

Returning to the Workplace College of Education Employee Guide August 6, 2020

K-State College of Education policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our students, faculty and staff.

Guiding Principles

- Preserve the health and safety of our university community and our host communities.
- Maintain and deliver our land-grant mission through teaching, research and extension/outreach.
- Preserve and maintain university operations necessary to support mission-critical activities during reduced operations status.
- Preserve financial capacity of the university to deliver mission-critical activities for the long-term fiscal health of the university.
- Honor K-State's unique culture. Students, faculty and staff are at the heart of this university.

Workplace Expectations & Guidelines:

These are exceptional times, and we will all need to work together to minimize risks and maintain a safe environment for everyone. All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of the College of Education Workplace Expectations and Guidelines.

Face Coverings Policy:

Students, faculty, staff and visitors must wear face coverings over their mouths and noses while on K-State campuses in all hallways, public spaces, classrooms and other common areas of campus buildings. Face coverings must also be properly worn when in offices or other workspaces or outdoor settings when 6-foot physical distancing cannot be maintained. It is recommended that masks be worn at all times in classrooms and faculty/staff offices due to ventilation issues. Additional guidance on the face covering policy and other related information can be found at: <https://www.k-state.edu/covid-19/guidance/health/face-covering.html>

Stay up to date regarding COVID-19:

K-State COVID-19 guidelines - <https://www.k-state.edu/covid-19/guidance>
Riley County Health Department guidelines <https://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV>
KDHE guidelines - <https://www.coronavirus.kdheks.gov/>
CDC guidelines - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Symptom Monitoring Requirement:

As operations return to campus, all faculty and staff working in Bluemont and Unger Complex must conduct symptom monitoring every day before reporting to work. You must be free of **ANY** symptoms potentially related to COVID-19 or have tested negative for the Coronavirus to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Repeated shaking with chills
 - Runny nose or new sinus congestion
 - Muscle pain
 - Headache
 - Sore throat
 - Fatigue
 - New GI symptoms
 - New loss of taste or smell
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- ✓ Individuals who have close contact with confirmed COVID-19 cases must remain in quarantine for 14 days.
 - ✓ Individuals awaiting COVID-19 test results must remain in isolation.
 - ✓ Individuals who test positive for COVID-19 must remain in isolation for at least 10 days from symptom onset or until free from fever for 72 hours, whichever is longer or follow current public health officer's guidance.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are

pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact their supervisor and COE HCS Liaison.

Additional information can be viewed at <https://www.k-state.edu/hcs/>. Employee should contact their supervisor if other questions.

Self-Assessment Health Screening. In an effort to preserve the health and safety of our workforce, each employee working on-site at either Bluemont or Unger Complex should complete the following COVID-19 self-assessment before reporting to work each day.

- Am I experiencing any symptoms of COVID-19?
- Do I have a fever?
- Have I been in close contact with someone who has tested positive for COVID-19?
- Have I recently traveled to any state or location identified as a hot spot by the Riley County Health Department?

There is no documentation to this self- assessment, just an opportunity to be intentional for all activity on campus.

Health and Safety Training. All employees who return to campus will need to complete the Environmental Health and Safety training. Please be sure to complete the quiz at the conclusion of the training. The quiz is linked to HRIS to record that the training has been completed (<https://www.k-state.edu/covid-19/guidance/health/safety.html>). Please note that an updated training is available after August 3. If you completed the previous training, we encourage you to take the new version as it includes new information.

Phased Staffing:

The College of Education will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE and potential testing capabilities for COVID-19. Through the summer, the College has assessed operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective supervisor or department head.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until KSU returns to full operations.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as our students. As decisions to expand on-site staffing in certain areas are made, faculty and staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will likely be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options:

Once staff members have been instructed to return to work on-site, there are several options Department heads may consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

Remote Work: Those who can work remotely to fulfill 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, which require immediate supervisor and/or department head approval, can be done in a full or partial day/week schedule as appropriate provided work responsibilities can be performed remotely. Work responsibilities for an employee cannot be adjusted to accommodate remote work unless special accommodations are needed and have been identified through HCS.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, department heads may choose to schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

For Faculty/Instructors teaching face-to-face: Once classes begin on August 17, disinfecting must occur between all class changes to prevent community spread outbreaks of COVID-19. The university will use an EPA List N disinfectant (Q.T.3) product, furnished by Facilities in BH 118, 119 and 121. All faculty and instructors will be expected to assist with the cleaning process. See <https://www.k-state.edu/facilities/operations/custodial/COVID-19%20Cleaning%20and%20Disinfecting%20Guidance.pdf> for further details about classroom cleaning and disinfecting.

Personal Safety Practices:

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff working in the building when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. open public areas, common work spaces, meeting rooms, classrooms, etc.). The K-State policy on face coverings can be found at: <https://www.k-state.edu/covid-19/guidance/face-covering.html>. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided in the Dean’s office, if needed (ear strap breaks, mask tears, etc.). Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below

| Type and Intended Use of Face Coverings/Masks | | | | |
|---|--|--|---|---|
| Type | Cloth Face Covering  | Disposable Mask  | Medical-Grade Surgical Mask  | N95 Respirator  |
| Description | Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions | Commercially manufactured masks that help contain wearer’s respiratory emissions | FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions | Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions |
| Intended use | Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office). | | These masks are reserved for healthcare workers and other approved areas with task-specific hazards. | |

Use and care of face coverings

1. Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

2. Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing

3. Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each workday. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your workday or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

4. Face mask Training:

- Prior to returning to the workplace every employee must complete the Face Mask Training. The training can be found at <https://www.k-state.edu/covid-19/guidance/health/safety.html>. Please note that an updated training is available after August 3. If you completed the previous training, we encourage you to take the new version as it includes additional guidance about returning to campus.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty and staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Faculty and staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments.

Personal Disinfection: While custodial crews will continue to clean our buildings based on CDC guidelines, additional care should be taken to wipe down your workspace and commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with cleaning disinfectants. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth 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 used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Guidance for Specific Workplace Scenarios:

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. You should wear a face mask or face covering at all times while in a shared workspace/room that does not allow for social distancing. Sneeze shields have been placed at desks/counters where employees routinely interact with others.

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 should be worn at all times.

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any campus facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Signage in Buildings: Facilities will develop messaging for signs that is consistent and efficiently messages best practices with respect to the use of: common areas in campus buildings, restrooms, water fountains, stairs, and elevators. Please be aware of these throughout Bluemont and Unger Complex.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Only 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.

Using Stairways: Stairways will be designated for up or down traffic as building space allows. The stairwell on the south east side of the building (closest to Justin Hall) will be the “Up” stairway. The stairwell on the south west side of the building (closest to Anderson Hall) will be the “Down” stairway. The stairwell at the front of the building can be used in both directions. Follow posted signage. Keep safe distance from others when navigating stairwells. Wash hands or use hand sanitizer with at least 60% alcohol upon leaving stairwell. Never block or close off stairwells or paths that are evacuation routes.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of room capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your work environment maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

Mental and Emotional Wellbeing:

Employee Assistance Program (EAP): EAP is available to offer support as needed during this stressful period. You may contact EAP by calling the Employee Assistance Program (phone: **888-275-1205, press Option #1**) or visit their website at <https://www.kdheks.gov/hcf/healthquest/eap.html> .

Live Your Best: Kansas State University cares about the holistic wellness of its employees. Holistic wellness focuses on the overall wellness of the individual in all areas of their life. K-State is committed to creating opportunities to learn, discuss and focus on the areas that you feel are most beneficial to you and your families. Everyone is on their own personal path to greatness, which is why the program is named Live Your Best #PurpleIsProgress. Each day is a new opportunity to take a step toward a better you. <https://www.k-state.edu/hcs/benefits/purpleisprogress/>

FREQUENTLY ASKED QUESTIONS

1. What should I do if I feel sick or am experiencing symptoms of COVID-19?

Contact your supervisor regarding your illness and do not attempt to report to work. Please follow CDC guidance for sickness: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

2. If someone calls in sick with respiratory symptoms and a fever, should I tell others who came in contact with that individual?

No. It is important to maintain the privacy and confidentiality of those seeking healthcare. If you were in direct contact with someone who becomes a confirmed case, you will be contacted by the Riley County Health Department and may be advised to self-quarantine at that time.

3. If I am in the high-risk category, what should I do?

If you are uncomfortable returning to work due to an underlying health condition, please contact your supervisor and Jeanette Grauerholz, grauer@ksu.edu for further guidance.

4. What if I don't want to come to work because I don't want to get sick?

If you are struggling with fear and anxiety regarding returning to the workplace, an option would be to contact the Employee Assistance Program by calling **888-275-1205, press Option #1**. If there is a medical reason causing you to have fears about returning to work, please contact the HCS liaison, Jeanette Grauerholz, grauer@ksu.edu.

5. My children are home due to closing of schools and daycares. What options do I have?

You may be eligible for the Emergency Paid Sick Leave and/or Expanded Family and Medical Leave to care for children while their place of care is closed. Please review the information on

the Families First Coronavirus Response Act (FFCRA) at: <https://www.k-state.edu/hcs/work-life/time-off/leave.html> and contact Jeanette Grauerholz for further information.

6. If I am sent home with symptoms of COVID-19, will I be required to use paid leave?

Yes, however, an employee may be eligible for the Emergency Paid Sick Leave if any of the following apply:

- Employee is quarantined by a Federal, State, or local quarantine or isolation order related to COVID-19
- Employee is advised by a health care provider to self-quarantine related to COVID-19
- Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis
- Employee is caring for an individual quarantined by a Federal, State, or local quarantine or isolation order related to COVID-19
- Employee is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19
- Employee is caring for their own child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
- Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

7. Are people who have traveled restricted from working onsite?

If an employee has traveled to one of the identified high-risk areas, the Kansas Department of Health and Environment mandates self-quarantine for 14 days. Employees subject to this quarantine should follow the same requirements above after close contact. Read [current information from KDHE about travel](#). If an employee traveled to another area, they are permitted to return to work, subject to the limitations for those who are a close contact.

8. An individual in my workplace is not wearing a facemask. What should I do?

Facemasks are required for all individuals in open areas, public areas and areas where social distancing is not possible. If you have concerns about the ability to social distance from someone who is not wearing a face mask, please contact your supervisor or Department Head with your concerns.

9. I am not feeling well and don't want to expose others; can I telework?

Ability to telework beyond 8/1/2020 will be determined on a case-by-case basis by your immediate supervisor and/or department head. The determination will be based on your current position description. Telework will only be allowed for employees that can perform the majority of the duties in their position description from an alternate location. Please work with your supervisor, Department Head and/or Human Resources to determine if teleworking is an option for your specific role.

10. Can the College ensure 6-foot social distancing for employees? If not, what practices are being put in place?

The College cannot guarantee 6-feet between employees at all times. The following practices have been put into place to preserve the health and safety of our workforce:

- Face masks are required in areas where social distancing cannot be accomplished. Due to ventilation issues, it is recommended that faculty and staff wear masks at all times when in classrooms and offices in Bluemont Hall.
- Signage on outside doors and within the building to notify employees and students that proceeding to enter into the building should only occur if the individual is not currently experiencing symptoms of COVID-19.
- A daily self-screening of all employees regarding symptoms related to COVID-19.
 - Am I experiencing any symptoms of COVID-19?
 - Do I have a fever?
 - Have I been in close contact with someone who has recently tested positive for COVID-19?
 - Have I recently traveled to any state or location identified as a hot spot by the Riley County Health Department?
- A limited staffing and phased reopening plan for the College of Education that aligns with the State of Kansas reopening plan.
- Removal of drinking fountains and closing of public gathering spaces.
- Single file lines in stairways and limited capacity on elevators to allow as much distance between individuals traveling within Bluemont and Unger Complex as possible.

11. I cannot wear a face mask due to a medical condition; can I continue to work?

Employees needing an accommodation to the face mask policy should reach out to the College's HCS Liaison, Jeanette Grauerholz, grauer@ksu.edu, and the Americans with Disabilities Act Coordinator (ADA), Charlotte Self, charlott@ksu.edu to request an accommodation.