



Returning to the Workplace

Supervisor Guidelines



KENNESAW STATE
UNIVERSITY

Return to Workplace Guidelines for Supervisors

Preventative Practices in the Workplace

- All employees are required to carefully read the COVID-19 Return to the Workplace Guide prior to returning to campus.
- Employees should be encouraged to adhere to CDC guidelines at all times. Environmental Health and Safety (EHS) has developed a toolkit of fliers for the workplace and encourage you to display this information in visible areas. The fliers can be found on the [KSU Coronavirus site](#).
- Staff and faculty who are working on campus should self-monitor for symptoms prior to coming to work each day. **Anyone with a fever of 100.4 or higher should NOT come to campus** but instead should contact his/her supervisor and HR at return2campus@kennesaw.edu for further direction. If your employee informs you that they have any symptoms below, you should direct them to remain at home and contact their health professional.
 - ⇒ Cough
 - ⇒ Fever of 100.4 or higher
 - ⇒ Runny nose or new sinus congestion
 - ⇒ Shortness of breath or difficulty breathing
 - ⇒ Chills
 - ⇒ Muscle aches
 - ⇒ Headache
 - ⇒ Sore Throat
 - ⇒ Fatigue
 - ⇒ New Gastrointestinal symptoms
 - ⇒ New loss of taste and/or smell



- **Staff and faculty should also not come to campus if:**
 - ⇒ The staff or faculty member has been contacted by the Georgia Department of Public Health and has been advised/directed to self-quarantine due to a member of their household being diagnosed with COVID-19 or;
 - ⇒ The staff or faculty member has been contacted by the Georgia Department of Public Health and has been advised/directed to self-quarantine due to close contact with anyone outside the home who has a confirmed COVID-19 diagnosis.
- A staff or faculty member should contact their supervisor and Human Resources and be allowed to leave work if they begin to experience COVID-19 related symptoms while at work.

High Risk Employees

While everyone is susceptible to COVID-19 infection, CDC Guidelines state that individuals with certain conditions may have a higher risk of COVID-19 infection. These conditions include:

- ⇒ Adults age 65 or older
- ⇒ Asthma (moderate to severe)
- ⇒ Chronic lung disease
- ⇒ Diabetes
- ⇒ Severe obesity
- ⇒ Liver disease
- ⇒ Chronic kidney disease undergoing dialysis
- ⇒ Serious heart conditions
- ⇒ Immunocompromised



Managers should not determine or ask if an employee has one of these conditions. Employees must self-identify. Faculty or staff having one or more of the conditions mentioned above and who have been given instruction to return to campus, may request accommodation by completing the form found

at <https://coronavirus.kennesaw.edu/returntocampus> and emailing it to return2campus@kennesaw.edu.

Staffing Options

There are several options that departments should consider as staff and faculty return to campus. Managers should consider social distancing measures and physical layout of the workplace as they create staffing plans.

- **Remote Work/Teleworking:** Those who can work remotely to fulfill some, or all of their essential responsibilities may continue to do so, with supervisor approval, in full or partial day/week schedules.
- **Alternating/Rotating Schedule:** In order to limit the number of employees on campus and to enable social distancing, departments should schedule alternating or rotating days for staff in congested areas or where staff share a workspace.
- **Staggered Shifts:** Staggered starting and ending times in 30-minute increments will reduce traffic in common areas and will aid in social distancing.

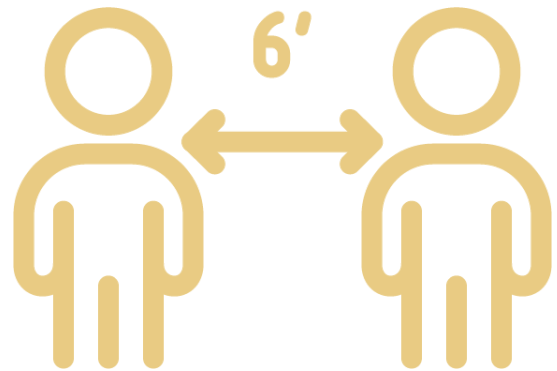


REMOTE WORK

Safety Guidelines

- It is **highly recommended** that employees wear face coverings to work. Guidance on how to properly wear and launder a face covering can be found [here](#).

- Managers should **ensure employees are practicing social distancing** by maintaining 6-feet apart and avoiding gatherings and wearing face covering where applicable



- All **meetings should be conducted remotely** until further notice even if participants are back in the office. If it is essential to have an in-person meeting, the meeting should be limited to **10 people or less** and should be held in a room where social distancing can be accommodated.

- At this time, all breakrooms, kitchens and common areas will remain closed. This means staff will not have access to refrigerators, microwaves or coffee makers. Employees are encouraged to eat their meals at their desk or away from the office.

- Since it is not possible to social distance in elevators, employees **are highly encouraged to wear a face covering** in the elevator. When possible, employees should use the stairs.

- Employees **should not** use other employees' workstations, phones or other equipment. In rare instances where this may be necessary, the equipment should be sanitized before and after use.



- All non-essential, KSU-sponsored travel will be prohibited at this time. Exceptions must be approved by the President or the Provost.

For detailed return to work guidance, please see the Guide for Returning to the Workplace which can be found [here](#).