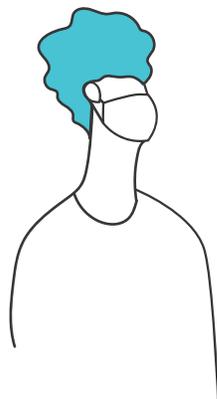
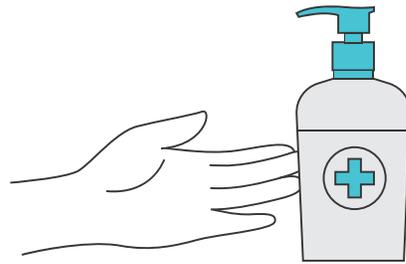
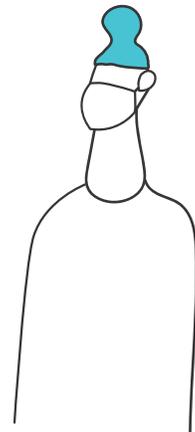


RETURNING TO THE  
CAMPUS WORKPLACE

**SEATTLEU**



**6 FT.**



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# Guiding Principles

Seattle University's policies and protocols for responding to the COVID-19 pandemic are rooted in the health and well-being of our faculty, staff and students, as well as the general public. Seattle U is committed to working with all members of our community as they navigate the new realities posed by COVID-19. Providing a healthy and safe workplace is important at any time for Seattle U and is of paramount concern during the COVID-19 pandemic.

Our purpose in issuing this guidance is to help faculty, staff and student workers as Seattle U prepares for the phased and gradual return to in-person operations. Students will receive separate guidance with health and safety protocols and student-specific information. As we implement new campus safety standards and protocols, each of us has an important part to play in this work. Protecting the health of our community is a responsibility that we all share. We thank you in advance for your cooperation and unwavering commitment to the university as we move forward together.

Our fall 2020 plans aim to structure the academic enterprise and other campus operations to be consistent with scientific evidence and public health guidance, honor our commitment to inclusivity and create a vibrant environment for students to learn and grow. Seattle U is working closely with public health and infectious disease experts to ensure compliance with the latest health and safety requirements as well as best practices. This Guide for Returning to the Campus Workplace is informed by orders from the Office of the Governor of the State of Washington and Public Health—Seattle & King County, as well as the State of Washington “Safe Start” guidance, recommendations from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the State Department of Labor & Industries (L&I), the State of Washington Campus Reopening Guide and the SU Public Health Advising Group.

*Our knowledge and understanding of the COVID-19 virus continue to evolve. As we learn more about the virus, and as additional data and guidance become available, our policies and plans may change. No one can predict with certainty the course the pandemic will take, and it is possible that we may have to again pivot to all-remote learning, and working if the virus is spreading too quickly in our state. For the latest guidance from Seattle U, please check the Seattle U COVID-19 website at <https://www.seattleu.edu/coronavirus/>.*

Source information for all comments:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>



# Returning to the Workplace

## WORKPLACE SAFETY FOR EVERYONE

Seattle U is taking steps to anticipate and address your workplace safety concerns. The health and safety measures we deploy in your particular workspace will depend on a variety of factors, including the building where you work, the type of work you do and the nature of the work being performed around you. Outlining what those changes might look like for each individual office and desk-space across the university is beyond the scope of this guide. Additional information about the particular safety measures being implemented in your workspace will be provided by your division leader or dean as they become available.

## WORKPLACE EXPECTATIONS & GUIDELINES

Taking steps to minimize the risk of COVID-19 infections at Seattle U is a shared responsibility. Every member of the community must do their part. This means adhering to national, state and local health guidelines and requirements and adhering to those generally accepted health and safety standards, policies or protocols that Seattle U deems appropriate for our campus. These requirements are for your health and safety and the health and safety of those around you. By reporting to work on campus, you are self-certifying that you are symptom-free and that you agree to follow the standards, policies and protocols outlined in this guide. Failure to do so may result in corrective action. Please notify your supervisor if you observe behaviors or situations in violation of Seattle U's health and safety requirements.

## DAILY ONLINE SELF-SCREENING REQUIREMENT

Faculty, staff, student workers and other employees who are returning to a campus workplace must complete the university's online health screening [Safe Start Health Check](#) and receive approval to be on campus every day before reporting to work. Answers to all screening questions must be accurate and any errors realized after screening submission must be reported to campus Public Safety immediately at 206-296-5990. Individuals who do not have access to a smartphone or a computer can implement their daily symptom screening process using the university's guidance for symptom monitoring below.

The university's online tool [Safe Start Health Check](#) will be updated as frequently as necessary to adhere to evolving public health guidelines. Screening criteria, while subject to change, may include but are not limited to, current or recent: symptoms, body temperature/fever, COVID-19 test results, travel activity, and/or exposure to people with confirmed or likely COVID-19 cases. For the most up-to-date information on the university's health screening process and criteria, visit [Safe Start Health Check](#).

Students, faculty and staff who complete the health screening and are approved to be on campus will receive an automated email from the university with a notice of approval and the current date in large font, suitable for displaying to others from a distance of six feet away. Individuals on campus without this approval must immediately complete the screening and receive approval or leave campus. Willful or continued violations of this requirement should be reported to campus Public Safety.

Vendors and contractors fall under their employers' health screening programs. Seattle U is requiring all contractors to be in compliance with state and local orders and that all contractor employees have been screened each day before entering campus facilities. The university is establishing a method to ensure screening prior to entry into campus facilities for vendors and delivery personnel.

Consistent with public health guidelines, visitors to campus will be limited. Authorized visitors must check-in at the Seattle U Safe Start Information and Resource Center to register and complete the health check. All work areas should also maintain a log of visitors to the worksite and keep the log for at least four weeks. This will assist contact tracing if viral exposure is reported. If hosting authorized visitors, it is important to ensure that they have registered and completed the health check prior to entering any area on campus.

### **SYMPTOM MONITORING REQUIREMENT**

In addition to completing the university's daily online health screening, prior to reporting to work, faculty, staff and student workers must continuously monitor for symptoms of illness throughout the workday. Even if initially approved to be on campus, you must notify your supervisor and leave the campus worksite if you become ill or symptomatic.

According to [the CDC](#), symptoms associated with COVID-19 include, but are not limited to, the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please consult your medical provider for any other symptoms that are severe or concerning to you.

The presence of one or more of these symptoms is not definitively indicative of COVID-19 infection and symptom profiles may shift as we learn more about the virus. All faculty, staff and student workers should remain vigilant in monitoring for symptoms of potential COVID-19 infection. ***If you are feeling sick or experiencing even mild symptoms of illness, stay home.***

HR can provide resources for staff and academic personnel regarding time away from work.

## UNIVERSITY RESPONSE—CONTACT TRACING

When notified of a person with suspected or confirmed COVID-19, the university, through campus Public Safety, will take steps to maintain the health and safety of the campus community. The university is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. Response activities include:

- Obtain details about the person's symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan. The plan may include
  - Provide a recommendation for and/or assistance with self-isolation.
  - Notify the school, college or work unit.
  - Notify individuals or groups who were in close contact (within six feet, for more than 15 minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that includes staying home (quarantine) and monitoring their health for 14 days and getting tested for COVID-19.
  - Evaluate the specific locations where the person spent time on campus for enhanced cleaning and disinfection in accordance with guidance from the CDC.
- The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among university representatives involved in the public health response such as campus Public Safety, Student Health Services and Human Resources.

## PREVENTION MEASURES—STAYING HEALTHY

Despite the many reasonable steps that Seattle U is taking to prevent the transmission of the virus, the presence and transmission of COVID-19 on campus are likely, if not inevitable, during this ongoing global pandemic. Protecting our health and the health of our community will take a commitment from each and every one of us. We will expect all Seattle U students to do their part and for each of us to model best practices. Therefore, in addition to wearing a face covering and observing physical distancing, the university recommends that all faculty, staff and students follow generally accepted prevention measures:

- **Get a flu shot.** We strongly recommend that everyone obtain seasonal flu vaccination. While it will not prevent COVID-19, influenza will be in widespread circulation and initial symptoms can be similar to novel coronavirus. Any illness right now can increase anxiety and concerns.
- **Wash your hands often** with soap and water for at least 20 seconds.  
If soap and water are not available, use an alcohol-based hand sanitizer.
- **Avoid touching** your eyes, nose and mouth with unwashed hands
- **Don't share** food and drinks.
- **Clean and disinfect** shared surfaces and objects that are touched frequently (e.g., doorknobs, desks, phones)
- If you can, **avoid close contact** with anyone with cold or flu-like symptoms.

## RETURN TO CAMPUS—MEDICAL CONDITIONS

If you are a staff or person with a medical condition, or a member of your household has such a condition, that places you in a higher risk group for COVID-19 and that you anticipate may complicate or delay your return to the workplace, you should contact Human Resources at your earliest opportunity; email [goodmana@seattleu.edu](mailto:goodmana@seattleu.edu). Seattle U can offer resources including reasonable accommodations under the Americans with Disabilities Act, family and medical leave options and other benefits. More information about the university's interactive accommodation process is available on the [Human Resources](#) site.

The nature of a faculty member's professional responsibilities vests the faculty member with the autonomy and capacity to determine the manner in which they can most effectively teach. The university recognizes that re-engaging in in-person instruction this fall quarter will require observing public health guidance, including physical distancing and de-densifying instructional space. These requirements will significantly limit our ability to teach in-person and require that most course sections be delivered virtually. Students reported high satisfaction with teaching and learning in the spring quarter. Accordingly, the university has committed to faculty for fall quarter that they may teach virtually if the circumstances of this difficult time can reasonably be expected to impact them or members of their household in ways that make that necessary. Faculty should communicate with their department chairs or program directors to confirm plans for fall quarter. Faculty, although not required to teach in-person, are also encouraged to contact HR should they require a reasonable accommodation for a medical condition in connection with their work, whether virtual or on campus.

According to the CDC, everyone is at risk for getting COVID-19 if exposed but some people are more likely to become severely ill and have a higher risk of dying due to the infection.

### **People who are at increased for severe illness:**

- Adults aged 65 years and older—risk for severe illness increases with age
- People with certain underlying medical conditions:
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus
  - Children who are medically complex, have neurologic, genetic, metabolic conditions or who have congenital heart disease are at higher risk than other children

Based on what is known at this time, people with the following conditions **might be at an increased risk** for severe illness:

- Asthma (moderate to severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

For more information visit:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.

## RETURN TO CAMPUS—PERSONAL CHALLENGES AND OBSTACLES

All of the university's decisions, policies and procedures are based on consultation with public health experts and with equity in mind. We recognize that every individual's circumstances are different. If you are facing a personal obstacle in returning to work on campus, you should discuss those challenges with your supervisor at your earliest opportunity. By assessing circumstances on a case-by-case basis, Seattle U will make a good faith effort to find flexibility for those individuals who need it. Supervisors should consult with Human Resources for assistance with this process or with questions.

## SELF-REPORTING SYMPTOMS AND COVID-EXPOSURES

Completing the university's daily online health screening [Safe Start Health Check](#) is not a substitute for self-reporting a probable or confirmed case of COVID-19. **Please see Figure 1.**

The CDC has identified contact tracing and case investigation as important tools in the effort to limit the spread of COVID-19. To support these efforts, faculty, staff and student workers who have had, or currently have, a probable\* or confirmed case of COVID-19 are required to initiate a report by emailing [COVID-19-Report@seattleu.edu](mailto:COVID-19-Report@seattleu.edu) or by calling campus Public Safety at 206-296-5990. Anyone who has had close contact with a probable or confirmed case of COVID-19 is also required to self-report through the same process. Campus Public Safety will register your report and email you an online screening survey to collect initial information about your case. You will be contacted by phone or email shortly after submitting your initial report.

**The CDC defines a COVID-19 “probable case” as:**

- Meeting clinical criteria (symptoms) AND epidemiologic evidence (potential exposure) with no confirmatory laboratory testing performed for COVID-19; or
- Meeting presumptive laboratory evidence (detection of specific antigens or antibodies) AND either clinical criteria OR epidemiologic evidence; or
- Meeting vital records criteria with no confirmatory laboratory testing performed for COVID-19 death certificate with COVID-19 listed.

**A “confirmed case,” for the purposes of self-reporting as described above, is:**

- Any positive test result for COVID-19 (detection of the SARS CoV-2 RNA)—laboratory, point-of-care or other

**The CDC definition of “close contact” is:**

- Someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient was isolated.

If you are sick with COVID-19-related symptoms or believe that you have been exposed to the virus, you should not come into work. Instead, you should begin self-quarantine or self-isolation until you are cleared by your health care provider or meet the public health requirements to return to campus. Contact your supervisor and Human Resources to discuss options for sick time, medical leave and work-from-home arrangements.

## **WHEN TO SELF-QUARANTINE**

Faculty, staff and student workers should self-quarantine for 14 days if they:

- Have returned from travel from a location that is subject to a federal, state, local or CDC travel warning or restriction; or
- Have had close contact with a person with confirmed or suspected COVID-19; or
- Have been instructed to do so by a public health official or health care provider.

## **SELF-QUARANTINE GUIDELINES**

Self-quarantine means to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before someone knows they are sick or are infected without showing symptoms. Those in quarantine should stay home and away from others until enough time has passed to know they are not at risk of spreading the virus to others.

- Stay home until 14 days after your last exposure.
- If possible, stay away from people who are higher risk for severe illness with COVID-19.
- Do not come to campus or participate in any campus activities.
- Do not go to work. Work with your supervisors and HR to explore working from home options, if appropriate.
- Do not go to public events, meetings, social activities or other group activities. Do not have others come to your home for social visits.
- Avoid rideshare and public transportation.
- Cover coughs and sneezes with your upper sleeve or tissue. Never cough in the direction of someone else.
- Wash your hands with soap and water for at least 20 seconds.
- Wash laundry and dishes using hot water.
- Monitor yourself for symptoms including temperature check twice a day. If you develop any COVID-19 symptoms call your health care provider for advice and share your exposure or travel history.
- If you do not develop symptoms, then self-quarantine can end 14 days after last exposure.

## SELF-ISOLATION GUIDELINES

Self-isolation is used to separate people who are infected with COVID-19 (with or without symptoms) from people who are not infected. Those in isolation should stay home and away from others until it is safe for them to be around others again.

- Stay at home and away from others.
- If you live with others stay in a specific “sick room/area” and away from others. Use a separate bathroom if available.
- Do not come to campus or participate in any campus activities.
- Do not go to work on campus. Work with your supervisors and HR to explore working from home options, if appropriate.
- Do not go to public events, meetings, social activities, or other group activities. Do not have others come to your home for social visits.
- Avoid rideshare and public transportation.
- Cover coughs and sneezes with your upper sleeve or tissue. Never cough in the direction of someone else.
- Wash your hands with soap and water for at least 20 seconds.
- Wash laundry and dishes using hot water.
- Stay home until it’s safe to be around others. Follow your healthcare providers directions but at a minimum, you must meet ALL of the following criteria:
  - 24 hours fever-free without fever-reducing medications;
  - Symptoms have improved; and
  - Ten days since symptoms first appeared
- If you tested positive but have **never** had symptoms then it is safe to be around others once ten days have passed since the test unless your healthcare provider recommends longer.

## TRAINING REQUIREMENT

Faculty, staff and student workers must complete mandatory on-line training on health and safety before returning to work on campus or any university-affiliated location, including off-campus placements. This short training course covers critical health and safety information regarding COVID-19 best practices, including but not limited to social distancing, self-care, symptom monitoring, personal hygiene practices and workspace cleaning. Mandatory safety training will be considered time worked. Nonexempt staff and student workers will report training time on their timesheets. Supervisors must verify completion for all staff and student workers. Deans must verify completion for all faculty. Questions? Contact Human Resources at [hr@seattleu.edu](mailto:hr@seattleu.edu) or at 206 296-5870. After you have completed the training you can download the COVID-19 Training Summary Sheet and keep it for reference.

## PHASED STAFFING

Seattle U will phase in a return of our workforce over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), hygiene protocols, symptom screening, testing capabilities for COVID-19 and contact tracing.

The university will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments and the necessity to access on-site resources. These decisions, once approved, will be communicated through your respective dean, or vice president. All members of the Seattle U community will be given advance notice of when they will be expected to return to work on campus. No one should report to work on campus unless and until they have been explicitly cleared to do so by their school or department leadership.

The need to reduce the number of people on campus to meet physical distancing requirements will continue for some time. Groups that can continue to work remotely effectively will likely continue to do so until restrictions are eased for larger gatherings.

The repopulation of our campus will be tightly controlled and coordinated to mitigate potential risks and prioritize the safety of faculty and staff, as well as the communities we serve. No area or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, vice president or vice provost. Once decisions to expand on-site staffing in certain areas have been made, our workforce should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced on-campus staffing may need to be implemented again.

## STAFFING OPTIONS

Once faculty, staff and student workers have been instructed to return to work on campus, there are several options department or area leadership should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces. These arrangements include telecommuting and modified work hours, schedules or shift staffing options as follows:

**Remote Work:** Those who can work remotely to fulfill some, or all of their work responsibilities may be authorized to continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate with a focus on supporting the business operations of the unit. Please refer to remote work guidance published by Human Resources available here: <https://www.seattleu.edu/hr/>.

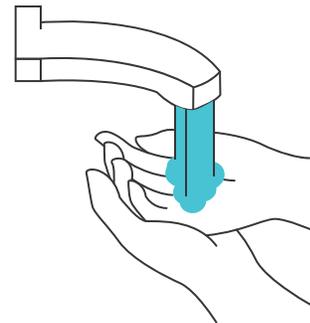
**On-Site Half-Shifts:** Faculty or staff may be scheduled to work part of their workweek on campus and the remaining time at home in such a way that allows for additional social distancing and optimizes use of office space for necessary on-site work. Supervisors, faculty and staff can explore these options together in consultation with Human Resources.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days, such as Tuesday through Saturday instead of Monday through Friday. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements. (See **Enter/Exit Controls** for further details).

**Compressed Work Weeks:** In some cases where work is measured primarily in deliverable outcomes rather than hours worked, a department or area may choose to offer compressed workweeks such as four-day work weeks with three days off, where practical. Because these arrangements can impact payroll processing, consult with Human Resources for guidance.

All of these options can provide temporary flexibility and opportunities for collaboration and creativity; other options may also exist. All options will require advance planning, careful consideration of state and federal wage and hour regulations and clear communication. These arrangements should be approved by the immediate supervisor in consultation with Human Resources to ensure successful implementation and clear expectations. Contact the HR team for assistance in determining which arrangements will work best for you and your team.





# Health and Safety Guidance

## FACE COVERING POLICY

Face masks or face coverings that cover the nose and mouth must be worn by all faculty, staff and students on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, hallways, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 even if you do not feel sick. **The mask or cloth face covering is not a substitute for physical distancing, frequent handwashing, avoiding touching the face and staying away from people who are ill.**

[Seattle University's COVID-19 Face Covering Policy](#) requires face coverings to be worn on site at Seattle U:

- 1) Indoors when other people are present. This includes common areas, such as hallways, stairways, classrooms, restrooms and elevators.
- 2) Outdoors when keeping a six-foot distance from others may not be possible. It is recommended that you have a face covering with you and readily accessible when exercising, even if you are not wearing it at that moment.

This requirement is in accordance with federal and state workplace safety requirements and with local public health directives. This policy applies to all university faculty, staff, students, contractors, vendors and visitors, unless specifically exempted below. This policy is in effect until otherwise communicated.

The university will provide faculty, staff and student workers with appropriate face coverings or masks. Individuals may choose to wear their own mask if it meets accepted standards.

The university will also have a limited supply of temporary face coverings available at key locations on campus. However, you can help reduce waste and costs to the university by ensuring you have your own personal face covering available and ready for use in accordance with the above directive.

**Face Covering Exceptions:** Certain individuals are not required to wear a face covering.

This includes:

- Anyone who is incapacitated or otherwise unable to remove a face covering without assistance;
- Any worker to the extent wearing a face covering creates a safety hazard at work under established health and safety guidelines;
- Anyone who has been advised by a medical professional not to wear a face covering; or
- Anyone who is deaf or hard of hearing and uses facial and mouth movements as part of communication.

Faculty, staff or student workers in any of these situations should contact Human Resources and may be required to provide documentation to substantiate their need for an exception or accommodation.

**SEE DETAILS REGARDING MASKING USE AND CARE BELOW**

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS				
Type	<p>Cloth Face Covering</p> 	<p>Disposable Mask</p> 	<p>Medical-Grade Surgical Mask</p> 	<p>N95 Respirator</p> 
Description	<p>Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions. Three-ply is minimum number of layers.</p>	<p>Commercially manufactured masks that help contain wearer's respiratory emissions.</p>	<p>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.</p>	<p>Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.</p>
Intended Use	<p>Required for campus community use in non-health care settings (office spaces, general research/work settings, shops, community areas where six feet of physical distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</p>		<p>These masks are reserved for health care workers and other approved areas with task-specific hazards.</p>	

**Putting on the face covering/disposable mask:**

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.
- If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

**Taking off the face covering/disposable mask:**

- Do not touch your eyes, nose or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### **Care, Storage and Laundering:**

- Keep face covering/disposable mask stored in a paper bag when not in use. Fold outside corners together if storing for later use to reduce how much of the outside portion touches the bag.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

### **PHYSICAL DISTANCING**

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty, staff, and student workers on campus must follow these physical distancing practices:

- Do not enter an Seattle U facility if you have COVID-19 symptoms or are feeling sick.
- Stay at least six feet (about two arms' length) from other people at all times.
- Do not shake hands or engage in any unnecessary physical contact.
- Do not gather in groups.
- Remind people to maintain physical distancing during breaks and at class or shift start and end times.
- Allow only infrequent and intermittent passing within six feet.
- Stay out of crowded places and avoid mass gatherings.

### **HANDWASHING**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth and wash your hands after touching your face.

### **COUGHING AND SNEEZING**

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## GLOVES

Health care workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

## GOGGLES/FACE SHIELDS

Faculty and staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

## CLEANING AND DISINFECTION

Custodial teams will clean office and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety protocols. Facilities Management will also maintain hand sanitizer stations at major building entrances, elevator stops and high-traffic areas as availability allows. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Building mechanical system operations are also being assessed in accordance with guidance provided by the American Society of Heating, Refrigerating and Air-Conditioning Engineers to prevent spreading COVID-19 through the building heating, ventilation and cooling systems.

The university is developing robust sanitation and cleaning guidelines, which include the following elements:

- A. Access to facilities with soap and running water for hand cleaning.
- B. Additional hand sanitizer stations at key locations in every building.
- C. Enhanced daily cleaning and disinfection routines by custodial staff, including more frequent disinfection of high-touch areas.
- D. Disinfectant wipe stations placed in key areas to allow end-users to disinfect personal workspaces.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Always use cleaning products as recommended, including wearing disposable gloves where directed. You should also frequently wipe down your chair, desktop, phone, printer, computer mouse and keyboard.

## ADDITIONAL WORKPLACE GUIDANCE

**Public Transportation:** If you take public transportation wear a mask before entering the bus, train, ferry or light rail and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

**Parking on Campus:** The university will provide those employees who are Orca riders 10 parking days per month through December 2020. This will allow those who typically use public transportation to park on campus if desired. Monthly parking permit requirements will resume August 1, using the same systems as before the shelter-in-place orders, including rates, enforcement, permit types and policies. It will be important to re-activate your pass as confirmation of your return to the program. In addition, those who normally work full-time on campus and will have a hybrid or reduced schedule may wish to purchase a daily pass for the days you are parking on campus in order to save money. If you plan to purchase a daily pass, please do so via the online ordering system. Seattle U carpool permits will not be available. More information on commuting, transit, ridesharing and parking is available from [Public Safety](#) and [HR](#).

**Working in Open Environments:** If you work in an open environment, be sure to maintain at least six feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You are required to wear a face covering/disposable mask at all times while in a shared workspace/room. Any individual with health-related issues that prevent them from wearing a face mask should seek approval from HR.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between individuals such as:

- Place visual cues such as floor decals, colored tape or signs to indicate to students or others where they should stand while waiting in line.
  - Place one-way directional signage for large open workspaces with multiple through-ways to increase the distance between individuals moving through the space.
  - Consider designating specific stairways for up or down traffic if building space allows.
  - Temporary structures to better define private workspaces may be necessary.
- Consult with your department head for guidance.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, face coverings/disposable masks should be worn at all times. A face covering/disposable mask is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Face coverings/disposable masks should be worn by any staff in a reception/receiving area. Face coverings/disposable masks should be used when inside any Seattle U building where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one to four people should use an elevator at a time, depending on the size of the elevator. Please use the stairs whenever possible and give priority to individuals with disabilities. If you are using the elevator, wear your face covering/disposable mask, face away from others and do not talk. Avoid touching the elevator buttons with your exposed hand/fingers, if possible, by using a stylus/pen or a disposal barrier such as a tissue. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in health care settings upon departing the elevator.

**Kitchens, Kitchenettes and Breakrooms:** These are designed to promote collaboration and socialization between colleagues. Use your best judgment about accessing these areas and their shared amenities. Maintain at least a six-foot distance from others at all times. Only one person should use the area at a time. Wash your hands with soap and water for at least 20 seconds before using appliances. Wipe down all surfaces you touched when you are done. The university discourages the use of shared microwaves, refrigerators or coffee pots. Do not drink directly from water fountains or water bottle stations. Drinking fountains and bottle filling stations are restricted to bottle or cup filling only. Wipe down the button or lever when you are done.

**Support Spaces (copy, supply rooms, sharing filing & storage cabinets):** Some support spaces are small and cramped, not accommodating the need for physical distancing if more than one individual is attempting to access the space. For small spaces, one person in the copy room at a time and with these also being high-touch areas, physical distancing accommodations and supplement cleaning of these spaces are encouraged.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain six feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Campus food service areas must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Faculty and staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. Only remove your face covering/disposable mask in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc., after use in common areas.

**Laboratory Work:** Specific criteria have been developed for faculty, staff, and students working in laboratory environments. Personnel in the laboratories should strive to identify and control “choke points” and “high-risk areas” at locations where people typically congregate so that physical distancing is always maintained.

**Entrance and Exit Controls:** Your Seattle U Campus Card may be required for entry to certain buildings. You may not hold or prop open exterior doors for any other person.

Departments should identify usable building access points and coordinate arrival and departure times for staff to reduce congestion during typical “rush hours” of the day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Contact Facilities Management if you need help with this process.

**Signage and Posters:** Facilities Management and Public Safety are preparing signage and marking for building access, stairs, elevators and hallways to ensure traffic patterns are established that minimize “choke points” and support physical distancing. Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. [The Seattle U COVID-19 site](#) has a variety of COVID-19 signage that areas can download and print.

**Physical Distancing Plans for Classrooms and Other Spaces:** The university is developing physical distancing plans to for classrooms to ensure that everyone can remain at least six feet apart. Markings will be provided on the classroom floor to indicate the correct location of desks and chairs and methods for loading and unloading classrooms will be posted. Similar physical distancing plans are being developed for other common use areas across campus such as dining facilities, Redhawk Center and event spaces.

**Classroom Shared Equipment:** The university will remove all shared equipment such as markers, chalk and erasers from instructional and meeting spaces. Faculty should bring these materials for personal use and are responsible for cleaning and bringing the equipment to the classroom for each class session.

**Travel:** While the university has started its staged restart to campus operations, non-essential university travel will remain suspended until at least December 31, 2020. After this date, the university will reconsider the permissibility of travel on a limited basis if and when the CDC travel advisory is reduced to Level 2, and the minimum following conditions have been met:

- The number of confirmed cases is declining, and transmission rates remain low;
- Robust testing, contact testing and symptom tracking is widely available;
- Self-isolation requirements on the Seattle U campus and at travel destinations do not impede essential in-person job functions; and
- Travel security restrictions have been lifted to ensure travelers may return immediately if necessary.

Travelers must be aware that while cases may be declining at Seattle U or at their destination, other differing conditions may exist (e.g., robust testing, contact tracing and symptom tracking.) All of these considerations, as well as differing entry conditions, must be evaluated before the beginning of travel. Travel restrictions may be relaxed or tightened at any time depending upon changing public health conditions. The university understands the impact that travel restrictions will have on our mission to advance education and research and will closely monitor the travel landscape with consideration to our mission.

In a very limited number of circumstances, travel may be approved prior to December 31, 2020, if the travel is directly related to critical university research, scholarship or operational function that cannot be deferred or accomplished remotely.

## MENTAL AND EMOTIONAL WELL-BEING

### **Wellspring Employee Assistance Program**

Wellspring EAP is available to offer emotional support during this stressful period. Faculty, staff and their eligible dependents have access to six free, confidential telephone or video counseling sessions. This service is available on most smartphones, tablets and computers with a camera. Wellspring offers a broad range of resources on a variety of topics, including managing your overall well-being, stress management and communication tools, in addition to childcare and eldercare support and resources. You can contact Wellspring at (800) 553-7798 or visit the Wellspring EAP site at <http://www.wellspringeap.org/> and enter the username “Seattle University.”

SYMPTOM and EXPOSURE CHECK: Can I Work on Campus		
My Symptoms and Exposure	Negative COVID-19 Test/NOT Tested (strongly encourage everyone get tested)	Positive COVID-19 Test
<p><b>Any symptoms consistent with COVID-19 or a Healthcare Provider diagnosis of likely COVID</b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p><i>*unless symptoms are clearly attributable to a known condition such as allergies or physical injury</i></p>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>1. No fever for at least 24 hours without fever-reducing medication;</li> <li>2. Symptom improvement; and</li> <li>3. At least 10 days have passed since your symptoms first appeared.</li> </ol>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>1. No fever for at least 24 hours without fever-reducing medication;</li> <li>2. Symptom improvement; and</li> <li>3. At least 10 days have passed since your symptoms first appeared.</li> </ol>
<p><b>No symptoms but travel from outside the U.S. within the last two weeks</b></p>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>1. At least 14 days have passed since return from international travel; and</li> <li>2. No symptoms throughout the full 14 days.</li> </ol>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>3. At least 14 days have passed since return from international travel; and</li> <li>4. At least 10 days have passed since first positive test result; and</li> <li>5. No symptoms throughout the full 14 days.</li> </ol>
<p><b>No symptoms but close contact with someone diagnosed with COVID-19 within the last two weeks</b></p>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>6. At least 14 days have passed since last contact with person diagnosed with COVID-19; and</li> <li>7. No symptoms throughout the full 14 days.</li> </ol>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>8. At least 10 days have passed since first positive test result; and</li> <li>9. No symptoms throughout the full 14 days.</li> </ol>
<p><b>No symptoms and no known contacts or travel outside of the U.S.</b></p>	<p>YES</p>	<p>NO. You cannot work on campus until you meet ALL of the conditions below:</p> <ol style="list-style-type: none"> <li>1. At least 10 days have passed since first positive test result.</li> </ol>

*Note: This guide is not an employment contract nor is it part of an employment contract. It contains no express or implied promises or commitments. The policies and procedures described herein will change from time to time and you should check [the Seattle U COVID-19 site](#) regularly for updates. Some of the content in this guide was reprinted with permission from Duke University.*