



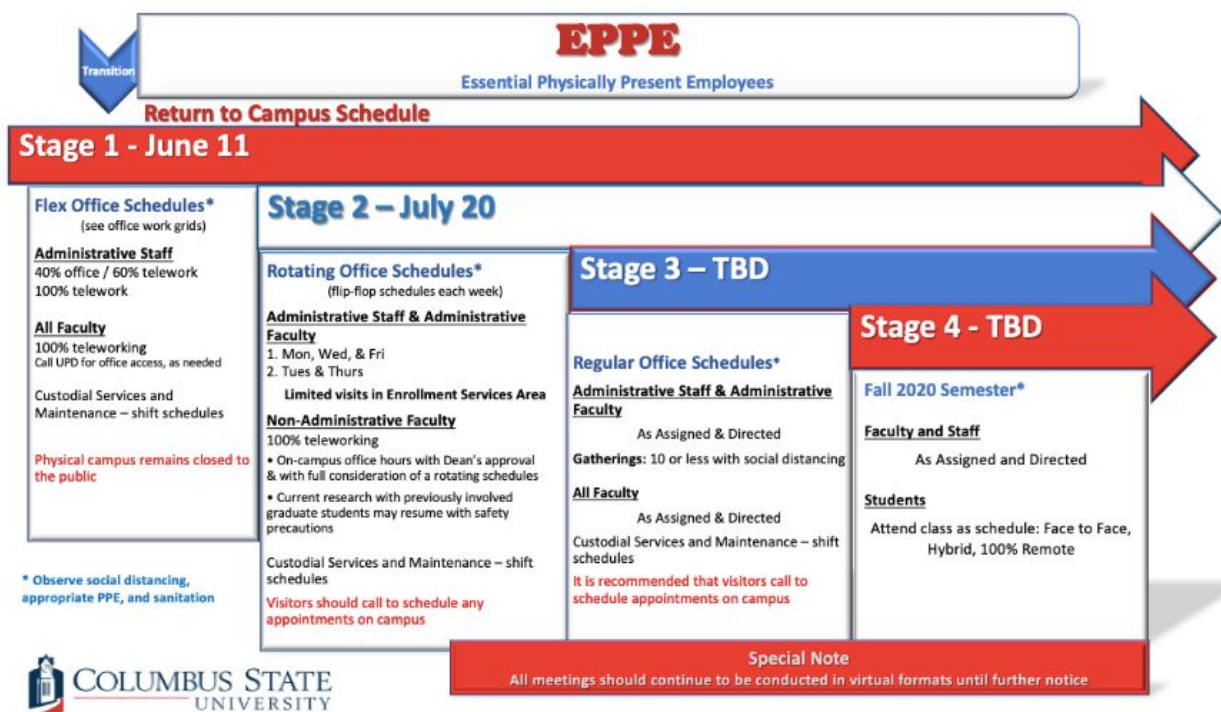
Faculty & Staff Return to Campus Guidelines

Table of Contents

Schedule for Returning to Campus	3
What is CSU Doing to Keep Me Safe?	4
What Can I Do to Keep Myself and Others Safe?	5
What Happens if I or a Co-Worker Gets Sick or is exposed to COVID-19?	6
What should I do if I have COVID-19 or have symptoms of COVID-19?	6
What should I do if I have been exposed to COVID-19?	6
What will CSU do if someone on campus tests positive for COVID-19?	6

Schedule for Returning to Campus

In the interest of the health and safety of our faculty and staff, we will be returning to campus in a staggered approach with the following three stages. However, please remember that this is a fluid situation and the plan could change overtime. Employees who are at higher risk of developing severe illness and who have concerns about returning to campus should contact the office of human resources. If you have questions regarding the actual date you should return to campus, please contact your direct supervisor.



Stage 1 (June 11): Flex Office Schedule: During the first stage of return to work, some Administrative Staff will work on a Flex Office Schedule (40% office and 60% telework), as designated by their supervisors while other staff members will continue 100% teleworking. Individual plans for each office can be found in [Appendix D of the Return to Campus Plan](#).

Faculty will continue 100% teleworking. Faculty members who must retrieve an item from their office for the purpose of teaching may do so by calling University Police for access, as they did when the university was in the period of Essentially Physically Present Employees (EPPE).

CSU's physical campus will remain closed to the public.

Stage 2 (July 1): Rotating Office Schedules: In the next stage of return to work, Administrative Staff and Administration Faculty will start rotating office schedules (Monday, Wednesday, Friday or Tuesday, Thursday) while Faculty will continue provide instruction 100% remotely.

- On-campus office hours for faculty may be established with the approval of their college's dean, and with full consideration of a rotating schedules.
- With the approval of the appropriate college dean, current research with previously involved graduate students may resume with appropriate safety precautions.
- Enrollment Services may have limited campus tours (1 family per tour) and limited physical interaction for the purposes of enrollment.

Stage 3 (July 20): Regular Office Schedules: During the last stage of return to work, Administrative Staff and Faculty will return to a Regular Office Schedules, which will include some courses being delivered 100% remotely as was done prior to the COVID-19 crises. We also recommend allowing only one person in your office at the same time and re-arranging seating arrangement within reception area for visitors 6ft. apart (where possible). The Return to Campus Task Force will be placing appropriate signage around campus to establish recommended social distancing boundaries, installing Sneeze shields where applicable on countertops and placing line markings or x's on floors to identify safe distancing zones. As you return, please let us know if you feel we have missed an area which needs signage or protective measures.

What is CSU Doing to Help Me Stay Safe?

We understand that you have concerns, and we want to do all we can to help you stay safe. As a result, CSU will be taking the following measures in accordance to guidelines set forth by the CDC and Georgia Department of Public Health. Please keep in mind that guidelines can change over time, and we will adjust accordingly.

- Hand sanitizer will be available in all high traffic areas and in all buildings. Please use it regularly.
- Effective July 15, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is **not** a substitute for social distancing.
- Department heads are asked to arrange office, groups, and meeting areas, and stagger time in the office for employees so that social distancing is possible.
- Department heads and supervisors are asked to stagger employee break and meal times to encourage socially distancing.

- Temperature checks for employees are available prior to entering work areas at the beginning of the work day. These checks are strongly encouraged, but not required.
- All credit card usage on campus will be touchless for customers.
- Attention will be given to disinfect high touchpoint areas – such as light switches and door knobs - in heavily used buildings on a daily or more frequent basis.
- Signs and floor markings have been added around campus to establish recommended social distancing boundaries.
- Sneeze shields have been installed where applicable.
- Employees who are sick or who have been exposed to a person who tested positive for COVID-19 must stay away from campus until they have been approved by a medical provider to return to work.
- Employees who are at higher risk of developing severe illness and who have concerns about returning to campus should contact the office of human resources.

What Can I Do to Help Myself and Others Safe?

- Wash your hands frequently.
- Wear a face covering.
- Stay at least 6 feet (2 meters) from other people.
- Stay out of crowded places and avoid mass gatherings.
- Implement virtual meetings, email, and phone conversations as much as possible.
- Do not share office equipment or work tools. Where and when this is not possible, sanitize the shared office equipment and/or work tools before and after each use.
- Do not shake hands or have body-to-body contact with another person.
- Stay away from campus if you are sick.

What Happens if I or a Co-Worker Gets Sick or is exposed to COVID-19?

What should I do if I have COVID-19 or have symptoms of COVID-19?

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. These employees are required to leave campus until released by a medical provider, and they are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

What should I do if I have been exposed to COVID-19?

Employees who have been exposed to a person who tested positive to COVID-19 are required to leave campus and should self-quarantine by following the recommendations of the CDC and GDPH. They should notify their supervisor and may telework if their job duties allow. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

What will CSU do if someone on campus tests positive for COVID-19?

Columbus State University has partnered with the Georgia Department of Public Health (GDPH), which will provide leadership and guidance with the contact tracing process and execution.

Employees and students who show symptoms, are exposed to, or test positive for COVID-19 should report to the appropriate university official as soon as possible.

That designated official is as follows::

- If you live in a residence hall, contact Director of Residence Life, Sarah Secoy, by email, secoy_sarah@columbusstate.edu, or call 706-507-8714.
- If you live off campus, contact the Dean of Students, John McElveen by email, mcelveen_john@columbusstate.edu, or call 706-507-8845.
- If you are an employee, please contact your Direct Supervisor and consult with your primary medical provider.

Supervisors, the dean of students, and director of residence life will immediately notify our campus-wide point person. This point person will initiate the institutional plan for contact tracing and any further notifications required with the GDPH. As a means of enforcing individuals' various health and educational privacy protections, supervisors, the dean of students, and/or the director of residence life are not to share the news of, the identity of, or updates about a COVID-19 diagnosis/test with anyone other than the campus point person.

University Support Services will close any affected area necessary for proper cleaning as prescribed by the University System of Georgia (USG) Coronavirus Disease 2019 (COVID-19) Implementation Guidance for Facilities Officers – Custodial Operations Focus, and in compliance with those received from the Georgia National Guard.