



KENNESAW STATE
UNIVERSITY

Guide to Returning to the Workplace

KSU Return to Work

Guidelines for Supervisors and Employees

As KSU begins the gradual process of returning employees to campus over the summer, our highest priority will remain the safety and well-being of the campus community. This document provides details regarding preventative practices in the workplace, leave and telework options for employees impacted by COVID-19, as well as cleaning and disinfecting protocols.

KSU is committed to putting guidelines in place to ensure a safe return to campus. This guide will be updated as new information is received. Employees should monitor the [KSU Coronavirus website](#) for the most current information.

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 are encouraged to adhere to CDC guidelines at all times.** Environmental Health and Safety (EHS) has developed a toolkit of fliers for the workplace which can be found on the [KSU Coronavirus webpage](#). You are encouraged to display this information in visible areas.
- Staff and faculty who are working on campus are required to self-monitor for symptoms prior to coming to work each day. **Anyone with a fever should NOT come to campus** but instead should remain at home and contact his/her supervisor and [Human Resources](#) for further direction.

If you have any symptoms below you should remain at home and contact your health professional.

- ⇒ Cough
- ⇒ Running a fever
- ⇒ Runny nose or new sinus congestion



- ⇒ Shortness of breath or difficulty breathing
- ⇒ Chills
- ⇒ Muscle ache
- ⇒ Headache
- ⇒ Sore throat
- ⇒ Fatigue
- ⇒ New gastrointestinal symptoms
- ⇒ New loss of taste and/or smell



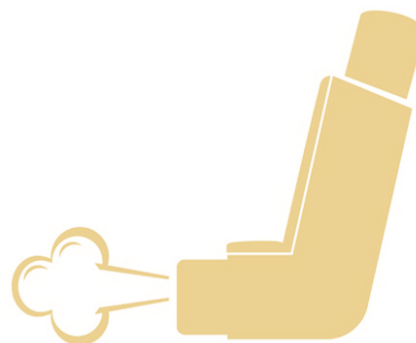
- Faculty and staff **should not come to campus** if:
 - ⇒ The staff or faculty member **has been diagnosed** with COVID-19 or
 - ⇒ The staff or faculty member has been contacted by the Georgia Department of Public Health and has been advised/directed to self-quarantine due to close contact with anyone who has a confirmed COVID 19 diagnosis. Faculty or staff members who **begin to experience COVID 19 symptoms while at work** should leave work and contact their supervisor and [Human Resources](#).
 - ⇒ The staff or faculty member has been in close contact with someone who has been diagnosed with COVID-19. You should monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19. You should not go to work or school and should avoid public places for 14 days. The Department of Public Health defines close contact as:
 - Living in the same household as a sick person with COVID-19;
 - Caring for a sick person with COVID-19;
 - Being within 6 feet of a sick person with COVID-19 for 10 or more minutes; OR
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

- **When can a faculty or staff member return to work if they have been diagnosed with COVID-19:** Using the DPH 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
 - ⇒ At least ten days since symptoms first appeared

High-Risk Employees

While everyone is susceptible to COVID 19 infection, CDC Guidelines state that individuals with certain conditions may be at a higher risk for 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



Faculty or staff who have one or more of the conditions mentioned above and who have been given instruction from their supervisor to return to campus, may request accommodation by [contacting HR](#). Please note that medical documentation will be requested by HR to support your request. Personal medical information should not be shared directly with your manager or co-workers. As necessary, HR will consult with managers regarding the provision of an accommodation.

Please note the University's accommodations process addresses workplace accommodations directly related to the employee (one's self) and their job functions. Based upon guidance from the USG, the University's accommodation process can only be used to address COVID-19 related concerns related to your own medical conditions and risk factors. If you wish to seek leave related to the care of others, please refer to employee leave options including the Families First Coronavirus Response Act (FFCRA) and the Family Medical Leave Act (FMLA).

Leave Options for Employees Impacted by COVID-19

- If **you are ill** with COVID-19, are **experiencing symptoms** of COVID-19 and are seeking a medical diagnosis, are subject to a federal, state, or local quarantine or isolation order, or **are advised by a health care provider to quarantine** in connection with COVID-19 and thus are unable to work:

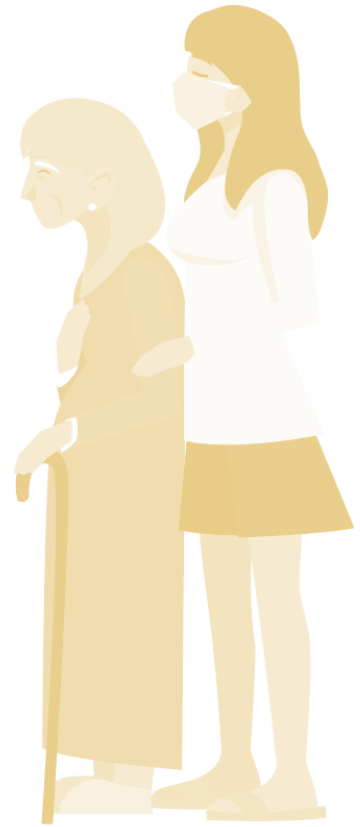
⇒ You may utilize leave under the Emergency Paid Sick Leave Act (EPSL). Under these circumstances, you are entitled to receive your regular rate of pay for up to two weeks, subject to a maximum of \$511 per day or \$5,110 over the entire paid sick leave period. Employees are not required to use any of their existing leave prior to using EPSL. Use of EPSL must be appropriately coordinated with HR. Please [click here](#) for more information and to request approval for EPSL.



- If you are (1) **caring for an individual** who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) **caring for your child whose school or place of care is closed**, or child care provider is unavailable, due to COVID-19 related reasons; or (3) **experiencing any other substantially-similar condition** that may arise, as specified by the Secretary of Health and Human Services:

⇒ You may utilize leave under the Emergency Paid Sick Leave Act. Under these circumstances, you are entitled to receive compensation at 67% of your regular rate of pay for up to two weeks, subject to a maximum of \$200 per day or \$2,000 over the entire paid sick leave period.

⇒ Employees are not required to use any of their existing leave prior to using Emergency Paid Sick Leave (EPSL). Use of EPSL must be appropriately coordinated with HR. Please [click here](#) for more information and to request approval for EPSL.



- Additionally, KSU employees with at least 30 days of service who are caring for a son or daughter under 18 years of age whose school or childcare provider is closed or unavailable due to COVID-19 and are unable to work are entitled to Emergency Family and Medical Leave. Affected employees may take up to 12 weeks of emergency FMLA leave. If you are taking emergency family and medical leave, you may take paid sick leave for the first 10 days of that leave period, or you may substitute any accrued paid

leave. For the following 10 weeks, you will be paid for your leave at 67% of your regular rate of pay for the hours you would be normally scheduled to work. Use of this extended leave must be coordinated with HR. [Click here](#) for more information and to request extended leave.

Please [contact HR](#) with questions or additional information regarding leave options.



Positive Cases on Campus



- **HR should be notified of any employee diagnosed with COVID-19** [by email](#) or by calling 470-578-5889. EHS will be notified to disinfect and conduct a deep cleaning of the impacted work area. The Georgia Department of Public Health (DPH) will be the agency responsible for determining if it is necessary to reach out directly to any employee who has had close contact with the employee diagnosed with COVID-19

and provide specific instructions on testing and self-quarantining. KSU will follow the direction of DPH if notified that an employee has been diagnosed with COVID-19. If you are aware of an individual in your area who has tested positive and you have not been contacted by DPH, then you may continue to come to work and self-monitor for symptoms. Should you begin showing any symptoms, you are **required** to stay home, notify your supervisor and HR, and contact your health professional.

- Using the DPH 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
 - At least ten days since symptoms first appeared

Phased Return to Campus Schedule

KSU staff and faculty will return to campus on a multi-phase schedule to ensure appropriate social distancing and to allow for any changes that may need to be made to the work environment. Phase 1 for staff will begin on June 10 and will continue through the summer with all staff back to campus in some form by the end of July. Faculty are expected to return closer to the start of the Fall semester. Supervisors will communicate specific return to campus schedules with their employees.

Staffing Options

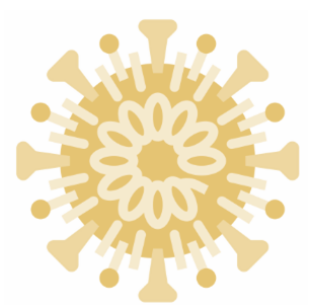
There are several options that departments should consider as staff and faculty return to campus. Managers should consider social distancing measures and physical layout of the workplace as they create staffing plans.

- **Remote Work/Teleworking:** While many staff will be expected to return to their regular worksite over the course of several weeks, some degree of telecommuting (in full or partial day/week schedules) may be an option, with supervisor approval, for those who can work remotely to fulfill some, or all of their essential responsibilities. Employees continuing to telework will be required to abide by the updated Teleworking Program Guide and complete a Telework Agreement. Additional resources regarding teleworking can be found [here](#).



REMOTE WORK

- **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:** Staggering starting and ending times in 30-minute increments will reduce traffic in common areas and will aid in social distancing.



Health and Safety Guidelines



- **Face Masks:** It is **highly recommended** that employees wear face coverings in KSU public spaces where social distancing measures are difficult to maintain. Such spaces include but are not limited to libraries, student centers, classrooms, labs and building circulation spaces (hallways, bathrooms, elevators, stairwells and lobbies). **Please note – masks do not replace the need for social distancing.**

Types of Face Masks:

	Disposable Masks: Disposable face masks are meant for everyday use and should be disposed discarded if soiled, damaged, or hard to breathe through. For employees in food services, the mask should be disposed at the end of the day/shift.
	Cloth Face Masks: Cloth face masks are reusable and will reduce the need to continually replace disposable masks. They are also meant for everyday use and should be only worn for one day and washed between uses.
	Medical/Surgical Masks and N95 Respirator Masks: These should be used only by healthcare workers or other approved areas with job specific hazards as determined by the Environmental Health and Safety Department.

Guidance on how to properly wear and launder a face covering can be found [here](#).

Employees are highly encouraged to bring their own cloth face covering to work. KSU will maintain a supply of disposable face masks.

- **Supplies:** Supervisors may pick up disposable masks and cleaning supplies for their department at the following locations between 8am-Noon, Monday-Friday:

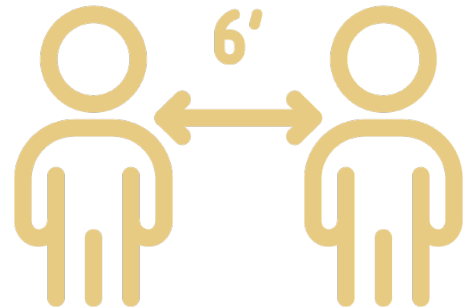
Kennesaw Campus – Office of Emergency Management, Chastain Pointe 312

Marietta Campus – Office of Emergency Management, Department of Public Safety, Norton Hall

Supervisors should email oem@kennesaw.edu in advance with the number of masks requested and time when they will pick them up. Disinfectant spray and paper towels will also be provided for employees to clean their workspaces and common equipment (copiers, etc).

Supplies are limited and for office use only.

- **Social Distancing:** People can be asymptomatic and spread the virus, so it is important to maintain appropriate social distancing whenever possible. This is especially important for those people who are at a higher risk for becoming ill.



Staff on campus should follow these social distancing guidelines:

- ⇒ Avoid close face-to-face contact with others by staying at least 6 feet apart at all times.
- ⇒ Wear face coverings whenever it is not possible to maintain the recommended 6-foot distance (e.g., when riding elevators).
- ⇒ Avoid handshaking.

⇒ All breakrooms, kitchens and common areas will remain closed. There will be no access to refrigerators, microwaves and coffee makers in break or common areas. Employees are encouraged to eat meals at their desks or away from the office.

- **Handwashing:** Employees should wash their hands using soap and water frequently, washing for at least 20 seconds, especially after you have been in a public/common area; after coughing, sneezing, blowing your nose or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Additional guidance on handwashing is [available from the CDC](#).



- **Elevators:** 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. Although not always feasible, waiting for the “next elevator” is an extra precaution worth considering.
- **Office Environments:**
 - ⇒ If you work in an office, **no more than one person** should be in the same room unless you can maintain the required 6-feet distance. If more than one person is in a room, everyone should wear face coverings.
 - ⇒ Masks should be worn by all staff in a reception area.

⇒ Department managers should consider traffic flow patterns within an office area and determine if one-way traffic can be accommodated to reduce face-to-face contact as much as possible.

⇒ In areas where queuing is common practice (Financial Aid, Admissions, Bursar, etc.), signage will be placed on the floor to indicate where people should stand while waiting in line. Please [contact Facilities](#) if your space needs social distance signage.



- **Shared Workstations:** 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.
- **Travel:** All non-essential, KSU-sponsored travel is prohibited at this time. Exceptions must be approved by the President or the Provost.
- **Meetings:** 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.

Visitors

Inviting non-essential visitors to campus is discouraged or should be avoided. Where visitors are necessary, they should be advised to wear face masks and steps should be taken to maintain social distances.

- Limit entry and exit options.
- Designate one-way paths where possible.
- Limit or remove chairs.
- Plexiglass barriers are being installed where social distancing is not possible. If your department may require a plexiglass barrier, please email facilities@kennesaw.edu to request a physical barrier assessment form.
- Hand sanitizer stations will be placed around campus in high-traffic areas.
- High-touch items such as magazines, pens, etc. should be removed from waiting areas.
- Where possible, seating in common areas should be temporarily removed or cordoned off to prevent usage. Otherwise the chairs/seats must be cleaned/disinfected frequently.



Cleaning & Disinfecting Practices

- KSU cleaning protocols align with CDC and USG guidance. High-traffic/high-touch areas will be professionally cleaned and disinfected multiple times per day.
- Hand-sanitation stations are located across campus and will be replenished often.
- Where possible and safe, we encourage you to leave doors propped open so staff will not need to touch door



handles. To request a doorstop, email facilities@kennesaw.edu. Supervisors may request that controlled access be removed from a door if it will not compromise security of employees or sensitive information. Email dooraccess@kennesaw.edu to make this or other access requests.

- Employees should **wipe down commonly used equipment** (e.g., copiers, printers, fax machines) before and after use.
- Employees will be encouraged to **clean their workstations daily**. Disinfectant and paper towels will be provided. Cleaning supplies are limited and for office use ONLY.
- Custodial staff will only be vacuuming private offices once per week and will not be entering private offices daily to empty the trash. All employees will be responsible for emptying their trash at a central location in their office suite. Guidelines on self-recycling and trash disposal can be found on the [KSU Coronavirus website](#).
- If you have a concern or request regarding sanitation practices, contact Building Services [by email](#) or at 470-578-6224.

Employee Assistance Program Resources for both Supervisors and Employees



All staff and faculty are able to access the comprehensive resources offered through our Employee Assistant Program (EAP). By utilizing the company code “**USGcares**”, employees can reference a wide range of resource topics such as health information, financial and legal services, child and/or elder care assistance, anxiety and coping strategies, as well as best practices for managers.

The EAP is available 24/7/365 both online and via telephone consultations. To speak with a representative, call KEPRO at 1-844-243-4440. Online articles, self-

search locators, health/wellness modules, webinars and self-paced eLearning are all available at www.eaphelplink.com. Employees are encouraged to utilize the search engine within this site to review the many articles recently published to address the varied aspects of how COVID-19 can impact life both at work and at home.

Employee Resources

As stated at the beginning of this guide, safety is a priority as we return to work. Practicing social distancing and good hygiene are the most basic, but important, steps that you can do to help. It is vital for all employees to remain home if they are not feeling well or if they experience any COVID-19 or other influenza like symptoms. Finally, if you or a colleague are experiencing severe shortness of breath or other potential life threatening symptoms, please immediately call 911 or KSU Public Safety at 470-578-6666.

Frequently review the following sites for updated information on how to stay safe during this pandemic:

Centers for Disease Control

www.cdc.gov

Georgia Department of Public Health

www.dph.georgia.gov

KSU Coronavirus

<https://coronavirus.kennesaw.edu/>



Questions about returning to the workplace should be directed to return2campus@kennesaw.edu or 470-578-5889.