



Return to Campus for Leaders

Repopulation

Presented by UMSL Human
Resources



Agenda

- Guidance/Considerations for Returning
 - Campus Precautions/Policies
- Health Specific Considerations
 - Alternative Work Arrangements vs. ADA Accommodations
 - Health and Disability concerns
 - COVID Health Risks
 - Leadership decision-making authority - (leader expectations)
- School Closures
 - FFCRA
 - Communication and Alternative Work Arrangements
- Leadership Expectations and Resources





Michigan State, Notre Dame Back Off From Fall Reopening Plans

Notre Dame suspends in-person classes for two weeks amid rising case counts. Michigan State calls off in-person instruction for the fall, less than two weeks before students were to return to campus.

By

[Rick Seltzer](#)

August 19, 2020

Oregon universities continue to plan for fall term amid the COVID-19 pandemic

By [Meerah Powell](#) (OPB)

Portland, Ore. Aug. 19, 2020 1:44 p.m.

NPR

Colleges' Plans To Test For Coronavirus Are All Over The Map : Shots - Health News

August 20, 2020 11:51 AM ET ... Yousuf El-Jayyousi, a junior engineering student at the University of Missouri, wanted guidance and reassurance it would be safe to go back to school for the fall semester. ... In keeping with 22 hours ago



Washington Post

UNC-Chapel Hill pivots to remote teaching after coronavirus spreads among students during first week of...

The University of North Carolina at Chapel Hill, one of the largest schools in the country to bring students to campus for in-person teaching, said ... 3 days ago



Pitt decides to delay in-person classes until mid-September

Five fraternities and sororities placed on interim suspension



BILL SCHACKNER ✓

Pittsburgh Post-Gazette

bschackner@post-gazette.com

AUG 19, 2020

1:59 PM

Campus Guidance & Precautions

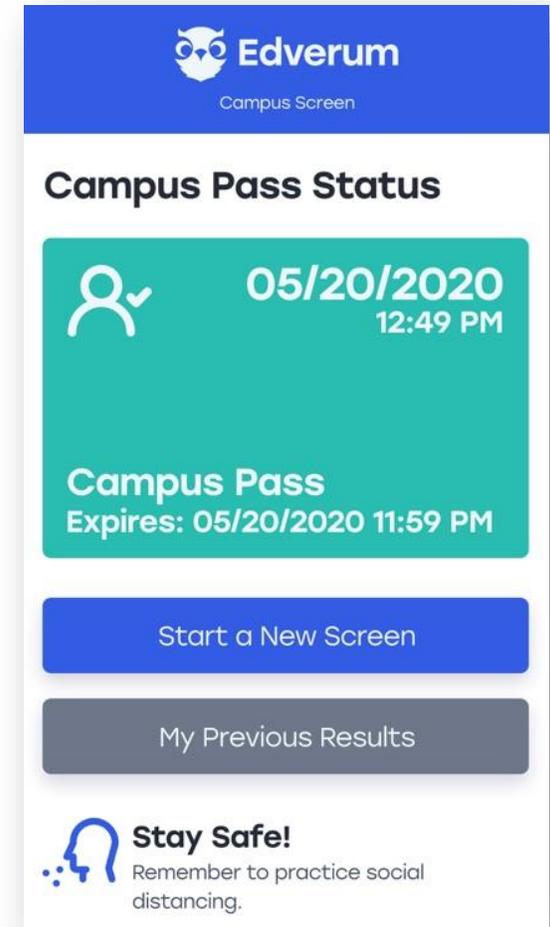
Campus Precautions/Policies

- Start Safe. Stay Safe. :
<http://www.umsl.edu/staysafe/>
- Face coverings provided by campus:
 - 1 cloth mask per student worker,
 - 2 cloth masks per staff/faculty
 - 1 clear face shield per in-person instructor
 - Available for purchase in bookstore and vending machines
- Repopulation plan for your CSD
- Campus Screen by Edverum Symptom Checker App or Employee Self-Screening Checklist
- HR-700 Policy and FAQ's
- Return to Campus Training
- Campus Guidance
 - Face coverings are required in all buildings/facilities and anywhere you are unable to maintain social distance
 - You are responsible for sanitizing your work area

Resource:
Campus Screen App

COVID Symptom
Monitoring App

- This is a standalone app that tracks symptoms and gives guidance based on CDC guidelines. After completing the checklist, the app shows a “results” screen that could be used to guide whether or not someone needs additional follow up.
- <https://appadvice.com/app/campus-screen/1515835998>
- Employee self-screening checklist is available for those who are unable to use the app



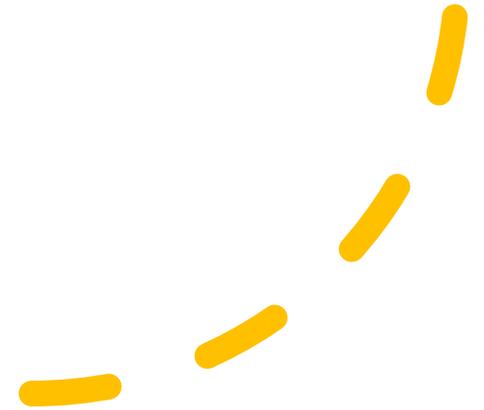
Employee Self- Screening Checklist

UMSL Return to Work Check List

- Stay home if you are sick.
- Check your temperature daily and do not return to work if you have a temperature of 100.4 degrees or higher, or if you have other symptoms.
- Maintain a six-foot distance between you and others.
- Stay out of crowded places and avoid mass gatherings.
- Wear a face covering inside buildings and outdoor spaces when unable to maintain 6 foot distancing.
- Avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol when unable to wash our hands with soap and water.
- Clean and disinfect frequently touched objects and surfaces.
- Request work accommodations through Human Resources.

umsl.edu/go/covid

UMSL University of Missouri–St. Louis



HR 700 Provisions (Section H)

- Employees should not return until a plan is reviewed and approved
- Employees on campus will comply with federal, state, or local health orders and university policy
- Maintain 6-foot social distancing
- Wear face coverings per university policy
- Limit in-person meetings and group gatherings to a size that complies with federal, state, or local public health orders and social distancing (campus limit currently 30)
- Continue health habits (wash hands, don't touch eyes, nose, mouth with unwashed hands, cover coughs and sneezes, regularly clean touched surfaces)
- Measure temperature before work; do not report to work if 100.4 degrees Fahrenheit or higher
- Notify your supervisor and stay home if experiencing symptoms, have had close contact with someone who has tested and/or diagnosed positive for COVID-19

HR 700 Updates (eff. 8/19)

- **Removed Limited Closure Language**
- **Removed Telework Language Replaced by HR-522**
- **Clarify temperature threshold** - Updated language to CDC recommended “100.4 degrees Fahrenheit/38 degrees Celsius or higher”
- **Defined “Close Contact”** - “within six feet for at least 15 minute” with or without a mask.
- **Improved directives on when employees must remain away from the worksite**
- **Improve directives on what supervisors should do if contacted by an employee –**
- **Clarify Notification to protect privacy**
- **Update Intermittent Leave** – Update language to align with recent regulation interpretation and align with FMLA provisions.
- **Update language re: unable to work or Telework.**
- **Updated Symptoms** – Update language throughout the policy
- **Improve directives on who is authorized to conduct contact tracing.**

Return to Campus myLearn Training

- Email to campus on 8/6/20
- HR-700 provisions
- Social Distancing Techniques
- What to do when you encounter someone without a mask
- ADA Contacts
- Remote Work Tips
- 15-20 minutes



Return to Campus

Course

Status: ●

LAUNCH

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Reporting Positive or Presumed Positive Cases

- The Campus Health Officer should be notified through the online form if an employee reports a positive test result for the following:
 - Themselves
 - Someone in their household
 - Someone with whom they have been in close contact
- Reporting COVID-19 Diagnosis/Symptoms Form: <https://www.umsl.edu/staysafe/reporting.html>
- Request to Return to Campus Form: <http://www.umsl.edu/staysafe/return-to-campus.html>

Case Tracking and Reporting

In collaboration with Public Health Authorities,
Campus Health Services will:

- Gather more information (date of testing, symptoms, last date on campus, others in household, etc.)
- Collect documentation issued by St Louis County Health regarding isolation/quarantine requirements
- Inform employee and supervisor of restrictions on returning to campus and need for authorization
- Follow up to check on health status as return date approaches
- Notify employee and supervisor of permission to return



Health Specific Considerations

Planning for Return: Work Arrangements

Consider remote working arrangements to limit exposure for anyone required to be on campus. Please consider remote working arrangements whenever possible.

1. Identify University objectives for Fall 2020
2. Determine specific needs of your unit
 - Business needs
 - Use consistent, mission-driven criteria
 - Consider available resources and precautions
 - Consider nature of work
3. Allocate people based on needs, not individual requests
4. Communicate that this is temporary and will be evaluated



ADA Accommodations vs. Alternative Work Arrangements

ADA Reasonable Accommodations

“a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.”

- Provides a reasonable way for an employee to perform the essential functions of their job
- Interactive process between employee, supervisor
- Always involves HR

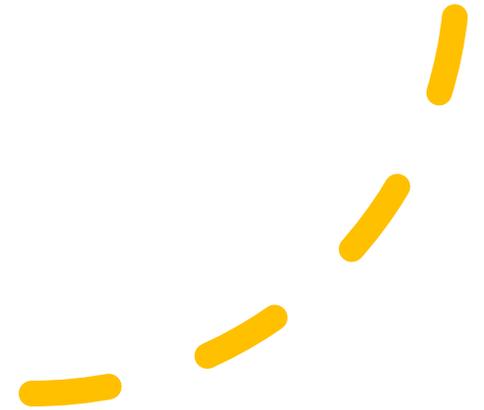
Alternative (COVID) Work Arrangements

An alternative work arrangement to allow employees to remain fully productive in light of COVID-related health risks and family demands.

- Provides a reasonable way for an employee to perform the essential functions of their job
- Interactive process between the supervisor and employee
- Sometimes involves HR

COVID Health Risks

1. Older Adults
2. People with serious underlying medical conditions, particularly if not well controlled, including people with:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Compromised immune systems
 - Severe obesity
 - Diabetes
 - Chronic kidney disease
 - Liver disease



COVID Temporary Work Arrangements

- consider remote working arrangements when possible
- supervisors can approve a temporary COVID-related work arrangement without contacting HR
- use the [Telework Arrangement Form](#)
- contact Tara VanDeVoorde (tara@umsl.edu) before you say no to a request.



School Closure Considerations

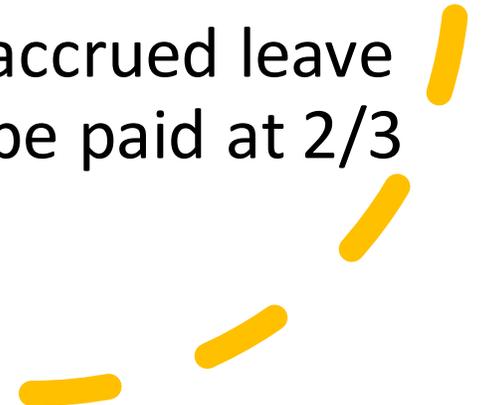
Alternative Work Arrangements Due to Child Care

- Be as creative and flexible as you can to maintain expectations and productivity
- Consider temporary work arrangements and alternate schedules to accommodate requests
- Utilize the Telework Arrangement Form to document all expectations
- Employees apply through UNUM for up to 80 hours of Emergency Paid Sick Leave or up to 12 weeks Expanded FMLA under FFCRA



FFCRA Considerations

- Administered by UNUM, including eligibility
- Normal FMLA requirements apply and eligibility requirements have been expanded to include employees with less than 1 year of service
- Eligible employees may use FFCRA Emergency Paid Sick Leave during the first 2 weeks of EFMLA
- Employees are required to use accrued leave time during EFMLA. Once accrued leave is exhausted, the employee will be paid at 2/3 for up to 10 weeks



Leadership Expectations

- Lead by example – wearing face coverings, washing hands, social distancing, cleaning personal workspace.
- Continue to promote remote work where feasible
- Remain flexible and ready to modify plans
- Set and document your expectations for remote work using the Telework form
- Communicate repopulation plans and safety & health precautions to your employees.
- Listen to employee health and family-related concerns about returning to campus - be compassionate and flexible;
- Be creative and explore alternatives to 100% on site or 100% remote work arrangements.
- Don't expect less from employees working remotely
- Emphasize healthy workplace practices.
- Follow and refer to HR 700 policies when making decisions
- Refer employees to Human Resources (Tara VanDeVoorde) when conversations turn to health or disability concerns.
- Work with Human Resources to determine whether reasonable accommodations may be appropriate.

Resources

- **Start Safe. Stay Safe.**

- <http://www.umsl.edu/staysafe/>

- **Campus Screen App:**

- <https://appadvice.com/app/campus-screen/1515835998>

- **Enhanced Policies (HR-700)**

- [HR-700 Enhanced HR Policies for Employees in Response to COVID-19](#)
- [HR-700 Enhanced HR Policies for Employees in Response to COVID-19 Q&As](#)
- [HR-710 Payroll Reduction Measures for Administrative, Service and Support Employees](#)
- [HR-710 Payroll Reduction Measures for Administrative, Service and Support Employees Q&As](#)
- [HR-720 Policy on Salary Reductions for Faculty and Other Academic Appointees](#)
- [HR-720 Policy on Salary Reductions for Faculty and Other Academic Appointees Q&As](#)
- [HR-730 Policy on Extension Appointments](#)
- [Additional Guidance and FAQs for Enhanced HR Policies in Response to COVID-19](#)

- **HR-522 Telework Arrangements**

- Policy: <https://www.umssystem.edu/ums/rules/hrm/hr500/hr522>
- Form: <https://cherwell.umssystem.edu/CherwellPortal/HRPortal/One-Step/NewTeleworkArrangement>

- **Reporting COVID-19 Diagnosis/Symptoms Form:**

- <https://www.umsl.edu/staysafe/reporting.html>

- **Request to Return to Campus Form:**

- <http://www.umsl.edu/staysafe/return-to-campus.html>