

University of Wisconsin-Parkside
Employee Guidebook
During the COVID-19 Pandemic

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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.

Workplace Expectations and Guidelines

As we begin to increase access to the campus and join together to reduce the spread of COVID-19, the way we operate in the workplace will be very different. The following guidelines are designed to help us to operate safely while delivering our mission and campus-based programs and services.

Staffing

UW-Parkside will assess staffing over time in a coordinated process to ensure appropriate physical distancing and re-acclimation to the office environment.

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue until such time that local health officials no longer recommend physical distancing. Employees who can continue to work remotely will likely continue to do so until restrictions are eased for larger gatherings. However, there are some cases where employees will be required to report to campus in order to work.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-campus operations without approval from the respective dean, director, vice chancellor or vice provost. Once decisions to expand on-campus staffing in certain areas have been made, employees should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-campus increases and operations expand, UW-Parkside working closely with the Kenosha County Health Department, 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 on campus may need to be implemented.

Staffing Options

As employees return to campus, there are several options departments may consider maintaining required physical distancing measures and reduce population density within buildings and workspaces.

Remote Work: Those who can work remotely to fulfill some, or all, of their work responsibilities may 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 department directors and

deans, may be done on a full or partial day/week schedule as appropriate. 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 all employees complete a [Telecommuting Agreement](#). We ask supervisors to communicate expectations around work hours, recording their time, privacy, and security. However, we should anticipate remote work arrangements may not be 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.

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](#)

[VPN for Mac](#)

Alternating Days or Weeks: In order to limit the number of individuals and interaction among those on campus, departments may stagger the on-campus and remote work schedules for their staff, alternating days or weeks to help enable physical distancing especially in areas with large common workspaces.

Staggered Shifts, Lunch and Breaks: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggered reporting and departure times will reduce traffic in common areas to meet physical distancing requirements.

Attendance

UW-Parkside has implemented many protocols to provide a safe working and learning environment and minimize exposure to infectious disease. Generally, if employees are able to work remotely or are scheduled to work on-campus, they cannot refuse to work. However, employees are encouraged to discuss their concerns or fear of returning to work on-campus with their supervisor, manager, director, or Human Resources.

The staffing options listed above will apply for many employees and may provide the reassurance the employee needs. COVID-19 leave, vacation and personal holidays may be used in accordance with [UW System Administrative Policy 1210](#). Employees may apply for EFMLA if they are needed at home to care for children under the age of 18.

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. UW-System provides paid sick leave, as well as other paid and unpaid leave options. Employees who feel well enough and are symptom-free may be able to work from home with supervisor approval.

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](#).

It is important we all understand our role in reducing the transmission of COVID-19. In order for faculty, staff, and students to be protected, they must be properly trained and adequately prepared.

Workforce protection and safety are critical to reopening, and measures must be taken to ensure the 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.

To ensure faculty, staff, and students have access to the same basic information, formal education/training regarding COVID-19 will be offered. The training will cover the following minimum content:

- A general overview of COVID-19 including infection prevention and control measures (hand hygiene, face coverings, physical distancing, cleaning and disinfection), signs and symptoms, transmission, and credible resources.
<https://www.uwp.edu/RangerRestart/phasedrestart.cfm#videos>
- Campus-specific policies and practices regarding infection prevention and control, campus health and safety resources, monitoring symptoms, use of PPE including masks/face coverings, and actions if sick.
<https://www.uwp.edu/rangerrestart/>

Have a specific question, please feel free to submit the form below:
<https://www.uwp.edu/RangerRestart/covid-19-ask-a-question.cfm>

Health and Safety Guidance

At this time, there are no plans for mass testing, and mass testing would only be done at the direction of Kenosha County Health Department. Employees should consult their health care provider if they need to be tested for COVID-19. If you have come in contact with someone who has tested positive, show symptoms of the virus, or have tested positive, please complete the following form COVID-19 Reporting Form.

Symptom Monitoring

It is important to get into a daily habit of monitoring your symptoms. The [Wisconsin Health Connect link](#) 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:

1. Call your healthcare provider for test referral 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-19 Reporting Form](#).

If you have symptoms, self-quarantine immediately:

1. Contact healthcare provider for appointment and recommendation regarding testing.
2. Contact supervisor and inform them of positive test.
3. Contact human resources and inform them of positive test and who you may have been in close contact with.
4. Complete the [COVID-19 Reporting Form](#).

If you do not have a provider, you may contact the Kenosha County Health Dept. for further assistance and testing resources: <https://www.kenoshacounty.org/2058/COVID-19-Testing-Locations>

COVID-19 Testing Locations

The State of Wisconsin Department of Health Services' provide a list of statewide testing facilities. Testing sites can be found database [here](#).

You should remain home and quarantine until results are obtained. Positive results will come from healthcare provider or County Health. You will receive a call from your local county health official who will engage in disease investigation and determine close contact.

Contact Tracing

1. County Health Officials will determine close contacts based on their disease investigation calls with staff members who have tested positive.
2. Close contacts are defined as individuals who have been exposed to someone who tested positive for more than 15 minutes at a distance of 6 or less feet.
3. *Ex. Passing someone in the hallway who is working or someone who works in an office down the hall is not considered to be close contact. A spouse or someone you spent an hour with during lunch is considered a close contact.*
4. Supervisors will receive several forms to complete from county health to provide to close contacts in their respective departments. Human Resources can assist with the completion of these forms.

Promoting Behaviors that Reduce Spread

Symptom Monitoring – It is important to get into a daily habit of monitoring your symptoms. The [Wisconsin Health Link](#) provides a screening tool and access to health professionals to answer your questions.

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Froedtert Health

<https://froedtert.buoyhealth.com/symptom-checker/>

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 follow these physical distancing practices:

- Always stay at least six feet (about 2 arms' length) from other people
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings.

Travel

The travel restrictions remain in effect until otherwise announced by the Chancellor. The Chancellor may revise work-related travel guidelines at any time when deemed necessary. Travel for business must be approved by a Cabinet Member.

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. If soap and water are not readily available, hand sanitizer that contains at least 60% ethanol or 70% isopropanol should be used. 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.

Employees are responsible for cleaning their own workspaces and should 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. 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 work [order](#).

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. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Employees who are sick must stay home.

Face Coverings: 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 (e.g. common workspaces, entrances, stairwells, hallways, restrooms, elevators, meeting rooms, classrooms, etc.). Employees who are unable to wear a face covering due to a medical condition may request reasonable accommodations by contacting Human Resources.

Appropriate use of face coverings is critical in minimizing risks to others. Employees could spread COVID-19 to others even if they do not feel sick. A mask or cloth face covering is not a substitute for physical distancing.

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.

Masks and Personal Protective Equipment – PPE

Employees are required to wear a mask or face shield with a shroud or with mask in all indoor public spaces, including classrooms, common areas, and strongly encouraged outside when physical distancing is not possible.

Guidance for Specific Workplace Scenarios

Working in Office Environments

Employees who work in an indoor, open environment, shall maintain at least six 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 6 feet of distance from other co-workers.

Employees are responsible for cleaning their own workspaces and shared work areas, and employees should also wipe down commonly used surfaces before and after use. 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. 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 work [order](#) 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 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

UW-Parkside has established three top priorities in response to the COVID-19 pandemic:

- Ensure the health and safety of our campus community,
- Successfully deliver our academic mission, and
- Join the national and global effort of flattening the curve of the virus.

These priorities compel us to limit the number of visitors to campus. In addition, we have a responsibility to document visitor activity should it be needed for contact tracing purposes.

Approval

- Visitors seeking access to the Student Activities Center (SAC) would be approved by the Director of Athletics or Deputy Director of Athletics.
- Visitors participating in student related activities, including tours of prospective students would be approved by the Vice Provost for Student Affairs and Enrollment Services or the Dean of Students.
- Visitors associated with maintenance and construction projects would be approved by the Director of Facilities Management (backed up by the Vice Chancellor for Finance & Administration).
- Visitors associated with vendors supporting campus services would be approved by the Director of Business Services (backed up by the Vice Chancellor for Finance & Administration).
- Visitors associated with academic programming and instruction would be approved by the Provost or Vice Provost.
- Visitors to classrooms and guest lectures would be approved by the Dean of the respective college or the Provost's Office.
- Visitors to the App Factory and the GIS Factory would be approved by the Dean or Associate Dean for the College of Business, Economics, and Computing.
- Visitors to the Chancellors Office would be approved by the Chancellor.
- Visitors to the University Advance Office would be approved by the Associate Chancellor or Director of Operations.
- All other visitors would be approved by the Vice Chancellor for Finance & Administration (backed up by the Provost).

To ensure the health and safety of our campus community, the number of visitors and the size of visitor groups to campus should be kept to minimum. 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 programming.

Process

Visitors should be directed to check-in at either the Police Department, the Concierge Desk in the Student Center, the Sports and Activity Center, or the Rita Box Office before proceeding with their business. Approvers should notify the Police Department in advance so details of the visit can be logged.

When the visitor(s) arrives, a temperature check (not greater than 100.4°) and a Qualtrics [survey](#) will be completed as safety precautions. The Qualtrics survey will collect information for contact tracing purposes.

Approved visitors that have checked in and satisfied the precautionary questions will be issued an identification sticker, given a face mask if needed, and advised on campus safety protocols. Visitors, other than contractors and routine vendors/suppliers, must be escorted by a member of the UW-Parkside staff.

Employee Support and Wellbeing

During this difficult and confusing time of the COVID-19 pandemic, many of us maybe

experiencing anxiety and worry about what will happen to our family, friends, workplace, and community. We may feel a lack of control or helplessness in the face of the unknown. To help employees through the stress and uncertainty we face, our employee assistance program, administered by FEI, is here to help.

The **employee assistance program (EAP)** provides employees and members of their household with confidential resources to address personal/work-related concerns. The FEI website provides a plethora of information and resources for coping during the COVID-19 pandemic. EAP services are provided at no cost to employees and members of their household. Employees do not need to be enrolled in the State Group Health Insurance Program to take advantage of the EAP, and the EAP can provide employees with an avenue toward finding a solution 24 hours a day, 7 days a week.

In addition to the EAP, Silver Cloud Health is available to help employees who may be experiencing personal/work related concerns. The program is designed to help employees improve and maintain wellbeing by addressing underlying issues that can have a negative impact on how we like to live our lives.

Contact FEI by calling (866) 274-4723 [TTY: (855) 255-1367]. Or visit the FEI website at [EAP Homepage-Username: SOWI](#).

Access Silver Cloud Health by clicking on the following link: [SilverCloud](#)

Contact Human Resources with any questions that you may have about these resources.

Inclusivity Statement

UW-Parkside denounces all acts of hate and bias, especially recent events 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 undoubtedly difficult time. 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. Until specific and effective therapies and vaccines are available and widely used, we will need to continue to use public health control measures throughout the pandemic. We will continue to monitor the risks and need 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/rangerrestart/>
- 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/;](https://www.facebook.com/CRCHD/)

Supplemental Materials

This section includes additional information, tips, and recommendations. Please be sure to read the UW-Parkside Telecommuting policy and complete the [Telecommuting Agreement](#).

Telecommuting Best Practices

1. Designate an “office space.” Experts say that a dedicated area trains the brain to associate the place with professional activities, leading to greater productivity.
2. Establish work hours and stick to them with the same dedication as going into the office. This helps managers and co-workers plan interactions accordingly.

3. Communicate early and often. If you are experiencing work-related issues, or you are unsure of performance expectations, speak with your manager.
4. Ensure that your workspace is ergonomically appropriate. Your workspace should be designed for comfort and productivity. If you are removing equipment from the office (i.e., computer, chair, etc.), please speak with your manager.
5. Take your breaks. Get up and stretch. You are entitled to at least a 30-minute lunch break if you work six hours or more. Take it!