

Fort Hays State University



Toolkit for *Returning* to the *Workplace*



FORT HAYS STATE UNIVERSITY
HUMAN RESOURCE OFFICE

Forward thinking. World ready.

Toolkit for Returning to the Workplace

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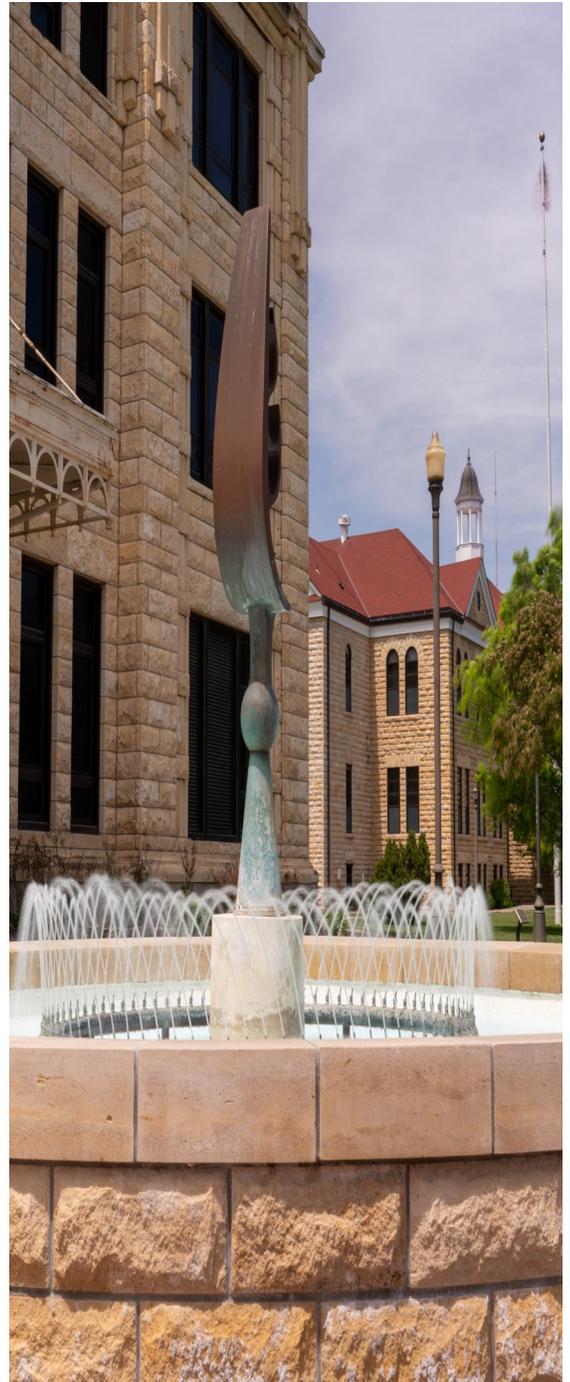
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Guiding Principles

As the University's policy, planning, and action moves forward, we should continue to be grounded in our fundamental goal of safeguarding the health of our faculty, staff, and students, and we should continue to be guided by the recommendations provided by our public health officials. Relatedly, and consistent with the direction provided by KBOR and KDHE, we need to also keep in mind the following additional goals and parameters for informing our judgment and making decisions:

- 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





Returning to the Workplace

Workplace Expectations & Guidelines:

All faculty and staff are asked to practice personal responsibility and comply with the outlined protocols and guidelines to help mitigate the spread of COVID-19.

Phased Staffing:

Fort Hays State University employees who can effectively work remotely should be encouraged to do so. Supervisors will determine who cannot work effectively while remote. These individuals will be allowed to return to campus to complete required duties and responsibilities. Decisions concerning remote work will be made by supervisors after sharing plans and consulting with the appropriate vice president.

We will phase in the return of employees over time in a coordinated process to ensure we meet our fundamental goal of safeguarding the health of our faculty, staff, students and visitors. The expanded staffing will be based on the ability to control and manage specific work environments to ensure the safety of employees. Employees who are not able to work remotely will be allowed to return to work assuming there is work to be done. Decisions about returning to the workplace will be communicated through your respective director or department head. Employees will be given a week's notice before the expectation of returning to the workplace. The phased approach of employees returning to the campus is being coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve.

Supervisors will also consider alternate staffing options to include modified schedules and work-day rotations where appropriate, and communicate and plan with employees accordingly.



Health and Safety Guidance

Personal Safety Practices

While working on campus, group size, social distancing, personal responsibility and hygiene must be maintained, at a minimum, in accordance with Governor's plan.

Personal Wellness Check Requirement:

All faculty and staff who have been instructed to return to the workplace should conduct a personal wellness check each day prior to coming to campus. The wellness check is a way for employees to check for any symptoms that could possibly be related to COVID-19. There is no need for you to report your results to anyone, rather, just practice personal responsibility so we may each safeguard our health, as well as the health of those we come into contact with.

Please check yourself for one or more of the following symptoms:

- Temperature >38°C (100.4°F) or higher
- Cough
- Shortness of breath
- Difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain, headache, sore throat
- New loss of taste or smell

If you have any symptoms, DO NOT come to the campus until such time as you are symptom free. If you run a fever, do not return to campus until such time as you have been free of fever, without assistance of temperature altering medication, for a minimum of 24 hours. Consider a telehealth appointment with your healthcare provider if you deem necessary.

FHSU has developed a [Personal Wellness Check](#) tool as a resource for you to use when conducting your personal wellness check.

Personal Safety Practices

At Risk or vulnerable populations:

The Governor's Executive Order 20-29 defines At-Risk or vulnerable populations as certain individuals who have a higher risk of severe illness if they were to contract COVID-19 due to underlying medical conditions. Employees in this category should consider the guidelines for high-risk individuals set forth in the Governor's plan and should coordinate with their supervisors and Human Resources to discuss any special considerations.

Facemasks and Face Coverings:

A *face mask* is specialized equipment worn by an employee for protection against infectious materials. Your supervisor will let you know if you are required to wear a face mask and one will be provided.

A *face covering* is strongly encouraged to be worn while on campus, it may be a cloth or similar material made to cover your mouth and nose. Possible face coverings include scarves, bandanas and homemade face coverings.

Fort Hays State University strongly encourages all employees to wear face coverings, which may include nonmedical cloth masks. Employees who are in spaces where others are present, where social distancing is not possible, will be strongly encouraged to wear face coverings. We ask that employees provide their own, but departments will have a supply for use as necessary.

Personal Hygiene:

Employees are expected to be knowledgeable of, and comply with, public health guidelines and directives. This includes, but is not limited to:

- 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 when in public.
- Use cloth masks or face coverings in public.
- Be cautious about common high touch points and surfaces such as phones, keyboards, doorknobs, handles and light switches.

Coughing and Sneezing:

If you are in a private setting and do not have on a face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw your tissues in the trash. Immediately wash your hands.

Personal Safety Practices

Disinfection:

While custodial crews will continue to clean office and work spaces, additional care should be taken by each office to wipe down commonly used surfaces. Be cautious about common touch areas before starting work and before you leave any room in which you have been working. You must wipe down work areas with provided cleaning supplies. This includes any shared-space locations or equipment such as copiers, computers, phones, coffee makers, desks, light switches, door knobs, handles, etc.

Social Distancing:

Employees are responsible for maintaining social distancing whenever possible. Consistently maintaining the appropriate space between yourself and others is one of the best tools we have to avoid exposure to the COVID-19 virus and to slow its spread. You can carry and spread the virus before you even know you know you are sick. Therefore, gatherings must be limited in accordance with the guidance covered in the Governor's Ad Astra Plan to Reopen Kansas.

Employees working at the campus should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Meetings/gatherings attendance capacity must be limited in accordance with the Governor's plans.
- Do not congregate in groups.
- Avoid gatherings and face-to-face meetings and discussions in favor of tele-meetings and tele-conferences whenever possible.

Employees are responsible for maintaining social distancing whenever possible, and supervisors will be tasked with re-configuring office space to enable employees to be located at least 6 feet apart whenever possible. The best way to reduce the spread of COVID-19 is to socially distance.



Health and Safety Guidance

Guidance For The Workplace

Working in the Office:

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings are strongly encouraged to be worn. Face coverings are strongly encouraged to be worn by any employee in a reception area. Face coverings are strongly encouraged to be used when inside any facility where others are present, including in break rooms, conference rooms and other meeting locations.

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 face covering and avoid touching the elevator buttons with your fingers, instead use your knuckle if possible. Wash your hands or use hand sanitizer upon departing the elevator.

Stairwells:

Keep a safe distance from others when navigating stairwells. Watch for stairways that are restricted to one-way traffic. These stairwells will be appropriately marked.



Facilities

Enhanced cleaning/sanitizing protocols:

Employees are responsible for disinfecting their own workspace during the day, and supplies will be provided for this purpose. Custodial staff will thoroughly clean and disinfect common touch points during their normal assigned schedule, and will thoroughly disinfect offices and restrooms.

Offices and Workspace:

Directors and department heads are ultimately 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. Requests for equipment, supplies and workspace redesign should be routed through the appropriate channels within each division.

Building Access Restrictions:

All buildings will be locked with public access by appointment only during the summer. Off-campus buildings, like Sternberg Museum and the Wetlands Center, may include some level of public access if plans are approved.

Travel

Employees will be expected to minimize non-essential travel and follow CDC, KDHE, and local health travel/quarantine guidelines and mandates, including in their personal travel.

University-sponsored travel is not allowed.

On-Campus Events/Activities

On-campus activities, including any camps, conferences, and performances, continue to be suspended through the end of July.



Resources

To Learn More

- ◆ Visit the FHSU COVID-19 Response page at: [COVID-19 Response](#)
- ◆ Self Assessment Tool: [Personal Wellness Check](#)
- ◆ Use of COVID-19 related leave: [COVID-19 Leave Instructions](#)
- ◆ CDC Face Coverings Recommendations: [CDC Face Coverings](#)
- ◆ Hays Medical Center hotline for COVID-19 Questions: (877) 264-7140

Contact your supervisor, Human Resource Specialist or the Human Resource Director with any questions. (785) 628-4462.

The spread of coronavirus (COVID-19) is a challenging, complex, and rapidly evolving situation. Information guidance and recommendations on these pages are subject to change as deemed necessary based on consultation with university leadership, Student Health, CIPG, university stakeholders, and in accordance with recommendations issued by federal, state, and local public health and government officials.



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