Clemson will be gradually returning faculty and staff to their workplaces. The return to workplace (RTW) process will require flexibility, patience and a commitment for safety from us all. This document is intended to address questions you may have about returning to your workplace.

Prior to Returning to Your Workplace

Prior to returning, you will have received written communication from your supervisor identifying your date of return and notifying you of any modified schedule expectations, such as rotating days in the office or staggered arrival/departure times.

The following steps will help you to prepare prior to returning to your workplace:

1) Read over the University's *Return to Workplace Guidance*.

2) Follow the guidance provided on the COVID-19 website regarding securing a negative COVID-19 test result within five days prior to returning to campus or another University location for the Fall semester.

3) Complete your COVID-19 RTW training. This will be assigned to you in Tiger Training, and you will receive email reminders until you complete the training.

4) Discuss any concerns about returning to the workplace with your supervisor.
   a) If you have health concerns that preclude a return to the workplace and require an accommodation, your supervisor will work with you and may need to coordinate with OHR and/or direct you to the Office of Access and Equity. Also, you may contact Access and Equity directly or complete the Employee Guidance to Request Accommodations form.
   b) If you are concerned about returning to work for reasons that are not based on health, or if you are concerned about returning to work due to pregnancy, contact ASK-HR.

5) Discuss workplace attire with your supervisor, as there may or may not be changes due to your current work environment.

6) Know that you remain responsible for any office equipment you've been using while working remotely such as laptops, hotspots, printers, etc. until you receive further guidance on returning it.

Upon Returning to Your Workplace

Physical Distancing and Cloth Facial Coverings

Many employees are especially vulnerable to COVID-19. When you return to your workplace, take the following actions to help protect your health and the health of your team members.

1) Follow guidance on posted COVID-19 signs and be aware of entryways and common areas that are open to the public.
2) Limit close personal contact and maintain a minimum 6-foot distance apart at all times.
   a) Be mindful of others when in small spaces or when gathering or communicating in open spaces (e.g., hallways, open office spaces, etc.). Ensure that even huddle discussions are conducted while maintaining physical distancing.
   b) Continue to use online collaboration platforms to host meetings and training sessions.

3) Cloth facial coverings are required while in all Clemson University buildings, in all University programs held in non-University buildings, in outdoor spaces on-campus, when using University mass transit and where appropriate physical distancing cannot be guaranteed.
   a) Follow these instructions while driving or riding in shared vehicles.
   b) Masks are not required when in private offices, in housing rooms, when not in close contact with another person such as walking alone outside, or when eating or drinking.
4) Masks are not required when in private offices, in residential rooms, when not in close contact with another person such as walking alone outside, or when eating or drinking.
5) Two cloth facial coverings will be provided to you upon return to your workplace.
   a) You may wear your own cloth facial coverings or mask.
   b) Any issues or concerns with wearing a cloth facial covering should be shared with your supervisor.
   c) Your cloth facial covering need not be worn when you are in your office alone and when your office door is shut or cracked.
6) Those who work in open cubicles must wear a cloth face covering and should have a rotating/alternate schedule to promote physical distancing.
7) Eat in a location that allows for appropriate physical distancing, such as outdoors or in an enclosed or private space.
8) Be aware of physical distancing requirements with regards to the space provided in your workplace break rooms.

Personal Hygiene and Cleaning the Workspace

1) Wash your hands frequently and sanitize surfaces on a regular basis.
   a) Wash hands with soap and water for at least 20 seconds as frequently as possible.
   b) If soap and water are not readily available after interactions with people or objects, use hand sanitizer.
2) Avoid touching your face, and refrain from shaking hands and hugging.
3) Cover coughs and sneezes. Cough or sneeze into the sleeve or elbow, not your hands.
4) You are responsible for cleaning your workspace, especially high-touch surfaces (phones, desks, keyboards, copiers, etc.), on a regular basis.
5) Shared high-touch surfaces such as door handles and counters should be cleaned and sanitized on a regular basis.
6) Wipe down conference room tables and room equipment after use.
7) Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If you must share equipment and/or space, clean and disinfect shared equipment before and after use.
8) Keyboard covers, which are able to sustain routine disinfecting, should be employed on keyboards in shared spaces such as lobbies and kiosks in an effort to prevent damaging equipment while maintaining safety efforts.

9) Work with your supervisor on space and equipment requests.
10) Remove and discontinue use of communal area items such as magazines and pens.

11) Procurement has ordered supplies for your department. Cleaning supplies, bottles of sanitizers and gloves will be available.
12) You may purchase and bring your own cleaning supplies into the office, but be mindful of disinfectants with strong scents. Some of your team members may have allergies or fragrance sensitivities.

A Space Management Checklist will provide additional details to your supervisor.

Conduct Self-Assessments

Prior to reporting to work each day, monitor your health using the self-assessment tool — available on the COVID-19 website or available through the my.Clemson app — to quickly access the recommended path you should take in the event you experience symptoms of COVID-19. Accessing the tool through the website requires you to log in through DUO.

What to Do if Exposed to or Ill With COVID-19

Follow instructions on the COVID-19 Quick Reference website if you are sick, if you've tested positive for COVID-19, if you think you may have been exposed to COVID-19 or if you've been exposed to someone who was exposed to COVID-19.

Review the provisions of the Families First Coronavirus Response Act (FFRCA), which may help if you find yourself in these situations.

Accessing Your Workplace

Employees asked to return to the workplace are approved to be on campus and will be able to access the appropriate building. However, in the event you have difficulty accessing your workplace, contact your Building Security Coordinator.

Timekeeping

Until further notice, the University is required to report daily "On-Premise" versus "Remote" work locations for employees to the Office of the Governor. If you have returned to your workplace on campus, your time will be captured through your TigerOne card as you swipe in and out. Be sure to use your TigerOne card each time you are accessing your work location. If you use a key to enter your workplace and not a TigerOne card, contact ASK-HR and a representative will get from you the necessary information so your work day will be recorded as 'on premise.'

Additional Resources

- Clemson University's RTW Guidance document:
  www.clemson.edu/coronavirus/documents/hr-return-framwork.pdf
- Deer Oaks Employee Assistance Program:
  www.clemson.edu/human-resources/eap/index.html
- COVID-19 webpage:
  www.clemson.edu/coronavirus
- CDC webpage:
  www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- Access & Equity Accommodation Form:
  www.clemson.edu/campus-life/campus-services/access/american-disabilities
- Telecommuting Policy and Agreement:
  media.clemson.edu/humanres/policies_procedures/telecommuting-policy-and-agreement.pdf
- Self-Assessment Tool:
  www.clemson.edu/coronavirus