Expectations for Returning to the Workplace

UW SYSTEM ADMINISTRATION
UW-SHARED SERVICES
UW EXTENDED CAMPUS

UPDATED: AUGUST 17, 2020
Table of Contents

Workplace Guidelines........................................................................................................2
  Symptom Monitoring Requirement..............................................................................3
Phased Staffing Option......................................................................................................3
  Remote Work..................................................................................................................4
  Alternating Days..........................................................................................................4
Personal Safety Precautions..........................................................................................4
  Social Distancing..........................................................................................................4
  Handwashing................................................................................................................5
  Personal Disinfection.....................................................................................................5
  Good Hygiene Practices..................................................................................................5
Face Coverings..................................................................................................................5
  Use and Care of Face Coverings....................................................................................6
Guidance for Specific Workplace Scenarios.................................................................7
  Working in Office Settings...........................................................................................7
  Using Restrooms...........................................................................................................7
  Using Elevators............................................................................................................7
  Meetings.......................................................................................................................8
  Meals............................................................................................................................8
**Workplace Guidelines**

The [State Government Badger Bounce Back Plan](#) provides an appropriate model for UWSA, including UWSS and UWEXT, to follow regarding returning employees to the workplace. These guidelines mirror the three phases outlined in the Governor’s [WI Badger Bounce Back Plan](#). Below is a high-level summary of each State Government Badger Bounce Back Plan phase:

**PHASE I:** State office buildings partially reopen, but only for employees who do not have the ability to work from home and/or are providing services that Agency heads determine have limited alternatives in service delivery for the general public. Social distancing requirements are strictly enforced within the workplace, including in individual and shared workspaces. Remote work is highly encouraged, when appropriate and available. Gatherings of only 10 people or less are allowed.

**PHASE II:** State office buildings are fully open for public-facing government services and general business, but remote work continues to be encouraged, when appropriate and available. Social distancing requirements continue to be strictly enforced, including in individual and shared workspaces. Gatherings of up to 50 individuals are allowed.

**PHASE III:** The state workforce fully returns to normal work locations and restrictions on large gatherings are lifted.

This document applies the Badger Bounce Back Plan as well as other outside framework to all UW System Administration (UWSA), UW-Shared Services (UWSS), and UW Extended Campus (UWEXT) administrative units and will be updated as additional direction and information are available.

The current UWSA operations include:

- Limited access to buildings
- All non-essential employees whose work does not require them to be in the office are working remotely
- 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.

If you have tested positive for COVID-19 and have been onsite, you are expected to notify your supervisor or human resources department.

Per CDC, you should also stay home and quarantine if you may have been exposed to or in close contact with someone who has COVID-19. This includes staying home and monitoring your health. CDC recommends staying home for 14 days after your last contact with a person who has COVID-19.

After all forms of travel, employees shall be diligent with their symptom monitoring in order to protect others. If symptoms consistent with COVID-19 develop, employees must stay home from work, notify their supervisor, and contact their medical provider for guidance.

Prior to travel, employees should review current [WI Department of Health Services](#) and [Centers for Disease Control](#) for travel guidance. As the situation continues to evolve, new guidance and requirements may be issued, including self-quarantine requirements and travel restrictions.

**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. Individuals and administrative units that can continue to effectively work remotely will continue to do so.
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.

**Remote Work**

Those who can work remotely to fulfill some, or all their work responsibilities may continue to do so to reduce the number of individuals on-site and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

If the working remotely arrangement is on a more permanent or extended basis (30+ days), employees must use UW provided workstations (desktop or laptop) equipped with UW approved security software and tools for performing their work. Employees are encouraged to use their existing UW provided workstation equipment if possible. 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**

**Social 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
- Do not share phones, desks, offices and other personal work tools and equipment if possible.
**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 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 contains 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. You should wear a face mask or face covering at all times while in a shared workspace/room.

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 inline.

- 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 following the manufacturer’s instructions.

It is recommended that masks/face coverings be worn by any staff in a reception/receiving area. Masks/face coverings should also be used when walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

**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**

Ideally, no more than one person should enter an elevator at a time, so please use the stairs whenever possible. 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. Guidelines for Opening up America Again (White House/CDC, April 2020)
4. Guide for Returning to the Workplace (Duke University, May 2020)
5. Coronavirus (COVID-19), CDC