

MEMORANDUM

TO: All EWU Supervisors and Managers

FROM: Deborah Danner, Associate Vice President for Human Resources

RE: Phase 2 “Safe Start” Return to Work Plan

DATE: May 27, 2020

As of May 22, 2020, the Governor’s Office approved Spokane, Pend Oreille, and Stevens Counties to progress to Phase 2 of the “Safe Start” recovery plan regarding COVID-19. The University has spent the past few days preparing appropriate protocols to protect the safety of our employees as they return to worksites in these counties. As a supervisor/manager you have an important role in helping ensure all staff who are returning understand and follow these protocols.

Which Employee Groups are Eligible to Return?

On June 1, 2020, employees who perform professional services, which means employees who perform office-based occupations, will be able to return to their worksites if they work in Spokane, Pend Oreille, or Stevens County. Other employees will be notified of their ability to return as additional restrictions are lifted. Human Resources will send a campus communication to all employees providing official notice of the return to work plan. You must follow-up with individuals who report to you, to ensure they are notified.

Building Access?

All buildings, with the exception of the PUB, will remain locked and closed to the public at this time. Employees will need their keys or prox cards to access their work locations. If an employee has an issue with access control, you can contact Access Control at 359-2245 or 359-6506.

What Safety Measures are Required as Employees Return?

As we move to Phase 2, all employees who are on site, including those who have been working on site over the past few weeks, must comply with a number of safety measures which are detailed in the attached Employee Guide for Returning to Work During COVID-19 Pandemic. In order to protect employee health and the health of others, the following measures must be completed by all employees who are working on site:

- **Symptom Monitoring:** Employees must conduct COVID-19 symptom monitoring every day before reporting to work. This means employees must take their temperature and confirm it is below 100.4° and confirm they are free of symptoms potentially related to COVID-19 **before** coming to campus.
 - If experiencing any of the above symptoms prior to reporting to work, employees must immediately notify their supervisor and stay home.
 - If experiencing any of the above symptoms after arriving to a campus location, employees must immediately notify their supervisor and immediately leave campus.
- **Training:** Employees must complete online COVID-19 training within one week of returning to campus. Training can be accessed at <https://canvas.ewu.edu/enroll/NKNT6T>.

- **Social Distancing:** Upon return, employees must maintain 6 feet social distancing and when that is not feasible use other protective measures.
- **Face Masks:** Employees must wear a face mask or cloth facial covering when not working alone at a campus location and when in public settings where other social distancing measures are hard to maintain. The University will be making a reusable cloth mask available for each returning employee (disposable masks may be substituted if a sufficient number of cloth masks are unavailable) or employees are welcome to bring their own.

Can I require an employee to return to work on campus who reports they do not feel safe?

- At this particular time, based on the Governor’s directives, employees cannot be required to return to campus if they feel like it is unsafe. To remain off campus, however, they must have a new telework agreement or request leave.
 - If employees feel unsafe to return to campus during Phase 2 of the “Safe Start” recovery plan and wish to continue to telework, they must submit a **new** formal COVID-19 telework request pursuant to EWU Policy 401-09-Teleworking
 - Note: Faculty have already been approved for online for fall so they are exempt from this requirement during Phase 2.
 - If employees feel unsafe to work from campus and are unable to telework, they can request approval for accrued leave or apply for unemployment benefits.

Can I require a high-risk employee to return to work on campus who reports they do not feel safe?

If employees qualify as high-risk under the CDC guidelines and feel unsafe returning to campus, they must contact their immediate supervisor to discuss telework, reassignment, or social distancing options. If these options are not available, employees may request approval for leave or apply for unemployment benefits.

If an employee has been previously approved for leave, can I require them to return on June 1, 2020?

If an employee has previously been approved for leave to care for a minor child, because they are high risk under the CDC guidelines or for other reasons, they remain eligible to take any remaining approved leave.

What are the requirements for telework plans during Phase 2?

- During Phase 2, employees must have an approved formal COVID-19 telework plan pursuant to EWU Policy 401-09-Teleworking if they will be working offsite.
- Supervisors should consider the following when considering a telework request:
 - The arrangement will allow the employee to perform the essential functions of the position effectively and productively,
 - The employee has proven the ability to successfully perform the essential functions of the position,
 - There is sufficient amount of work being proposed,
 - The employee has a proven ability to work independently,

- The equipment and services necessary are feasible,
 - Effective communication with the supervisor, co-workers and customers is possible,
 - The work space is conducive to getting the work accomplished,
 - The employee has the ability to be flexible about the telework arrangement, respond to all operational needs, and
 - The employee has been provided information by the Environmental Health and Safety office regarding maintaining a safe workspace.
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- Employees who are teleworking must perform work during the hours identified on the approved plan this includes timely performing projects, responding to emails and answering phone calls. In order to ensure availability by phone, employees must either forward their desk phone to a number they can answer at home or leave a message on their work voice mail advising callers of an alternate phone number where they can be reached.
 - Employees are personally responsible for the costs of home maintenance, utilities (including internet), or maintenance of all employee-owned equipment used for telework.
 - Employees are responsible for maintaining a safe telework environment by complying with EHS office guidelines including providing my own telework space, with an ergonomically correct chair and desk.
 - Supervisors retain responsibility for supervision of employees who are teleworking which may be accomplished by routine check-ins.
 - Employees will provide an accounting of their time which provides a record of their activities and accomplishments to their supervisor on a regular basis (e.g. daily, weekly, or each pay period).

How do I get masks for employees who do not have their own?

Supervisors can order masks through Central Stores and they will be delivered to the department. Masks for the Spokane Campus will be delivered to Spokane Student Services. You can submit your order at the following link: <https://inside.ewu.edu/centralstores/order-form/>. As masks are currently in high demand, we are requesting that at this time supervisors limit their orders of cloth masks to no more than one mask per employee. Employees are welcome to bring and wear their cloth masks/ facial coverings which can be used in lieu of the University provided cloth masks.

What do I do if an employee reports they have COVID-19 symptoms while at work?

Immediately send the employee home and then contact Caren Lincoln, Senior Director of Human Resources at phone: 359-2384 or email clincoln@ewu.edu.

Disinfectant and Tissues

- Have disinfectant and tissues available in your workspace.
- Employees are strongly encouraged to sanitize break, common and work areas after use.
- Employees are encouraged to wash their hands before and after touching shared equipment, like copiers, to limit the spread of disease.

Physical Distancing:

- Work Locations: All persons on campus must maintain 6-feet of separation from other people unless this separation would make it unfeasible to accomplish a task. Wherever possible, supervisors will work with employees to provide a 6-foot separation. This may require moving staff to different cubicles or office areas, reconfiguring office layouts, or other strategies. Face coverings, or more protective PPE, must be worn anytime people are unable to maintain the 6-feet of separation
- Meetings: We continue to encourage employees to meet using ZOOM, teleconferencing or other technology-based options. Any time two or more people must meet, ensure 6 feet social distancing is maintained.
- Lunch and Breaks: Maintaining 6-feet of separation is especially important when individuals are eating since it is impossible to wear face covering at that time. Supervisors must implement one or more of the following options to ensure their employees are able to maintain 6-feet of separation during breaks. Supervisors must let each employee know when and where their breaks will occur.
 - Staggered Shifts: Employee shifts should be scheduled so that the minimum number of people are present at any given time. Staggering employee start times will lead to staggered breaks without any additional scheduling.
 - Staggered Breaks: Employee breaks may be staggered so that there is no congestion in break/lunch areas. Employees must receive their breaks, 15 minutes near the middle of every 4 hours worked and lunch/dinner as appropriate, but these breaks may be shifted so that physical distance can be maintained.
 - Empty Room Utilization: Conference rooms, classrooms, or offices that are not occupied may be used to allow employees to have separate areas for breaks. Custodial staff are leaving notes on the outside of rooms that have been cleaned; when rooms are used for breaks the notes should be removed so custodial staff know that cleaning is needed.
- Vehicle Use: To ensure physical distancing, **only one staff member is allowed per university vehicle**. The staff member using the vehicle must disinfect the vehicle when they are done using it and before anyone else can use the vehicle. Face coverings or respirators should be worn in vehicles that will be shared during a work shift and the windows should be left open to increase ventilation. If at least two hours will elapse between different users, face coverings are not necessary.

Additional Questions:

If you have additional questions about telework and leave options you may wish to contact your Human Resources at 359-2381.

If you have additional questions about employee safety measures or Phase Two operations, you may wish to contact Risk Management at 359-6618.