

Employee Return to Campus Plan Summer 2020



University of North Georgia

Table of Contents

Background	3
Planning Summary.....	3
Core Concepts.....	3
Strategies.....	3
Areas of Focus	3
Phased Approach.....	4
UNG Employee Return to Campus Plan Summary.....	5
Phase 1: June 15 – June 28, 2020.....	6
Staffing and Personal Safety Practices.....	6
Hygiene.....	8
Innovation	9
Mitigation and Monitoring.....	9
Resources	10
Phase 2: June 29 – July 12, 2020.....	11
Staffing and Personal Safety Practices.....	11
Hygiene.....	11
Innovation	11
Mitigation and Monitoring.....	11
Resources	11
Phase 3: July 13, 2020	12
Staffing and Personal Safety Practices.....	12
Hygiene.....	12
Innovation	12
Mitigation and Monitoring.....	12
Resources	12
Appendix A: Guidance for Supervisors.....	13
Health and Safety Expectations.....	13
Supervisor Expectations.....	14
Appendix B: Communications Plan.....	17
Appendix C: Resources	18
Appendix D: Guidance for Research Spaces.....	19
Acknowledgements.....	22

BACKGROUND

In anticipation of a resumption of in-person instruction in August 2020, the University of North Georgia (UNG) will begin to bring faculty and staff who have been in telework or flexible arrangements back to their respective campuses over the next few months in a phased approach. Throughout the COVID-19 response, UNG leadership has acted with guidance from the University System of Georgia (USG), the Governor's COVID-19 Task Force, the Georgia Department of Public Health, and the Centers for Disease Control and Prevention. UNG will continue to rely on these sources to establish the standards we should follow to help protect our faculty, staff and students and to help stem the spread of the virus.

The COVID-19 situation is fluid, and guidance will very likely change over time, even after plans are prepared and adopted. This plan's goals are to protect the health of employees, help ensure the well-being of the community and carefully and deliberately prepare for the fall semester. Everyone at the university has an individual responsibility to contribute to proper behavior and to adhere to public health guidance to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out.

PLANNING SUMMARY

Core Concepts

The University of North Georgia has adopted the following core concepts to guide planning:

- Proceed thoughtfully, carefully and deliberately.
- Identify and accommodate employees who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
- Continue to telework as much as possible.
- Emphasize social distancing, hand-washing, staying home when sick, and use of cloth face-coverings as needed.
- Be prepared to adjust based on guidance from the CDC and state and local health officials.
- Continue and build on the innovations developed in the past few months.
- Be compassionate and flexible. Supervisors should work with employees who have child care or other family responsibilities and be mindful of employee anxiety.

Strategies

Our strategies will guide tactics and actions in each phase. These strategies will address spaces, functions, and individuals.

- **Staffing:** increase on-campus staffing incrementally to increase operations gradually.
- **Hygiene:** scale hygiene practices into cultural norms.
- **Innovation:** continue and expand innovative work practices.
- **Mitigation and Monitoring:** monitor health to ensure the well-being of our campus community.

Areas of Focus

Working within the existing leadership structure of the institution, UNG formed workgroups to guide and develop plans for bringing employees back to campus. The plans developed were reviewed and compiled by UNG's executive leadership and integrated to create this comprehensive plan. This plan specifically addresses the following workplace and health safety topics within each phase:

- Preventative Practices
- Mitigation and Monitoring Practices
- Cleaning and Sanitation Practices
- Employee Travel
- Enforcement Practices

Phased Approach

UNG intends to return employees to campus-based operations incrementally in a three-phase process over the summer in preparation to be fully operational by August 1, 2020. We anticipate each phase will be approximately two weeks in duration. The target timeline and implementation steps remain fluid and will adhere to updated guidance and data from the Governor's COVID-19 Task Force, the University System of Georgia (USG), the Georgia Department of Public Health (GDPH), and the Centers for Disease Control and Prevention (CDC).

Execution of on-campus events and activities will be aligned with Executive Orders from the Office of the Governor and USG guidance.

Employees should not return to work and should continue to telework until they are notified by their supervisor to come to work. Detailed guidance will be communicated and implemented at the institutional, divisional, unit and department level, in alignment with safety and security measures herein.

Alternate Work Arrangements for Employees who are at Higher Risk for Severe Illness

During any phase, individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements, including the opportunity to continue to work remotely or be given arrangements to ensure they can work with limited face-to-face contact with other individuals.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

The UNG Office of Human Resources will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should be submitted to the UNG Office of Human Resources, who will review the request and, upon approval, work with the employee and their immediate supervisor to document and provide for the alternate work arrangement.

Employees who live with or care for an individual who is considered higher risk may work remotely, if possible, or exercise appropriate leave provisions.

UNG EMPLOYEE RETURN TO CAMPUS PLAN SUMMARY

	Phase 1	Phase 2	Phase 3
Target Dates	June 15-June 28	June 29-July 12	July 13 – July 31
Priority	Return personnel whose roles are essential to safety and preparing campus for fall, as well as those who cannot effectively perform their roles from home and are critical to ongoing operations. Plan for social distancing for on-campus employees.	Carefully bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on social distancing and hygiene.	Return to new normal with full staff while continuing to make use of telework, scheduling, and other measures to maintain social distancing and flexibility.
Staffing	<p>Most employees will continue to work remotely.</p> <p>The following units have approval for limited staffing on campus in Phase 1. Leaders in each area are working closely with the COVID-19 Planning Team on their unit’s plan with the health of employees and the community top of mind.</p> <ul style="list-style-type: none"> • Academic and Campus Administrators • Athletic coaches and trainers for fall teams • Business Office • Student Affairs and Enrollment Management • Environmental Health and Occupational Safety • Facilities • Logistical Services • Office of Information Technology • Public Safety • Primary Research Spaces (with authorization and guidance from the Office of Research and Engagement; see Appendix D) <p>Supervisors may request an exception for critical support staff to return to campus, if they meet the priority criteria noted above. Supervisors are asked to consider the Phase 1 strategies and tactics before requesting an exception.</p>	<p>Rotating in-office schedules and remote work practices would continue to be used to limit the number of personnel on campus and support social distancing.</p> <p>The following personnel would return to campus:</p> <ul style="list-style-type: none"> • Remaining administrative and academic personnel • Student Housing staff (e.g., RAs) • Division and Department-level support personnel • Remaining research and lab personnel <p>Faculty remain working remotely, but can hold on-campus hours with Dean’s approval on a rotating schedule.</p>	<p>All remaining staff and faculty return to campus as normally scheduled.</p> <p>Employees previously working staggered or rotating schedules and/or teleworking may return to a normal, on-campus schedule with limited exceptions.</p> <p>Individuals who are in higher-risk categories and who have applied for and been approved for accommodations should continue to work under those accommodations.</p>
Facility Access	Entry to buildings will be regulated and monitored. Your UNG access card or key is required for entry to all buildings	Entry to buildings will be limited; some units may operate within published schedule parameters.	Facilities will be open and most units will resume normal service hours.
Meetings and Gatherings	In all phases, internal and external meetings and events on campus are limited to the restrictions of local, state and federal orders.		
	Where feasible, meetings should use the extensive range of available collaboration tools (e.g. Microsoft Teams, Visual Huddle, telephone, etc.). Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social-distancing practices between attendees. Employees are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. Employees may not gather in groups in break rooms for meals or other purposes.	Employees should continue virtual meetings and professional development as much as possible; virtual format is recommended in spaces where current social-distancing measures cannot be maintained.	
Employee Travel	All non-essential travel by USG employees is currently prohibited. Any changes in travel restrictions will be shared as circumstances change.		

PHASE 1: JUNE 15 – JUNE 28, 2020

Incrementally return in a limited capacity. Priorities include positions that are needed for campus safety or reopening or some jobs that cannot be effectively completed from home and are critical to ongoing operations. Employees returning to campus will be required to practice social distancing per the guidance below. The target date is June 15. However, the target timeline and implementation steps remain fluid and will adhere to updated guidance and data from the Governor’s COVID-19 Task Force, the University System of Georgia (USG), the Georgia Department of Public Health (GDPH), and the Centers for Disease Control and Prevention (CDC).

Workplace Health and Safety includes those components of returning to work that are designed to prevent infection of employees with the COVID-19 virus and to proactively implement measures to keep the university campus community safe and healthy.

Staffing and Personal Safety Practices

Guidance for all employees working on campus during this phase includes:

- Every employee shall follow the GDPH and CDC guidelines.
- To the extent possible, employees are expected to practice social distancing while at work. Social distancing, also called “physical distancing,” means keeping 6 feet of space between yourself and other people outside of your home.
- All employees are strongly encouraged to wear a cloth face-covering when on campus. Cloth face-coverings are important in preventing transmission from asymptomatic individuals who have COVID-19. There may be scenarios under which an employee will be required to wear a face-covering, to include those times when social distancing is not possible when interacting with co-workers. Additional guidance will be provided through supervisors.
- Do not gather in groups.
- Person-to-person contact, including handshaking, is prohibited during the ongoing community transmission of COVID-19.
- Employees shall not use other employees’ phones, desks, offices, computers, or other tools and equipment. In cases where equipment must be shared, employees should disinfect the equipment between users.
- When employees return to work on-site, there are several options departments should use to maintain required social-distancing measures and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of 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 must be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

Alternating Days: To limit the number of individuals and interactions among those on campus, departments may schedule partial in-office staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to support social-distancing requirements.

- **Symptom monitoring requirement:** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Employees must conduct the following self-screening daily before coming to work on-site. If the answer is “yes” to one or more of the following questions, the employee should stay home and follow the steps described in the next section.

According to the CDC, people with COVID-19 have had a wide range of symptoms including the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Are you experiencing any of the COVID-19 related symptoms noted above?

Are you living with or caring for an individual who is suspected or confirmed case of COVID-19?

Have you been in contact with anyone known or suspected to have COVID-19 in the last 14 days?

Have you tested positive for COVID-19 since your last screening?

Sick Employees

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. Employees should use the [UNG COVID-19 Health Self-Reporting Form](#) to self-report symptoms, possible exposure, or positive diagnosis. This form will send information via a secure format to UNG’s Office of Human Resources and will initiate employee support services.

Using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
- Improved symptoms, AND
- Gone at least 10 days since symptoms first appeared.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GPDH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

Hygiene

The cleaning and sanitizing of campus facilities is an integral part of mitigating and preventing the spread of COVID-19.

- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

During this phase:

- Limited support will be provided by non-high-risk custodial staff on a rotational basis and only to those buildings that are occupied by essential personnel.
- Facilities staff will receive training updates on cleaning protocol as needed to remain current on practices.
- Custodial staff will clean and sanitize campus areas per established USG guidelines.
- Facilities staff will utilize training and products demonstrated by Georgia National Guard for preventive disinfection of instructional and residential spaces.
- Access to hand sanitizer will be provided for public use in all hallways and non-residential restrooms.
- As available, sanitizing and/or cleaning materials for individual offices will be provided.
- Cleaning frequencies:
 - **Main Entrances:** Sanitize all door handles, automatic door openers, light switches, and frequently touched door components twice daily.
 - **Offices:** Office occupants will clean all office surfaces with UNG-provided materials weekly.
 - **Instructional Spaces:** Clean daily and sanitize twice daily all door handles, automatic door openers, light switches, and frequently touched door components.
 - **Break and Copy Rooms:** Clean and sanitize all door handles, light switches, and horizontal surfaces once daily.
 - **Elevators:** Sanitize all request buttons and interior controls twice daily
 - **Public Restrooms:** Clean and sanitize all touchable surfaces to include door handles daily. Replenish supplies as needed during the day. Log cleaning activities on cleaning log installed inside the room.
 - **Trash Pickup:** Remove trash and recycled materials from public spaces and restrooms twice daily. Office waste must be left in hallway for pickup at the end of the day by occupants.

Innovation

During this phase, employees will continue and expand innovative work practices.

- Due to reduced cleaning staff, offices will be asked to move wastebaskets into hallways at the end of the workday for emptying. This will reduce the likelihood of transmission of the virus by cleaning staff entering offices. Cleaning staff will work short, early morning shifts to reduce the opportunity for encounters with other staff.
- Virtual meeting software will be used to the greatest extent possible for all meetings. Those meetings that cannot be conducted virtually will be limited to no more than 25 individuals and will be compliant with social-distancing guidelines.
- Electronic signatures of documents previously requiring hard signatures will be utilized to the extent possible.
- Plexiglas shields for employees requiring public access will be installed as needed.

Mitigation and Monitoring

Employees will monitor their health to ensure the well-being of themselves and the university community.

- Teleworking will continue for employees able to reasonably accomplish work requirements outside of the office.
- Daily self-screening will be required as detailed in the staffing section.
- Areas known to be used by an infected individual will be isolated for at least 7 days where possible—24 hours minimum.
- Employees with COVID-19 symptoms or who are exposed to another individual with COVID-19 must either isolate themselves or receive a negative COVID-19 test result prior to returning to work with no symptoms of COVID-19.
- The University will support contact tracing in cooperation with Georgia Department of Public Health (DPH) for reporting of employees who test positive for COVID-19 or who may have been exposed to someone who has tested positive for COVID-19.
- Occupancy limits and/or directional signage will be posted for common areas and spaces where social distancing is constrained.
 - Conference rooms will be limited to 10 people or 1 person/125 sq ft, whichever is less.
 - Elevators: Occupancy limit of 1
 - Private Offices: Occupancy limit of 1
 - Interior Stairwells: Denoted “Up” or “Down”
 - Open Common Spaces: 50% of fire code occupancy limit
- Campus vehicles will be limited to one (1) occupant, unless face-coverings are used.
- Shuttle buses will not be operational.
- Protective screening and queuing guides will be installed as needed for areas where public access is required.
- Additional signage to assist in educating employees on information related to COVID-19 and preventive practices will be placed in highly visible areas.
- Food service venues will be limited to take-out only services.
- Seating and/or computer work stations will be removed or adjusted to enforce social distancing.
- Most facilities will remain closed to public, except for areas with published open hours of operation.
- Personal office doors will remain closed when practical with accommodations made for visitors/guests to request entry.
- Point-of-sale locations will suspend the use of Personal Identification Number (“PIN”) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.
- Intangible services will be delivered remotely when possible.

- Contractors must provide and keep up to date a COVID-19 protocol document stating how they will comply with guidance from the Georgia Department of Public Health and the CDC and with Georgia Executive Orders.

Resources

To support the strategies and tactics in Phase 1, the University will:

- Provide PPE to employees whose jobs require it.
- Encourage all employees to use non-medical face-coverings when around others and will provide disposable face-coverings if necessary.
- Enhance cleaning.
- Provide additional cleaning supplies.
- Initiate screening protocols and contact tracing support in concert with Georgia Department of Public Health.
- Provide guidance through the COVID-19 Planning Team on how to improve workspace design and signage to support social distancing and additional hygiene measures.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain transformational work practices as needed.

PHASE 2: JUNE 29 – JULY 12, 2020

Carefully bring back additional personnel to increase unit capacity and functionality as needed. Refine workspace habits on social distancing and hygiene. The target date is June 29. However, the target timeline and implementation steps remain fluid and will adhere to updated guidance and data from the Governor's COVID-19 Task Force, the University System of Georgia (USG), the Georgia Department of Public Health (GDPH), and the Centers for Disease Control and Prevention (CDC).

Staffing and Personal Safety Practices

Continue efforts outlined in Phase 1 staffing, including instruction on physical distancing, screening, high-risk populations and sick employees. Maintain minimal employees on campus; begin a gradual staffing process; prepare for a move to Phase 3, or back to Phase 1. Have a focused effort on training/development programs for Phase 3 operations and fall semester.

- Continue to develop area/division/department Phase 3 plans based on additional guidance available at that time and drawing on contingency plans developed and approved.
- On-campus staffing will maintain critical operations of the University, provide staff, faculty, and student support as needed, and introduce limited and gradual staffing in non-critical areas of operations.
- Teleworking will continue to be the predominant means of conducting business for non-critical operations.

Hygiene

- Continue efforts outlined in Phase 1.
- Hand sanitizer will be provided in scheduled conference rooms and other meeting spaces for use by groups utilizing these spaces.
- Facilities staff will clean and sanitize restrooms, hallways, common areas and commonly touched common-area items (light switches, doorknobs, counters, etc.) on a daily and/or as-needed basis.
- As available, sanitizing and/or cleaning materials for individual offices will be provided.

Innovation

- Continue efforts outline in Phase 1.
- Identify and create training systems on technology solutions to support best practices and new processes.

Mitigation and Monitoring

- Continue efforts outlined in Phase 1.
- Furniture or workstations that are unable to comply with proper social distancing may be removed or closed.

Resources

It is expected that additional resources will be identified as progress is made through each phase. These resource requests will be communicated with the COVID-19 planning team for consideration.

PHASE 3: JULY 13 – JULY 31, 2020

Return to new normal with full staff while continuing to make use of telework, scheduling, and other measures to maintain social distancing and flexibility. Target date is July 13.

Staffing and Personal Safety Practices

If possible, due to localized reductions in COVID-19 infection and hospitalization rates, many requirements for daily temperature and symptom verification may be relaxed as well as social distancing and PPE requirements. At a minimum, the following guidance will remain in effect:

- General infection prevention practices such as:
 - Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces your hand and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your cough and sneezes with a tissue or inside your elbow.
- Employees shall not use other employees' phones, desks, offices, computers, or other tools and equipment, except in limited circumstances.
- Employees must self-report issues to their supervisors that may indicate exposure/contagion of COVID-19 as outlined in Phase 1.
- Employees have a cloth face-covering accessible for use in case social distancing cannot be maintained.

Hygiene

Efforts outlined in Phase 1 and 2 will continue for the foreseeable future.

- Hand sanitizer stations may be increased depending on demand and social-distancing designs.
- Enhanced cleaning efforts will continue in high traffic areas.
- Cleaning practices will be updated using the latest guidance available at the time of implementation.

Innovation

Employees will continue to be innovative in work habits and routines utilizing technology to support social distancing whenever possible.

- As new technologies are identified, they will be integrated into work habits and routines.

Mitigation and Monitoring

If possible, due to localized reductions in COVID-19 infection and hospitalization rates, many requirements for daily temperature and symptom verification may be relaxed as well as social-distancing requirements. Activities will be conducted according to the most current guidance from GPH and USG.

- Units/departments should continue to evaluate operations to ensure a healthy workspace and employee habits.
- All employees should continue to monitor their health and self-report COVID-19 symptoms and exposures.
- Continue to work in cooperation with Georgia Department of Public Health (DPH) for reporting of employees who test positive for COVID-19.

Resources

It is expected that additional resources will be identified as progress is made through each phase. These resource requests will be communicated with the COVID-19 planning team for consideration.

APPENDIX A: GUIDANCE FOR SUPERVISORS

Supervisors play a crucial role in our continued commitment to find creative solutions, remain flexible, and fulfill the university's mission while ensuring the health and well-being of employees. During the phased reopening of the university, supervisors' leadership will be vital.

Supervisors must remain vigilant in emphasizing social distancing, hand-washing, staying home when sick, and use of cloth face-coverings as needed. As we reopen campus, be ready to adjust plans based on COVID-19 case data as needed. This paced and flexible approach supports our vision for fall and beyond.

Health and Safety Expectations

As supervisors, it is important to understand the health-related guidance related to COVID-19, both for yourself and for employees. Review this information often with members of your unit. All employees are expected to do the following:

- **Be aware of COVID-19 symptoms.** These symptoms are currently associated with COVID-19 infections:
 - Fever, cough, and shortness of breath or difficulty breathing
 - Chills, repeated shaking with chills, and muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

Employees who develop symptoms should stay home, limit contact with others, and contact their health care provider or, if needed, their local emergency room.

- **Check temperature.** Employees are required to do self-temperature checks before coming to the workplace and to stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. Supervisors are not expected to check employee temperatures. Employees are expected to conduct a self-screening before coming in to work each day and should stay home if they have any COVID-19 symptoms or have been exposed to anyone with COVID-19.
- **Wash hands often.** Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, after touching frequently used items or surfaces, or after blowing their nose, coughing, or sneezing. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60 percent alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- **Practice social distancing.** Employees should maintain a distance of six feet and practice social distancing as work duties permit. Workspaces, classrooms, labs, meetings, and activities should be evaluated and adjusted as necessary to maintain proper social distancing.
- **Cloth face-coverings.** All employees are strongly encouraged to wear a cloth face-covering on campus. Cloth face-coverings are important in preventing transmission from asymptomatic individuals who have COVID-19. There may be scenarios under which an employee will be required to wear a face-covering, to include those times when social distancing is not possible when interacting with co-workers. We will provide a process for documenting and approving such scenarios, to include enforcement. Supervisors will share the documentation with impacted employees.

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, and these are readily available in the community and from online retailers. Cloth face-coverings should only be worn for one day at a time, and must be properly laundered before use again.

Healthcare workers and other employees who are typically required to wear a face mask or other personal protective equipment should continue to use those as directed when performing the specific job functions for which their use is required. Employees in some front line, high-contact positions (e.g. custodial staff) will be provided face-coverings. All other employees will be responsible for providing their own face-coverings. The University will provide a limited number of disposable face-coverings, as necessary.

Department heads or their designee may [request PPE supplies](#) from the Office of Public Safety. Supplies that may be requested include masks, gloves, hand sanitizer, etc. Public Safety will notify the requesting department head or designee when their order has been approved and will coordinate arrangements for pick-up or delivery. These PPE requests do not apply to units with existing PPE requirements for general lab and workplace safety. Lab and other workplace safety PPE should be acquired per normal protocols.

- **Cover coughs and sneezes.** Employees in a private setting who do not have on a cloth face-covering need to always cover their mouth and nose with a tissue when they cough or sneeze, or use the inside of their elbow.
- **Clean and disinfect spaces.** Clean *and* disinfect frequently touched surfaces daily following [CDC recommendations](#). This includes shared spaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks. Employees are encouraged to use disinfectant between uses of shared spaces throughout the day. Keep workspaces free of clutter, excess personal items, and other unnecessary items to allow for maximum cleaning of all surfaces. Supervisors should address workspaces that are not properly maintained.

Supervisor Expectations

All supervisors shall do the following:

- **Continue** the practice of telecommuting, creative scheduling, social distancing in the workplace, and other protocols established in the reopening plan for their unit. Enforce this plan and regularly communicate with faculty and staff on progress and/or changes as needed. *To enforce these guidelines, supervisors are not required to be on-site and are encouraged to continue to work remotely.*
- **Emphasize** the importance of a phased return for the health and safety of our campus community. Employees should not return to work and should continue to telework until they are notified by their supervisor to come to work.
- **Close common areas.** Identify and close areas where people are likely to congregate and interact, or enforce social-distancing protocols (for example, break rooms and lobbies).
- **Post recommended signage** on prevention steps and [symptoms of COVID-19](#).
- **Emphasize and enforce** worksite adherence to all health and safety guidance by ensuring that employees:
 - Operate as if they assume they are infectious and others are infectious.
 - Follow accepted policies and procedures with respect to health and safety.
 - Do not engage in work practices that could be considered a danger to health and safety.
 - Be aware of situations that could be considered a danger to the health and safety of others.
 - Report to their immediate supervisor when witnessing others not adhering to health and safety guidance.
 - Order a stop-work if fellow workers are engaged in work that is considered a danger to health or safety.

Supervisors can report an employee refusing to follow health and safety guidance. Submit concerns to Human Resources at HR@ung.edu and an H.R. staff member will contact you for further consultation.

- **Symptom monitoring requirement:** Employees must conduct the following self-screening daily before coming to work on-site. If the answer is “yes” to one or more of the following questions, the employee should stay home and follow the steps described in the next section.

According to the CDC, people with COVID-19 have had a wide range of symptoms including the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Are you experiencing any of the COVID-19 related symptoms noted above?

Are you living with or caring for an individual who is suspected or confirmed case of COVID-19?

Have you been in contact with anyone known or suspected to have COVID-19 in the last 14 days?

Have you tested positive for COVID-19 since your last screening?

If an employee is at work and supervisors become aware of any of the above concerns, they shall consult with the Office of Human Resources, per the instructions below and apply the appropriate leave policies described in the next section.

Employees should not physically return to work until they are symptom-free or fever free for 72 hours without the use of fever-reducing medication or have been released from isolation or quarantine. Employees should not be required to have a negative test to return to work.

- **Apply appropriate leave policies:**
 - Send an employee home if they suspect they may be sick. This may be considered emergency sick leave per federal guidance effective April 1, 2020. Submit questions to HR@ung.edu and an H.R. staff member will contact you for further consultation.
 - If an employee is unable to work because they are under a court-ordered quarantine, a doctor has advised the employee to quarantine, or the employee tests positive for COVID-19, the employee may be entitled to paid sick leave. If an employee satisfies any of these conditions, contact H.R. at HR@ung.edu.
 - If an employee is unable to work or telework because the employee cannot obtain child care for a minor child, the employee may be entitled to paid sick leave and paid family and medical leave under a new federal law. The university encourages supervisors to exercise maximum flexibility in scheduling, including options such as flexible hours, shift swaps, and alternating work days. If an employee is unable to work or telework after these options have been explored, the employee may be eligible for paid FMLA and is entitled to job protection for up to 12 weeks. If an employee requests paid FMLA leave, or you believe that an employee might be eligible for paid FMLA leave, consult H.R. at HR@ung.edu.
- **Consult the Office of Human Resources regarding cases where employees may feel unsafe to return** during their designated phase per unit plan (examples: vulnerable populations,

unavoidable exposure to elderly family members, concerns about a lack of PPE). Submit questions to HR@ung.edu.

- **Remind** employees about available resources and supports such as the [Employee Assistance Program](#) (EAP) at 844-243-4440, or the [Kepro website](#).

APPENDIX B: COMMUNICATIONS PLAN

The University of North Georgia (UNG) will begin a phased approach for employees to return to work in-person at their respective campuses over the course of summer 2020. The process is intended to ensure the necessary structures are in place to ensure faculty and students may safely resume face-to-face instruction (with certain social distancing and sanitation measures in place) beginning fall semester 2020.

The Division of University Relations will lead the strategy and will involve necessary university partners to ensure accurate and timely information is shared to all impacted audiences. This supporting communications plan is designed with the primary objective of equipping personnel and students with the information and resources they need to safely and successfully transition back to campus-based work and face-to-face instruction. This includes:

- Communicate clear expectations, protocols and timeframes that prioritize health and workplace safety, address concerns about returning to campus-based operations maximize operational efficiency.
- Provide appropriate contact information to address questions or provide feedback.

As policies and plans are updated to reflect the evolving nature of the virus and its impacts on our community and our state, effective and timely communications will be vital to ensuring that our employees have a clear understanding of applicable actions to take in each phase and have confidence in the institution's responsive approach.

All institutional communications, visual cues and directional signage will be issued and/or approved through the Division of University Relations to ensure consistency in messaging.

Stakeholders and Audience Segments

The return to campus plan calls for both overarching internal university communications and specialized communications for the following segmented audiences: supervisors, facilities staff, general staff, faculty, student workers, non-returning faculty and staff. The university also serves a vital role in the economic recovery of the communities where our campuses are located, and we will engage external leaders and community stakeholders as appropriate to keep them informed of the campus reopening plans and process and to support community priorities.

APPENDIX C: RESOURCES

The resources below were identified as integral to the implementation of this plan. The University has been able to acquire all resources needed for implementation.

Item	QTY on Hand	QTY Needed	Fiscal Impact
Plastic Barriers	0	125	\$41,000
Face Masks	5,500	10,000	\$12,500
Thermometers	100	0	\$12,811
Cleaning supplies, hand sanitizer, wipes, etc.	-	-	\$150,000

APPENDIX D: GUIDANCE FOR RESEARCH SPACES

The University of North Georgia has committed to enhancing student learning outcomes through research activity that exists in three broad categories. First, faculty-led scholarship that has creative and empirical components that might require dedicated space in the pursuit of success. This type of scholarship is critical to the advancement of tenure-track and tenured faculty, and it is acknowledged that during the return to work period, junior faculty (tenure track and tenured assistant professors) will be given priority in each phase of the return to work plan.

The second category of scholarship is one that covers student/faculty joint research that serves to advance scholarship while providing mentoring opportunities for students to participate in completing scholarship. Third, faculty-supervised student research that is required in fulfillment of degree plans at the graduate level or special programs at the undergraduate level (e.g., McNair Scholars Program) or is encouraged as a high-impact practice for students who wish to engage further in areas of scholarly interest.

Through the phased return to on-campus operations, faculty, staff and students engaged in research and scholarly activities will be expected to follow all university guidelines related to the safe return to campus. Additional practices in support of research will be implemented as necessary to ensure that specific types of scholarly and creative activities are not detrimentally affected by those procedures. For example, experimental bench science that would be adversely affected by enhanced cleaning will be identified and the lab coordinator will work with facilities to ensure that hygiene is maintained without adversely affecting the results gathered from longitudinal studies.

An important consideration of UNG's support for research activity is that UNG has a limited amount of dedicated research space on its campuses. For purposes of this document, **primary research spaces** are defined as those that are used primarily for research, even though these may also be used for research instruction with graduate and/or undergraduate students. These spaces are not part of the "classroom pool," and classes would not normally be scheduled to be held in these spaces. Primary research spaces that are used or controlled by a single faculty member or research lab group (e.g., P.T. lab spaces in HNS) will be referred to as **dedicated research spaces**. Primary research spaces that are used by multiple faculty members or research groups (e.g., the Psychological Science lab in the Strickland building) will be referred to as **shared research spaces**.

In addition to work done in primary research spaces, a great deal of on-campus research activities take place in **secondary research spaces** – i.e., facilities that are primarily used for instruction (e.g., computer labs, biology labs, and chemistry labs) or general use (e.g., conference rooms) but that may also be used for research when they are available. It may be difficult to restrict access to these spaces, and special precautions will be needed to ensure that a) routine cleaning and disinfecting protocols as well as social-distancing measures do not unduly interfere with the research and b) any special cleaning and disinfecting protocols or social-distancing protocols are enforced.

In addition to primary and secondary research spaces, UNG's mission as a community engaged institution requires that research work done within our institution, either through an established center or with individual faculty, staff and students, involves active participation with members of the external community. This involvement includes joint work, some of which is carried out on UNG campuses (i.e., clinics and labs facilitated by colleagues in the College of Health Science Professions), some through on-line collaborative facilitation, and some which is carried out on sites controlled by the external partner. Acknowledging that different institutions are planning return to work activities at different paces, UNG faculty/staff/students participating in joint research will seek to conform to their external partner's required processes when they do not conflict with UNG requirements. Conflicts will be disclosed to the researcher's supervisor as they arise, and additional direction will be sought. At no time will either UNG or the external partners participating in the joint activity be expected to violate rules related to the pandemic that their institution has set forth.

To facilitate an orderly return to work related to research, the Office of Research and Engagement, in coordination with Academic Affairs, will initiate a process for gathering information related to scholarly and creative activities that require and/or utilize one or more of the following:

1. Primary research space, either dedicated or shared, with other faculty and staff (not just other researchers).
2. Secondary research space shared with faculty/staff/students engaged in instructional activities.
3. Collaboration with partners external to UNG.
4. Research under the monitoring of the Institutional Review Board (excluding exempt).
5. Part of the research team is considered junior faculty as defined above.
6. The research is considered time-sensitive:
 - a. FUSE / Presidential Summer Incentive Award
 - b. Externally funded with specific due dates that cannot be moved.
 - c. Graduate student thesis/dissertation implications
 - d. Research that involves COVID-19 “at-risk” populations.
 - e. Research involving biologics – plants / live creatures.

This list will provide information in support of department chairs, deans, and members of the academic affairs leadership in deciding on allocation of resources as necessary and appropriate to ensure that UNG returns to research work through each phase in a manner that is safe. It will also support planning access to necessary shared services related to research during all phases of the return to work process. Shared resources include access to library volumes, the writing center, the IRB, the Office of Research Integrity, the Office of Grants and Contracts and other research related services.

Coordination of activities between the researcher and facilities is required throughout this process to ensure correct hygiene protocols are followed and that longitudinal research is not disrupted.

In addition to standard lab safety and research protocols, hygiene, mitigation and monitoring requirements will follow UNG COVID-19 return to work standards at each phase.

Phase 1

Staffing

During Phase 1, faculty and staff requiring access to primary laboratory research space will be allowed access, with permission, to approved space. Students who are required by faculty/staff for the successful completion of approved work (E.g., FUSE, funded projects, etc.) will be allowed to assist under the direct supervision of the faculty researcher. In the case of multiple requests for the same shared research space, priority will be given to junior faculty.

Innovation

Faculty involved with research requiring specialized protective gear are encouraged to consider the use of novel methods that protect the integrity of both the researcher and the research that can be further developed for use beyond the current COVID-19 event.

Phase 2

Staffing

In addition to those brought back for Phase 1, Phase 2 staffing will include support for faculty/staff tasked with the development, stocking, and setup of secondary research spaces that will be used for instructional purposes in Phase 3. Second, students who are required to complete research as part of their graduate degree plan and are working under the supervision of a major advisor, will be allowed back with the permission of their department chair.

Innovation

Develop and promulgate standardized protocols for interacting with human subjects through electronic media, including the ability to obtain and document informed consent electronically, to use online tools for data collection, and to use remote communication tools for conducting interviews and focus groups.

Phase 3

Staffing

In addition to those brought back for Phase 1/2, Phase 3 staffing will include support for faculty/staff tasked with mentoring students who are completing research as part of their university experience and are working under the supervision of a major advisor, will be allowed back with the permission of their department chair.

ACKNOWLEDGEMENTS

UNG established the following workgroups to inform the planning process for an employee return to campus during summer 2020 and plans for instruction and student services for the 2020-2021 academic year. We gratefully acknowledge the thoughtful work by the groups and individuals below that contributed to this plan.

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