likely risk will be made based on the information provided. This information could relate to the room or location that was occupied, the timing of such occupation, or other factors. If warranted, the University may close all or part of a building for disinfection, notifying the occupants of that building in advance as appropriate. As in other instances when a test result is positive, ECHD will begin contact tracing to identify close contacts of the infected individual.

During Phase Three, it is anticipated that the FHSU Student Health Center will be designated as the main point of contact for purposes of responding to specific COVID-19 case concerns or reports, and related protocols or guidance will be announced. The University is working with state and local partners to determine appropriate policies or procedures concerning information sharing as well.

Current Plan for Isolation and Quarantine

Isolation refers to separating people who are ill from people who are healthy. Quarantine, on the other hand, is the term used when a well person is separated and restricted from others because of

an exposure to a contagious disease. Both practices are used to stop or limit the spread of disease. Generally, individuals must isolate or be quarantined for a period of 14 days when they test positive for or are exposed to, the coronavirus causing COVID-19. The [KDHE](#) and CDC provide more detailed information on how to properly [isolate](#) or be [quarantined](#).

Individuals instructed to isolate or quarantine by public health officials should follow the instructions given to them by such officials, as well as the general guidance provided by the CDC. Because most employees reside off campus, employees that are subject to isolation or quarantine should expect to isolate or quarantine in their personal residences and be monitored by county health officials. Similarly, students residing off campus that are asked to isolate or quarantine should expect to be provided information to complete their isolation or quarantine at their personal residence, and be monitored by county health personnel. Students residing in campus housing may return to their permanent residence to isolate or quarantine. Such students may also be isolated or quarantined in living spaces so designated by the University. The spaces may be on campus or in local leased spaces, depending upon availability. Students isolating or quarantining in spaces designated by the University will be monitored by Student Health personnel.

For additional information regarding testing, tracing, and isolation/quarantine plans, please visit the [General Health and Safety FAQ's](#) available on our COVID-19 Response website.

The COVID-19 pandemic is a complex, dangerous, and fluid global health crisis that continues to evolve in rapid and unpredictable ways, and presents an ongoing risk to everyone, including everyone in our Tiger community. This document may be updated or supplemented, and all information contained herein is subject to change as deemed necessary by University leadership in accordance with local conditions and guidance or requirements issued by federal, state and/or local public health or government officials. It is important for everyone to acknowledge the ongoing risks associated with the pandemic and the need for everyone to remain flexible in their planning. It is also important for everyone to make the individual choice to protect themselves and others, and follow and understand the policies and protocols set forth in this document, as well as guidance and recommendations provided by the CDC, KDHE, and ECHD.

More information about the University's COVID-19 response and planning efforts may be found on the [University's COVID-19 Response website](#).



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