Faculty & Staff Return to Campus Guidelines

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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 face-to-face interaction for the purposes of enrollment.

Stage 3 (July 16): 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.
● All employees will receive at least one face covering as they return to campus. Per directives of USG, CSU cannot require employees or students to wear masks. However, we strongly encourage everyone to wear a mask. Additionally, it is expected that all community members act in a responsible fashion by coughing and sneezing into their elbow or a tissue and properly disposing of tissues after their use.
● 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 social 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.
● Sneezing 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?
Per guidelines set forth by the USG, CSU cannot require its employees to wear face coverings. However, we strongly encourage you to take the following steps to help protect yourself and others.

- 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.
- Keep face-to-face meetings at a minimum.
- 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?**
If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the Georgia Department of Public Health (GDPH).

GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. HR and the Office of Legal Affairs will work with employees and supervisors on a case-by-case basis. Medical documentation will be stored in a confidential file. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.

Custodial services will clean and disinfect all areas used by the person who is sick. Signs will be placed on campus to notify staff that they are entering a possible hazardous work space and to follow proper protocol.