University of Wisconsin-Parkside Employee Guidebook

Ranger Recovery

Contents

Mask Requirement

As has been the case since the start of the pandemic, our primary focus is on protecting the health and safety of our students, employees, and campus guests. As we have done throughout the pandemic, UW-Parkside continues to follow CDC and local public health guidance as we monitor the high transmission and infection rates of COVID-19 and the omicron variant in our region. **First and foremost, if you are not feeling well, please stay home, regardless of vaccination status.**

Out of an abundance of caution and to do our part in reducing the spread of COVID-19, all individuals are required to wear a mask/face covering while inside any buildings or facilities on campus. Exception applies only while eating/drinking, alone in a private office, or in your residence hall room. Disposable masks are available throughout campus (most offices, classrooms, Concierge Desk, Student Center conference rooms, CTS Tech Bar, Library, etc.) in the event that you need one. We will monitor this situation closely in our region and on campus and will provide updates on protocols as necessary. **This requirement will continue until further notice.**

Additionally, for those of you who may be interested in obtaining a COVID vaccination, you can call Student Health and Counseling for an appointment.

Additional [vaccination information](#) is available on the UW-Parkside website.

For Students: Students requesting an accommodation for masks should contact Student Accessibility Services (formerly Disability Services) at dss@uwp.edu or 262-595-2372.

For Employees: If you have any questions or concerns about wearing a mask or require medical accommodation, please contact Human Resources at hr@uwp.edu.

Workforce Guidelines

All employees (faculty, staff and student employees) are expected to familiarize themselves and fully comply with the policies, protocols, and guidelines outlined in this document as a part of UW-Parkside workplace expectations. The following guidelines are designed to help us to operate safely while delivering our mission and campus- based programs and services.

Staffing

Now that we have returned back to campus, UW Parkside is working closely with the Kenosha Public Health Department to 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 on campus may need to be implemented.

Staffing Options

There are several options departments may consider maintaining required physical distancing measures and reduce population density within buildings and workspaces.

Remote Work

It is our goal is to keep employees safe. We will continue to follow CDC guidelines. All remote work must be approved by your Manager. Employees who are working remotely must complete a Telecommuting Agreement. An electronic copy of the agreement must be sent to Human Resources – hr@uwp.edu.

Remote Work Policies

If employees are working from home, we ask that eligible employees complete a Telecommuting Agreement. We ask supervisors to communicate expectations around work hours, expectations, recording their time, privacy, and security. However, we should anticipate remote work arrangements are only **temporary,** so establishing good operational practices is important as we look to the future of our learning community.

Connecting Virtually

To maintain a productive work environment, it is important you utilize the tools to connect with your employees and colleagues. There are two video conference call platforms.

If you need assistance in learning how to use these video conference platforms, please contact CTS at servicedesk@uwp.edu or (262) 595-2244.

- WebEx **-** This easy, reliable cloud platform can be used for video and audio conferencing, chat and webinars. Host up to 250 participants, have unlimited 1-to-1 meetings and more.
- Microsoft Teams **-** is a great way to get started with quick and easy online meetings. The free plan allows you and your coworkers or friends to collaborate with high-quality screen sharing, webcams, VoIP audio and chat messaging in one session – no download needed.
- Zoom – The Zoom web conferencing platform is used for video, voice, virtual classrooms, online meetings, screen sharing, chat and webinars. Zoom can be accessed via Canvas, mobile devices, desktop computers.

VPN allows you to securely access many campus assets. You will need DUO before you can use VPN. Please click the link below to access information about how to set up VPN.
VPN for Windows and VPN for Mac

Attendance

UW-Parkside has implemented many protocols to provide a safe working and learning environment and minimize exposure to infectious disease. **As of January 1, 2021, UW System has announced that Covid-19 leave is no longer available.**

Therefore, you can review your leave options with human resources at hr@uwp.edu by using accrual sick, vacation and/or personal holidays or unpaid leave may be used. Employees who have a serious health condition or are at "high risk" for COVID-19 infections may qualify for FMLA leave or ADA accommodations. For some employees, unpaid leave may be an option. Employees' individual concerns and circumstances will be taken into consideration through an interactive process.

To request a potential accommodation, please complete the [Request for Accommodation Form](#) As a reminder, employees who feel ill or are exhibiting symptoms of COVID-19 must stay home, and employees may be sent home if they appear to be ill. This includes all suspected illnesses, not just symptoms consistent with COVID-19. The health and wellness of employees is top priority, and employees are encouraged to take care of themselves and protect those with whom they work from illness by staying at home.

Employees who have been sick with COVID-19 [symptoms](#), tested positive for COVID-19, or have been potentially [exposed](#) to someone with COVID-19 (either through [community-related exposure](#) or [international travel](#)) should follow CDC guidance to [self-isolate or stay home](#).

Workforce protection and safety are critical to returning back to campus. UW Parkside has provided measures to ensure faculty, staff, students, and campus community have appropriate protective controls, plans, supplies, and guidance to safely return to work. Opportunities for open dialogue must exist to reassure faculty and staff that their health and safety are paramount.

Administration will set up Town Halls to inform all employees our goal is to ensure faculty, staff and students are safe. Please be on the lookout for these important informational meetings.

Health and Safety Guidance

Faculty and Staff Testing

Please go to UW-Parkside's [Ranger Hall Testing](#) and follow the instructions to schedule a test. Additional information is also on the webpage regarding updates to registration, test results, etc. Please refer to that webpage for any future testing updates and information.

Please note: If you are an employee who is ill or may be exhibiting COVID-19 symptoms (is symptomatic), please contact your primary healthcare provider for evaluation and testing.

Vaccination Update and Testing Exemptions

Employees who wish to be vaccinated can do so at community locations in Racine and Kenosha: [Vaccination Information (uwp.edu)](#)

Additionally, vaccines will be available at the Student Health and Counseling Center on Campus for employees by appointment. Please call (262) 595-2366.

To be exempt from the surveillance Covid 19 testing at Ranger Hall, University of Wisconsin-Parkside students, employees must add their Wisconsin Immunization Record or a picture of their vaccination card to their profile in MyChart. Instructions on how to do so as well as a video are at this link [Vaccination Record - MyChart (uwp.edu)](#)

The document is verified by Student Health Clinic personnel. Once verified (24-48 hours) employees will receive an email from the clinic notifying them to check their secure message in MyChart stating that they are exempt from Covid -19 testing as long as they are asymptomatic.

Isolation Recommendations

Individuals who test positive and have symptoms will be asked to isolate for 10 days per Wisconsin Department of Health Services and local public health. Individuals who test positive and do not have symptoms will be asked to isolate for 5 days.

Updated Quarantine Recommendations (for those who have been exposed to Covid19)

People who are **unvaccinated** or are more than six months out from their second mRNA dose or more than 2 months after the J&J vaccine and **have not yet received a booster dose** should:

- Should test weekly - Testing is available in the Ranger Clinic.
- Quarantine for 5 days following exposure and wear a well-fitting mask when around other people for an additional 5 days.

People who meet one of the following criteria do not need to quarantine after exposure to covid19, but should wear a well-fitted mask when around other people for 10 days:

- Have completed their primary mRNA vaccines series within the last 6 months, OR
- Have been fully vaccinated with a J&J vaccine within the last two months, OR
- Have received a booster more than two weeks prior to the exposure.

Following an exposure to Covid19, everyone, regardless of vaccination status **should:**

- Get tested for Covid19 on day 5, if possible, after exposure, AND
- Quarantine immediately if any symptoms develop until they receive a negative Covid19 test confirming symptoms are not attributable to Covid19.

It is important to get into a daily habit of monitoring your symptoms. The [Wisconsin Department of Health Services](#) provides a screening tool and access to health professionals to answer your questions. In addition, the healthcare providers in Kenosha and Racine offer symptom checkers.

- Advocate-Aurora Health
  https://www.advocateaurorahealth.org/coronavirus-disease-2019/#symptomchecker
- Ascension Healthcare https://healthcare.ascension.org/covid-19
- Froedtert Health https://froedtert.buoyhealth.com/symptom-checker/

If you do not have symptoms, continue to exercise social distancing. However, if you have no symptoms but had close contact with confirmed positive C-19 case and are *unvaccinated*:

1. Call your healthcare provider for test referral 3-5 days after exposure and begin quarantine.
2. Call your supervisor and inform him/her that you have come in contact with confirmed positive case of C-19.
3. Complete the [Covid Reporting Form](#).
4. If you do not have a provider, you may contact the Kenosha County Public Health Department. for further assistance and testing resources: https://www.kenoshacounty.org/2058/COVID-19-Testing- Locations

If you have not been vaccinated or are ready for your booster, here are several options:
- Call the Student Health & Counseling Center at (262) 595-2366 to schedule an appointment.
- Visit www.vaccines.gov to locate a vaccine clinic near you.

If you have already been vaccinated, please [upload your record of vaccination](#) to MyChart as soon as possible.

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. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting sick.

Employees working on-campus must continue to follow these physical distancing practices: Always stay at least three feet is recommended for classrooms. However, we still recommend that people observe six feet whenever possible.

Handwashing

Employees should [wash hands](#) often with soap and water for at least 20 seconds especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. Cover all surfaces of hands and rub them together until they feel dry. Employees should avoid touching eyes, nose, and mouth, and wash hands after touching their face.

Cleaning/Disinfection

Custodial teams will clean classrooms, **common spaces, such as entrances, stairwells, large conference rooms, hallways, bathrooms, elevators, public spaces, etc.** based on CDC guidelines for disinfecting spaces. Facilities Management will also maintain hand-sanitizer stations throughout the main concourse and major building entrances and exit locations.

Employees should regularly disinfect high touch areas (e.g., door handles, buttons/switches, handrails, checkout counters, restroom surfaces, etc.). Facilities management will provide disinfecting supplies in all classrooms, computer labs, and laboratory spaces. Supply kits for office suites are available from Facilities Management by completing a [Workorder](#).

Coughing/Sneezing Hygiene

Employees who are in a private setting and do not have a cloth face covering, should remember to always cover their mouth and nose with a tissue when they cough or sneeze or sneeze into the inside of their elbow. Then throw used tissues in the trash. Immediately [wash hands](#) with soap and water for at least 20 seconds or hand sanitizer.

Face Coverings are Required

In accordance with CDC recommendations and per University of Wisconsin Board of Regents

actions, all employees working on campus are required to wear masks/face coverings when in the presence of others and in public settings where other physical distancing measures are difficult to maintain.

Employees who are unable to wear a face covering due to a medical condition may request reasonable accommodations by contacting Human Resources at hr@uwp.edu.

For more information on masks, included the proper way to wear a mask or other face covering, visit the webpage: Use of Masks to Help Slow the Spread of COVID-19. If using disposable face coverings, please dispose of them properly.

Guidance for Specific Workplace Scenarios

Working in Office Environments

Employees who work in an indoor, open environment, shall maintain at least three feet distance from co- workers. If possible have at least one workspace separating you from another co-worker. Employees are required to wear masks when sharing a workspace/room and maintain at least three feet of distance from other co-workers. However, we still recommend that people observe six feet whenever possible.

Employees are responsible for cleaning their own workspaces and shared work areas, and employees should also wipe down commonly used surfaces before and after. Employees may request cleaning supplies by submitting a Facilities Management work order**.**

Commonly used surfaces include 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.). Employee should avoid using other employees' phones, desks, offices, or other work tools and equipment. Continue to remove high-touch items such as magazines, common pens, etc.

Consider the need of the department to allow walk-in traffic and possibly prohibit walk-in traffic or require prearranged appointments in a physically distanced environment. If walk-in traffic is necessary and/or a reception desk is staffed, departments should consider the use of plexiglass partitions which may be requested from Facilities through the Workorder process.

Departments should remove extra waiting room seating or tape off chairs to ensure six feet of distancing. Facilities will aid in storing the chairs and or furniture until further changes in conditions occur, upon request. For assistance with any of the aforementioned items, you may request assistance through Facilities by submitting a Facilities Work Order Request.

Using Restrooms

Employees are required to wear a face covering in restrooms, and the use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Wash hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

When using the elevator, face coverings must be worn. Employees should avoid touching the elevator buttons with exposed hand/fingers, if possible. Wash hands or use alcohol-based hand sanitizers which will be provided outside every elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held using the extensive range of available collaboration tools (e.g. WebEx, Microsoft Teams, Blackboard Collaborate, telephone, Jabber, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain six feet of separation for physical distancing requirements. Smaller conference rooms located within departments should be cleaned by the department after use.

Meals

Before and after eating, employees should wash their hands thoroughly to reduce the potential transmission of the virus. When dining on campus, employees are required to wear a face covering until they are ready to eat and then replace it afterward. Eating establishments 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.

Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for each situation. When eating in one's work environment (break room, office, etc.), maintain three feet or recommend six feet distancing between others. Individuals should not sit facing one another. Face coverings should only be removed in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee breakrooms to support physical distancing practices between employees. Wipe all surfaces after use.

Visitors to Campus

It is important any visitor will follow all guidelines preventing the spread of Covid-19. However, please see the Ranger Recovery Guidelines to ensure the health and safety of our campus community, the number of visitors and the size of visitor groups to campus. Faculty, staff, and students are expected to exercise the same caution by not bringing friends and family members, including children, to campus unless involved in official campus programing.

Employee Support and Wellbeing

Working and taking care of ourselves and our loved ones is challenging during these trying times. It's of the utmost importance that our faculty and staff members feel supported and prepared as we move forward in supporting the university.

Here you will find access to helpful resources, information about our Employee Assistance Program (EAP). Kepro™ is our EAP vendor. EAP Services center is open 24/7.

- To access this benefit please click on the link at [Employee Assistance Program (EAP)](#). You may contact Kepro™ by calling (833) 539-7285 or online at [sowi.mylifeexpert.com](#). The UW Parkside password is SOWI.

Inclusivity Statement

UW-Parkside denounces all acts of hate and bias, related to COVID-19, and continues to work towards fostering an environment of diversity and inclusion. UW-Parkside encourages everyone to support, respect, and uplift one another during this transition back to campus.

We offer the following tips and resources to assist in keeping our community safe by shifting the narrative around COVID-19. We encourage our campus communities to:

- Educate yourself about the discrimination being faced by our Asian communities and those who test positive for COVID-19.
- Stay up-to-date with current, accurate information.
- Practice ongoing empathy, care, humility, and respect.
- Refrain from stereotyping.
- Understand that other populations are at-risk for discrimination or heightened impact during COVID-19, such as LGBTQ+ folks, people with disabilities, individuals with underlying health conditions, undocumented individuals, people with children, low-income folks, people of color, persons of different generations, and more.
- Recognize that hate and bias can happen intentionally or unintentionally through virtual platforms methods such as comments, direct messages, conversations, course content, posts, blogs, phone calls, and more.

If you or someone you know has been a victim of hate or bias for any reason, please consider filing a [Bias and Hate Incident Form](#). A team of professionals from across campus reviews every report submitted and follows up accordingly, using a victim-centered approach.

The University of Wisconsin-Parkside asks its campus communities to commit to upholding our institutional values and spreading compassion and care during this undoubtedly difficult time.

Conclusion

COVID-19 has changed the health and safety of our nation and our college campuses dramatically. It is UW-Parkside's goal to ensure all faculty, staff and students are safe and protected as they return back on campus. As the campus community continues to be vaccinated and tested regularly, it is our hopes to keep all employees safe and healthy.

We will continue to use public health control measures and monitor the risks throughout the pandemic. In it our goal to balance the benefits and potential harms of adjusting these measures, so as not to trigger a resurgence of COVID-19 cases and jeopardize the health and safety of the campus community.

Understanding and following these guidelines will be critical to the success of resuming campus operations and mitigating the potential spread of the virus. For additional information about the novel coronavirus, you can find more information at the following places:

- UW Parkside website: https://www.uwp.edu/rangerrecovery/
- The CDC website: https://www.cdc.gov/coronavirus/2019-ncov/index.html
- Wisconsin Department of Health Services website: https://www.dhs.wisconsin.gov/covid- 19/index.htm
- Kenosha County Division of Health: https://www.kenoshacounty.org/297/Health-Services;
- Kenosha COVID-19 Response: https://kenosha-county-covid-19-response- kenoshacounty.hub.arcgis.com/
- Kenosha County Health: https://www.facebook.com/kenoshacountyhealth/
- Racine County COVID-19: https://crchd.com/covid-19;
- Central Racine County Health Department: https://www.facebook.com/CRCHD/;