



# Return to Campus Team Member Guide *SUMMER 2020*

Provided by the Office of Communications





# CONTENTS

A Note From President Gallot.....	3
About New Policies.....	4
Keeping our Workplace Safe.....	5
Phased Return to Campus	
Access to Workspaces	
Physical Distancing in Shared Spaces	
Team Meetings & Gatherings	
Preparing Your Workspace	
Guidelines for On-Campus Operations.....	10
Extended Telework.....	12
Sick Team Member Guidance.....	13
High Risk Team Member Guidance	
Personal Protective Equipment & Supplies.....	15
Faculty & Staff Transition Resources .....	16





Hello Tiger Team,

This year has brought many types of challenges and I am extremely proud that you have faced them all with poise, grace and excellence. The thing that makes our team unique is that you never stopped looking ahead and planning for Grambling State's next move.

Now it's time for us to shift our work back to campus. It's more important than ever that we support each other and be proactive as we create new habits to prepare our campus to welcome the class of 2024 as well as our returning students with as much attention to safety details as possible.

We know that this is not the only transition in your life as this year's events have caused several types of shifts. Please keep us informed of how we can fully support you as you continue making a difference at Dear Old Grambling.

Forever Grambling,

President Rick Gallot



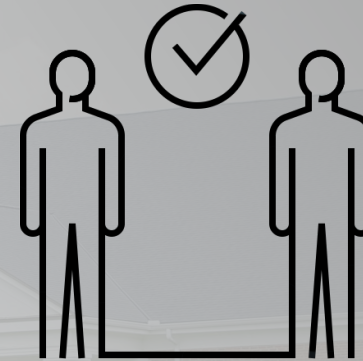
# About New Policies

The purpose of new campus-wide policies is to proactively address workplace safety concerns with attention to federal, state, and ULS return to work requirements. Our policies provide a framework to guide supervisors and team members during these uncertain times. Grambling State recognizes that some team members have different needs. That's why our policies include considerations for those at higher risk for complications.

## NEW REQUIREMENTS



**Adequate Hand Cleaning**



**Physical Distancing**



**Temperature Checks**



**Protective Masks**



# Multi-Phased Return to Campus Plan

## Phase 1

**Workspaces undergo safety updates** including the installation of plexiglass barriers, sanitation stations, and safety signage at entrances and other key locations. University policies are established to help team members safely transition to working on campus. During this time, team members are expected to acquire masks and order GSU ID cards in preparation for the return to on-campus work.

## Phase 2

**The first group of student-serving offices** will return to campus during the week of July 13. These groups are notified by University leadership.

## Phase 3

**All other offices will return to campus** no later than August 3. Exact dates for your office's return are to be communicated prior to the start of the Fall semester.



# Keeping our Workspaces Safe

**Access to Workspaces** will be limited to those who meet daily temperature requirements, are wearing masks, and have not had any symptoms of COVID-19 for at least 2 weeks. Before starting the on-campus work day, team members must proceed through a Healthy Tiger Kiosk and have a valid GSU Identification Card visibly attached to their clothing.

## HEALTHY TIGER KIOSK CHECK-IN PROCESS

**Before entering buildings** on campus to begin the work day, all team members must be clear through our Healthy Tiger Check-in process. Check-ins may take place at a kiosk or at a designated building entry point. When approaching check-in, wear your mask and remain at least 6 feet away from others if you must wait in line. Having a scanned or marked GSU ID each morning indicates that upon arrival to work, the team member had a healthy temperature and was wearing a cloth mask to cover the mouth and nose.



# Keeping our Workspaces Safe

**Physical Distancing in Shared Spaces** can present a challenge for some offices and work functions. Physical distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., break rooms and cafeterias). Here are our policies regarding safe distancing throughout the work day.

## **Supervisors must implement social distancing controls in their department.**

- Arrange workspaces and/or work schedules to ensure team members are able to maintain social distance.
- Encourage team members to stay home if they are sick. Contact Human Resources for guidance if a team member presents at work with symptoms.
- Team Members are prohibited from using other member's phones, desks, offices, computers, or equipment.
- Develop an internal housekeeping plan to include routine cleaning and disinfecting of surfaces.
- Require outside visitors and vendors to follow these guidelines as well.
- Do not shake hands, give hugs, high five, touch elbows, or any other form of physical contact with colleagues as this contact violates the six-foot recommended social distance.



# Keeping our Workspaces Safe

**Team Meetings** should continue to be held virtually even if participants are in the office in order to respect appropriate to physical distancing. Where possible, group correspondence should be done through email or other remote form of communication until further notice.



## **Policies Concerning Meetings and Gatherings:**

Carefully consider whether non-essential travel is necessary. \*Notify GSU using the Travel Form on BannerWeb.

Videoconferencing or teleconferencing is encouraged when possible for work-related gatherings.

Adjust or postpone large work-related meetings or gatherings that can only occur in-person.

When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.



# Preparing Your Workspace

With diligence and working together, the Grambling State University Team can prevent and slow the spread of COVID-19. University administration plans to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment (see OSHA guidance for employers for more information about job risk classifications).

GSU will continue to coordinate with Louisiana and Lincoln Parish Health officials so timely and accurate information to guide appropriate responses regarding campus-level strate-



# Guidelines for Campus Operations

Heightened attention to cleanliness and consistent observance of CDC guidelines for reducing the spread of coronavirus and other illnesses must be followed by all team members at all times.

## Keep Our Workplace Safe!

### Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



**Increase ventilation** by opening windows or adjusting air conditioning

### Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

**Suspend all non-essential travels** and trips



### Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



SOURCE: CDC.GOV

### Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to [hr@reallygreatsite.com](mailto:hr@reallygreatsite.com) anytime.



Across campus, you'll notice these signs placed as reminders of campus policies and procedures intended to keep you safe.

You will notice sanitation stations placed in locations where patrons may frequently touch the same door handles or other items. Please do your part to minimize the spread of germs, bacteria, and viruses by using the provided materials and observe CDC guidelines for hand-washing.



# Guidelines for Campus Operations

ACCESS TO THIS BUILDING IS LIMITED

**USE THIS  
ENTRANCE**



ACCESS LIMITED TO PERSONNEL AND  
APPROVED GUESTS



Certain entrances will be prohibited in order to limit building access to cleared personnel only. This sign indicates an approved entrance.

The red circle (below) when seen on the floor indicates appropriate distancing in spaces where people tend to congregate such as places where lines form.





# Extended Telework & Leave Policies

**Requests for extended telework** must be routed through team supervisors who will approve or deny requests before working with the Office of Human Resources to ensure proper internal protocols are followed.

## **Update telework agreement**

Find the document in Microsoft Teams under “Telework” in the “HR Docusign Forms” section. The updated agreement for Fall 2020 will be available after July 20, 2020. Send questions regarding COVID-19 related leave to [hr@gram.edu](mailto:hr@gram.edu). Otherwise, team members should observe the most current leave protocols regarding time off for illness, dependent care, and other forms of leave.

**All non-essential work related travel** continues to be prohibited until further notice; special circumstances require the completion of travel intent forms found on GSUNet. Essential work related travel requires the approval of your immediate supervisor and the Office of Human Resources.



# Sick Team Member Guidelines

**Team members who have tested positive for or have symptoms of COVID-19 should:**

- Self-quarantine for 14 days
- Obtain a negative test before returning to work
- Notify their supervisor

**Team members who are at work and exhibit symptoms of COVID-19 should:**

- Should return home immediately and seek medical care
- Contact HR for more guidance

**If notified that a team member has tested positive for COVID-19, supervisors should:**

- Immediately notify Human Resources to initiate the institutional plan for contact as instructed by the LDH and CDC.
- Human Resources will collaborate with Facilities Management to arrange professional COVID-19 disinfecting of team member work areas and any other areas accessed by sick team members. Supervisors should consult with Human Resources to ensure proper leave is documented.

**Using the LDH guidelines for discontinuing home isolation, the affected team members 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 seven days since symptoms first appeared.

**IMPORTANT:** The identity of team members and/or diagnosis should not be shared with anyone other than Human Resources and pertinent contacts.

For updates on COVID-19 symptoms and information, visit [cdc.gov](https://www.cdc.gov).



# Higher Risk Team Member Guidance

Grambling State University will not proactively identify team members who are at higher risk due to COVID-19; high-risk team members must initiate a request for accommodations.

## **CDC and LDH guidelines identify higher risk team members as:**

- People 65 years and older.
- People of all ages with underlying medical conditions, particularly if not well controlled.
- Accommodation request form will be provided for team members to use in making such a request.
- Documentation of underlying medical condition will be required.
- Human Resources will review request and work with team member and supervisor to implement accommodation.

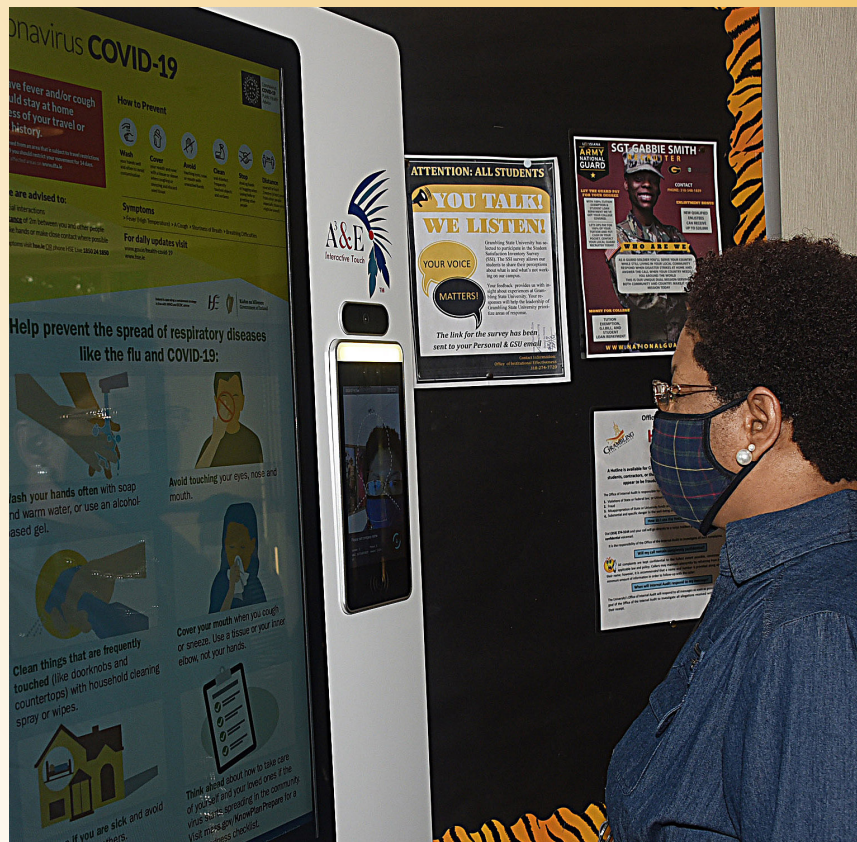
## **Grambling State will align with EEOC guidelines for supporting high-risk team members in the following ways**

- Provide additional or enhanced personal protective equipment.
- Take additional protective measures such as erecting physical barriers or increasing space between team members.
- Review job functions as needed.
- Temporarily modifying work schedules to reduce contact with coworkers or relocating team member's personal workspace.



# Use of Personal Protective Gear

**Cloth face masks** are required in enclosed spaces and share spaces, especially in social settings where social distance is hard to maintain. Team members are encouraged to bring their own cloth masks to work, however the University is prepared to provide one mask to each team member. Gloves are not recommended. Here are our guidelines on Personal Protective Equipment.



Team members are required to wear protective masks in shared spaces, including the Healthy Tiger Kiosk.

University administration will provide a limited number of washable cloth masks to all team members.

**Departments may set higher standards** for facial coverings or other safety precautions based on the safety needs and requirements of the team member work functions within the department, such as health services, athletic trainers, etc.



# Team Member Transition Resources

Please consider the following resources for transitioning to on-campus work.

## **Counseling Services**

The Foster-Johnson Health Center continues to offer counseling for faculty and staff. As you transition to working on campus and potentially encounter other transitions as well, this and other resources are available. Remember, your mental and emotional wellness play a significant role in every part of your life and it is our goal to help you stay well.

**For the United Way, dial 2-1-1.**

**For further employment-related concerns, contact [hr@gram.edu](mailto:hr@gram.edu).**

**Need office safety supplies? Contact [facilities@gram.edu](mailto:facilities@gram.edu)**

**Planning to travel? Please utilize the travel form found in BannerWeb.**

**Find more Center for Disease Control resources at [cdc.gov](https://www.cdc.gov).**

**Find more Louisiana Department of Health resources at [ldh.la.gov](https://ldh.la.gov).**