Expectations for Returning to the Workplace

UW SYSTEM ADMINISTRATION
UW-SHARED SERVICES
UW EXTENDED CAMPUS

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Workplace Guidelines

This document and guidelines apply to all UW System Administration (UWSA), UW-Shared Services (UWSS), and UW Extended Campus (UWEXT) administrative units and are subject to modification as new regulations, information and guidance becomes available. UWSA relies on guidance from the U.S. Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services (DHS), and Public Health Madison & Dane County to prevent the spread of COVID-19, and for the purposes of returning employees to the workplace in a gradual and controlled manner.

The current UWSA operations include:

- Limiting capacity to 50% per Public Health Madison & Dane County
- Buildings have reopened, but employees need to consult and work with their supervisors on a schedule of when to be in the building
- Continued necessary support services that are critical for operations
- Maintain communication functions to share key information and messaging to internal and external stakeholders.

Workplace Expectations & Guidelines

This guidance is only applicable to individuals who are working on-site. Employees who are working remotely should follow the guidance of local and state government and public health authorities. These guidelines will be updated as appropriate.

Symptom Monitoring Requirement

Employees who have been instructed to return to the workplace must self-monitor for symptoms every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19. If an employee has one or more of the symptoms listed below the employee should not report to work and should notify their supervisor.

At this time, per CDC, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees Positive for or Exposed to COVID-19 – based on updated CDC and DHS DPH Guidance.

- **Employees who test positive (with or without symptoms)**
  - A positive employee with symptoms will stay home until the following is met based on the employee’s health care provider at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed with no fever without fever-reducing medication AND symptoms have improved.
  - A positive employee with no symptoms can return to work, based on the direction of the employee’s healthcare provider once 10 days have passed since the positive test.
  - Additional information on the timing of close contact with an individual who tested positive can be found on CDC Public Health Recommendations.

- **Employees who have been exposed to COVID-19**
  - Employees who have had close contact with someone positive for COVID-19 will quarantine* at home for 14 days. Close contact means:
    - Employee was within 6 feet of someone who has COVID-19 for at least 15 minutes within a 24-hour period.
    - Employee provided care at home to someone who is sick with COVID-19
    - Employee had direct physical contact with the person (touched or hugged them)
    - Employee shared eating or drinking utensils when COVID positive person sneezed, coughed, or somehow got respiratory droplets on employee

**During the quarantine period, employees must:**

- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others within your home, especially people who are at higher risk for getting very sick from COVID-19
- Get tested for COVID-19. If the test is negative, continue your quarantine period for 14 days and if you develop symptoms after your test, get tested again.

- **Two options to reduce the quarantine period are available as follows:**
  - Quarantine can end after Day 10 without testing, if no symptoms have been reported during daily monitoring. This option results in about a 1% chance of transmission.
  - Quarantine can end after Day 7 if the result of a diagnostic (antigen or PCR) COVID-19 test is negative and if no symptoms were reported during daily monitoring. The test specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation, but quarantine cannot be discontinued earlier than after Day 7. A pending test result on day 7 is not sufficient to end quarantine early. This option results in about a 5% chance of transmission.

Employees must continue to monitor for symptoms for the full 14 days. If symptoms develop, employees are advised to immediately isolate, contact their health care
NOTE: If an employee was in contact, but **not close contact** with someone who is positive (e.g. low risk), they do not need to take preventive measures, e.g. quarantine for 14 days; however, employees should closely monitor for symptoms for 14 days and immediately isolate and get a test if any symptoms develop.

*CDC's critical infrastructure guidance* provides exceptions to current home quarantine practices after an exposure to COVID-19 for some workers. The guidance advises that employers may permit workers who have had an exposure to COVID-19, but who do not have symptoms, to continue to work, provided they adhere to additional safety precautions, such as measuring the employee’s temperature and assessing for symptoms of COVID-19 before each work shift (“pre-screening”), asking the employee to self-monitor for symptoms during their work shift, and wearing a *cloth face covering*. Per DHS guidance, this exception should only be used when exclusion from work would result in an imminent threat to patient care, public health or public safety. See [Health Alert #16: Quarantine of Wisconsin Residents Exposed to COVID-19 is an Essential Prevention Strategy](https://www.dhs.wisconsin.gov/health/alert-16).

**Employees who are Fully Vaccinated**

Employees who have been fully vaccinated, which means that it has been two weeks or longer since the individual has completed the vaccine series, are exempt from testing and quarantine requirements. However, fully vaccinated employees should continue to take precautions like wearing a well-fitted face mask, physical distancing, and adhering to other preventative measures.

**Phased Staffing Options**

UWSA will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment (PPE), face coverings, and other criteria.

The need to have a reduced number of people and density in buildings to meet social distancing requirements will continue for some time. Employees should work with their supervisor when and if they should report to the worksite.

As staffing on-site increases, administration and the UW System Emergency Operations Center 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 staffing may need to be implemented again.

Once staff members have been instructed, they can return to work on-site, options are listed below that departments should consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

**Working On-Site and Remotely**

Supervisors will be working with staff to identify scheduling needs of employees to work on-site and to work remotely.
If and when employees are working remotely, they must use UW provided workstations (desktop or laptop) equipped with UW approved security software and tools for performing their work. The employee will need to work with their department to verify if funding is available if additional UW equipment is required.

**Alternating Days**

In order to limit the number of individuals and interactions among those on-site, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. Please note individuals will most likely not have duplicate equipment environments at home and in the office.

**Personal Safety Precautions**

**Physical Distancing**

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since 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. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Staff who work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people whenever possible
- Stay out of crowded places and avoid group gatherings
- Do not shake hands
- If phones, desks or offices are shared, clean the equipment with EPA registered cleaner before and after use.

**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 percent 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.

**Personal Disinfection**

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered cleaning products. 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.).

**Good Hygiene Practices**
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. As mentioned above, 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 percent alcohol. Avoid touching your eyes, nose and mouth with unwashed hands. Avoid using other employees’ phones, desks, offices, or other personal work tools and equipment, when possible. Clean and disinfect shared work areas, tools and equipment before and after each use by an individual. UWSA/UWSS/UWEXT will provide hand sanitizer in common spaces and at the entry/exit points of general spaces, to the extent it is available for purchase.

**Face Masks/Cloth Face Coverings**

The Board of Regents adopted the principle that face masks or face coverings are required in all indoor public spaces, and strongly encouraged outside when physical distancing is not possible. To support this principle, employees shall wear face masks at all times while indoors unless in their personal office with the door closed.

The mask or cloth face covering is not a substitute for social distancing. Appropriate use of face masks or coverings is critical in minimizing risks to others near you as you could spread COVID-19 to others even if you do not feel sick. Masks or cloth face covering with valves are not permitted.

CDC recommends that cloth face coverings should be washed after each use. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.
Type and Intended Use of Face Coverings/Masks

<table>
<thead>
<tr>
<th>Type</th>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
<th>Medical-Grade Surgical Mask</th>
<th>N95 Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Intended use</td>
<td>Recommended for use in non-healthcare settings (office spaces and community areas) where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
<td>These masks are reserved for healthcare workers and other approved task-specific hazards.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use and Care of Face Coverings

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.

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 coverings/disposable mask stored in a paper bag when not in use.
- 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 workday. 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 workday or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Guidance for Specific Workplace Scenarios**

**Working in Office Environments**

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. Employees shall wear face masks at all times while indoors unless in their personal office with the door closed.

Each department should work with their building manager and assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and guests, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.

- If applicable, place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained.

Employees should routinely clean and disinfectant their personal workstations using supplied [EPA-approved disinfectant](https://www.epa.gov/pesticide-registration/epa-registered-disinfectants) following the manufacturer’s instructions.

**Using Restrooms**

Use of restrooms should be timed based on size to ensure at least 6 feet distance between individuals. So, you may need to wait outside for a colleague to exit. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators**

Each elevator in every building will have a specific capacity limit for that particular elevator. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator.
Meetings

Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

Chairs and tables may be rearranged or removed and or add visual cue marks may be added in meeting rooms to support social distancing practices between attendees. Because the placement and configuration of chairs and tables is intentional, employees may not rearrange to meet their needs or preferences.

During your time onsite, you are encouraged to communicate with your colleagues and supervisors 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, etc.).

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Chairs and tables may be rearranged or removed or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

References:

1. Badger Bounce Back (Office of the Governor, State of Wisconsin, April 2020)
2. Public Health Madison & Dane County
3. Guidelines for Opening up America Again (White House/CDC, April 2020)
5. Guide for Returning to the Workplace (Duke University, May 2020)
6. Coronavirus (COVID-19), CDC