Subject: Safe Return to Work Fall 2020 Guidelines from the PTF Coordinating Committee

Date: Friday, July 17, 2020 at 3:12:16 PM Eastern Daylight Time

From: UofL Update

To: UofL Update

Dear Cardinal Faculty and Staff,

As we near the start of the fall semester, we are reminded of our driving missions of teaching, research, service and patient care, and our unique responsibility to transform lives through higher education. Importantly, to be able to deliver on our noble purpose, we must ensure that each of you feel prepared and empowered to have a safe return to campus this summer and into the fall.

Ensuring a safe and healthy campus will take all of us staying in compliance with CDC and state guidelines, as well as specific protocols and guidelines that apply to our university. While some of you have continued working on campus this whole time, we know that more of you will start to return next week. Here is an outline of what you need to know now to safely return to campus:

**Required Health and Safety Protocols**

We have established the following seven health and safety protocols as required actions for all university members on any UofL campus:

1. Practice physical distancing and stay six feet apart.
2. Wear a mask or face covering in common areas and avoid touching your face.
3. Cover your cough or sneeze with your elbow or a tissue then throw the tissue in the trash.
4. Disinfect used surfaces and frequently touched objects.
5. Wash your hands often with soap and water for at least 20 seconds.
6. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.
7. Stay home if you are feeling sick and avoid close contact with people who are sick.

**Guidelines for Staff**

Our temporary telecommuting guidelines continue to be a recommendation for all employees who can continue working remotely and are given permission by their supervisors. For those employees who must return to campus starting July 20, HR has created this Welcome Back Staff reference guide which provides specific information on the following:

- Work modification requests
- Emergency temporary leave guidelines and scenarios
- COVID-19 related HR policy updates
- Required documents to be signed before returning to work
- Self-administered temperature and symptom checks prior to daily arrival
• Ways to safely conduct your work

Guidelines for Faculty
The 2020 Pivot to Fall document, pages 9 through 14, covers the following details for faculty:
• Fall academic calendar
• Design and delivery of hybrid and online courses
• Safe instructional methods
• Policy recommendations for faculty to consider as they develop syllabi
• Modifications to fall teaching schedules

Guidelines for all employees
Irrespective of your position, there are a number of important guidelines to know and follow to help ensure a safe return to campus. Greater detail on each of these items can be found on our updated COVID-19 website’s Campus Requirements tab.

• Training videos for employees, hosted on our Safe Colleges training module platform, were issued today to all faculty and staff inboxes. Each faculty and staff member is required to complete the 30-minute training before their return to campus or by September 1 at the latest. The training videos will cover university actions and individual responsibilities for a safe return to campus. Students will also be required to complete similar training with additional modules.
• Travel policies have been updated and should be reviewed by all employees who have traveled out of state and out of the country since March 23. Read the Domestic Travel Policy and International Travel Policy located on the COVID-19 website.
• Signage that illustrates the seven health and safety protocols is being posted and distributed across campus. All main entry/exit doors of buildings, restrooms, elevators, service centers and high traffic areas will have some form of flyer, banner, floor marking or window decal posted to remind people of the requirements.
• Masks and face coverings are required in all public areas, even when physical distance of six feet is maintained. We have provided specific details about this requirement in the new Mask and Face Covering Policy on the COVID-19 website. Supervisors will provide one washable mask to every employee on campus, and everyone should provide their own backup masks.
• Facility enhancements such as barriers/sneeze guards are being installed in various reception areas, food service areas and other high traffic environments with face-to-face interaction. Our talented physical plant team have also made changes to airflow in buildings and one-way ventilation systems where possible.
• Sanitizing stations and disinfection kits will be provided by our incredible custodial team for all classrooms and main office areas and they will maintain those supplies through the semester. In addition to custodians cleaning high-touch surfaces and common spaces, staff, faculty, and students are expected to wipe down their own spaces in offices and classrooms to keep spaces as sanitized as possible. This extra effort is just one example of our collective commitment to being a Community of Care.
• **Meetings** should be virtual when possible or when a meeting venue is not large enough for the group to observe physical distancing of six feet in addition to wearing a mask or face covering.

**COVID-19 monitoring, testing and mitigation**

• **If you are concerned you may have COVID-19**, or may have been in contact with someone who is positive for COVID-19, you should: stay at home, notify Campus Health, contact your medical provider, and notify your supervisor. More details, along with isolation procedures, are provided on the [Campus Requirements](#) tab of the COVID-19 website.

• **Our contact tracing team** of dedicated university health professionals will continue to trace, notify, and properly advise any individuals who may have been exposed to a positive COVID-19 person. See the Campus Requirements link from above for more details about exposure.

• **Testing for COVID-19** will be available to all university employees and students through [Campus Health Services](#), but it will be prioritized for those individuals who are displaying symptoms. There is also significant testing available through [UofL Health and](#) other outlets throughout the commonwealth. If you are symptom-free and would like a test, you can visit [kycovid19.ky.gov](#) to register at one of many area locations.

**Health Recommendations**

• **Flu shots** are highly recommended for all students, faculty and staff to protect the community from flu and to avoid overwhelming the campus and community health care systems during flu season. Many common symptoms of the flu are also symptoms of COVID-19. Because these two viruses will likely coincide in the fall, it will allow our health care system to remain agile if more people are vaccinated for the flu and less likely to present with symptoms.

• **Create a support and resiliency plan.** Make plans for regular check-ins with your supervisor, co-workers, friends, family and your support networks. Be honest about how you are doing and what you need. Employee support resources are available through the [SHARE Program](#) and the [Employee Assistance Program](#).

**We are ONE Cardinal Family**

Returning to campus is a social contract, built on the Cardinal Principles of Community of Care, Accountability and the expectation that you will make the health and safety of your fellow colleagues your top priority in all interactions.

As for the institution, we continue to actively monitor disease activity, listen to expert recommendations from our researchers and doctors, learn from and coordinate with the CDC, Governor Beshear’s team and our peer universities in and outside the commonwealth. One of the great advantages of being a Research 1 university is that we have within our own faculty and staff some of the best minds in the world that are researching and responding to COVID-19 locally and nationally. The university commits to staying on top of
this daily evolving situation and will be ready to make changes to the protocols and plans should that become necessary to ensure the health and safety of our campus family.

Welcome back and let’s all do our part to stay safe, stay healthy and stop the spread of COVID-19.

On behalf of the Pivot to Fall Coordinating Committee,

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