



Returning to the Workplace

Employee Guidelines



KENNESAW STATE
UNIVERSITY

Return to Workplace Guidelines for Employees

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 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 at <https://coronavirus.kennesaw.edu> and encourage you to display this information in visible areas.
- 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 you have any symptoms below you should remain at home and contact your health professional.
 - ⇒ Cough
 - ⇒ Fever of 100.4 or higher
 - ⇒ 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

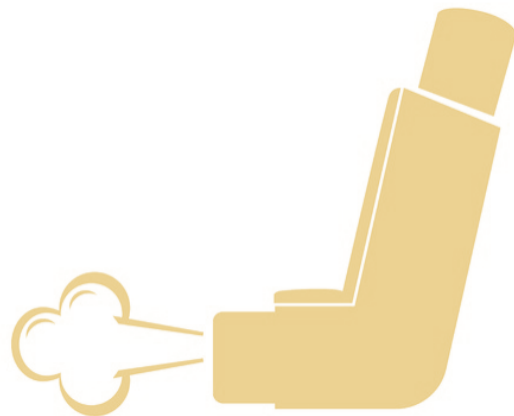


- **Staff and faculty should also not come to campus if:**
 - ⇒ The staff or faculty member has been contacted by the Georgia Department of Public Health and has been advised/directed to self-quarantine due to a member of their household being diagnosed with COVID-19 or;
 - ⇒ The staff or faculty member 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 as 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 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



If you have one or more of the conditions mentioned above and have been given instruction to return to campus, you may request accommodation by contacting HR at HR@kennesaw.edu.

Staffing Options

Your supervisor has created a phased back to work plan that contains one or more of the following options:

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

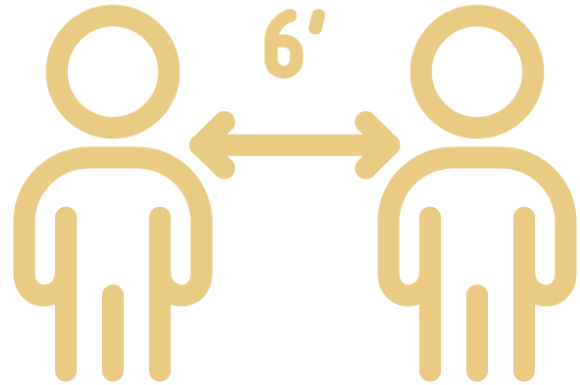


REMOTE WORK

Specific Workplace Scenarios

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

- Employees should **practice social distancing** by maintaining 6-feet apart and avoiding gatherings.



- **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 and 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](#).