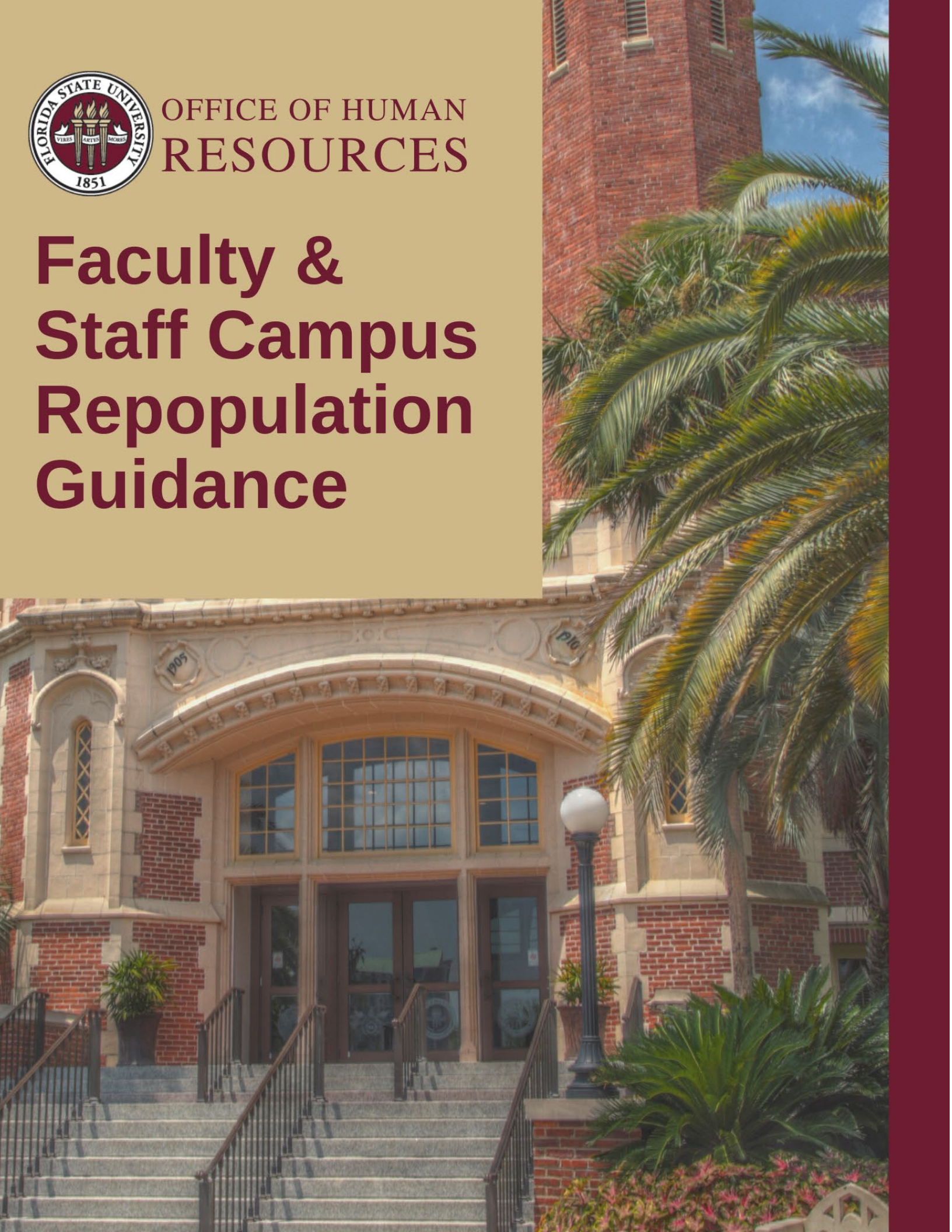




OFFICE OF HUMAN
RESOURCES

Faculty & Staff Campus Repopulation Guidance



Contents

Introduction	2
Stay Healthy Training	2
Workplace Expectations	3
Making Employee Assignments	3
High Risk Employees	4
Checking Symptoms	5
Testing	6
Safety	6
Cloth Face Covering	6
Hand Washing	8
Gloves	9
Goggles	9
Coughing/Sneezing	9
Disinfecting	10
Air Filtration	10
Social Distancing	11
Entering and Exiting	11
Temperature Check	12
Interacting on Campus	12
Public Transportation	12
Office Environments	12
Restrooms	13
Elevators	13
Meetings & Events	13
Meals	14
Laboratories	14
Mental Well Being	14
Contact Information	15

Introduction

Florida State University is committed to ensuring the health and safety of the entire campus community. The protocols outlined in this guidance are designed to mitigate the spread of COVID-19 as faculty and staff continue returning to campus. Our main priority is to ensure the mission and crucial functions of the University while keeping the community as safe and healthy as possible.

All the information outlined in this document is based on recommendations from local, state, and federal entities. FSU has relied heavily on guidance from the Centers for Disease Control (CDC), the Florida Department of Health, Florida Board of Governors, FSU's Emergency Management, and Environmental Health & Safety offices.

The University continues to monitor important information and data and will update guidance as appropriate.



Stay Healthy FSU: Training for Faculty and Staff

The Office of Human Resources has developed a comprehensive training to prepare employees for the new normal amid the COVID-19 pandemic. The [Stay Healthy FSU: COVID-19 Training for Faculty and Staff](#) serves as a resource that employees can reference for information on COVID-19 facts, the University response, policies and protocols, and additional helpful information. Due to the dynamic nature of the pandemic, this training will be updated as new data is published and as policies and procedures are amended. Faculty and staff are strongly encouraged to take this training regardless of whether they remain working remotely or return to campus.

Workplace Expectations & Guidelines

Faculty and staff are required to wear cloth face coverings, check their symptoms for COVID-19 daily, and maintain the safety and hygiene practices outlined in this document. Employees who are high-risk should discuss their options with their supervisor and Human Resources. All employees are required to fully comply with the policies, protocols and guidelines outlined in this document as part of Florida State University's Campus Repopulation Guidance.

Making Employee Assignments

As the University continues the transition from remote work to increasing the employee population on campus, departments should be prepared to increase their on-campus faculty and staff in phases. The most important thing to remember is mitigating the spread of COVID-19. In addition to following safety and hygiene standards (outlined later in this document), departments are responsible for ensuring that faculty and staff can work while maintaining the CDC's social distancing guidelines (minimum of 6 ft.). Departments are also responsible for ensuring that high-risk employees receive consideration for their health needs (outlined later in this document).

One effective way to mitigate the spread of COVID-19 is to implement alternating coverage in your department, if appropriate. For example, departments may develop rotating schedules for staff, or faculty needed for departmental coverage, on a half-day, daily, weekly, or as-needed basis.

When making assignments for employees to return to on-campus duties, there are steps Deans, Directors, and Department Heads should follow.

Step 1

Review position descriptions for staff or anticipated assignments of responsibilities for faculty and assign employees who have essential functions that require an on-campus presence to return back to campus. Review productivity levels of faculty and staff who have been working remotely. If there have been barriers to productivity, they should be directed to return to campus.

Step 2

Review remaining faculty and staff and consider implementation of rotation scheduling, or a staggered schedule to ensure on-campus coverage.

Employees who are able to perform their duties remotely can continue to do so, until directed otherwise, to reduce the number of individuals in the departments. Deans, Directors, and Department Heads should determine which positions should remain remote. Faculty members will be assigned either face-to-face or online courses depending upon the academic needs of the department.

High-Risk Employees

The University is taking appropriate precautions to protect members of the campus community. As plans are developed for employees to return to campus, some employees may request a modification to their on-campus assignment due to their individual health-related concerns that may place them, or someone they are caring for, at greater risk of serious illness from COVID-19. The Centers for Disease Control and Prevention (CDC) has published [information](#) on persons who might be at a higher risk or more vulnerable to illness from COVID-19.

The CDC has also provided guidance for those [Living in Close Quarters](#) with high-risk individuals.

People who are at higher risk for severe illness:

- People age 65 and older
- People who live in a nursing home or long-term care facility
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Employees may request a temporary modification to their work assignment based on high-risk concerns by completing the [Request for Temporary Modification form](#) and submitting it to their supervisor. Information on the request process can be found on the [HR website](#). Questions regarding high-risk employees and the Temporary Modification process can be sent to HR-COVID-19@fsu.edu.



Check Symptoms Before Reporting to Campus with the Daily Wellness Check Application

The University has implemented a Daily Wellness Check to encourage safety and self-awareness by daily screening for COVID-19 symptoms. All employees are strongly encouraged to complete the FSU Daily Wellness Check Application each day prior to reporting to work on campus.

The Daily Wellness Check Application is available through [myFSU Mobile](#) and [myFSU portal](#).

Employees who have experienced COVID-19 symptoms within the last two weeks should not return to their work location until they have been symptom free for 10 days, at least 24 hours have passed since recovery, and had improvement in respiratory symptoms.

Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



If you are sick or experiencing symptoms related to COVID-19, stay home and notify your supervisor. If you start feeling sick while at work, go home immediately and notify your supervisor. If you live or come into close contact with someone who is sick with COVID-19 symptoms, you should contact your supervisor and avoid coming into work. If a supervisor is notified by an employee that they are experiencing COVID-19 symptoms, they should immediately notify [Human Resources](#). Human Resources will advise the supervisor on next steps, which may include requiring the employee to work remotely or use their available sick leave, if they are unable to work.

Our priority is to ensure that employees are healthy, and the work environment is as safe as possible. Note: If you are an employee responsible for face-to-face student instruction (Faculty/Graduate Assistant), you should notify your Department Chair and assist with arranging class coverage.

As an effort to mitigate the spread of COVID-19 in our campus community, nonessential international and domestic personal travel remains strongly discouraged.

- If employees choose to travel, they should review COVID-19 data at their anticipated destination in order to make an informed decision about their exposure risk.
- Employees who travel internationally or on a cruise should not return to campus until they have been COVID-19 symptom free at their normal place of residence for 14 days.
- Employees who are required to self-quarantine will need to use their accrued leave and/or work remotely during the 14-day period.

- If an employee's personal travel plans will require a self-quarantine, they should discuss the travel plan with their supervisor in advance.

Testing

The University is implementing a voluntary return to campus testing program for all faculty and staff. Testing our entire community for COVID-19 is a crucial first step in safely returning employees to campus. All employees who return to campus are strongly encouraged to test for COVID-19 at the University's testing site. The University intends for employees not to incur any direct costs for testing. We plan for costs to be covered by an individual's health insurance or for the University to cover the costs if an employee does not have health insurance. Results are expected within 72 hours.

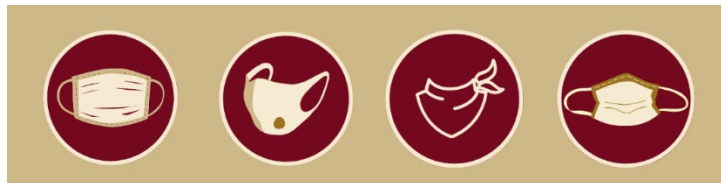
On-going surveillance testing will be conducted, and mandatory testing may be implemented should conditions warrant.

For additional information on COVID-19 testing for faculty and staff, please visit the [Human Resources Testing](#) website and the [University Health Services Testing website](#).

Safety

Cloth Face Coverings/Face Masks

Face coverings are required in public/common areas but are not required when employees are alone, such as in their office. In an effort to ensure compliance with this requirement, the University has developed a [Face Covering and Social Distance Compliance Matrix](#).



The following guidance on the use of cloth face coverings accords with [CDC recommendations](#). The wearing of cloth face coverings is considered an additional public health measure to help reduce community transmission of respiratory diseases and COVID-19. The use of cloth face coverings should be used in conjunction with other protective measures including but not limited to:

- Staying at home when experiencing COVID-19 symptoms.
- Recognizing symptoms and isolating self when sick.
- Practicing social distancing (minimum 6' away) in public during essential activities.
- Washing your hands frequently ([proper hand hygiene](#)). If unable to wash hands, use an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of

your hands and rubbing them together until they feel dry. *Note: The use of soap and water for hand washing is preferred over alcohol-based hand sanitizer.*

- Avoiding touching your face with unwashed hands.

Increasing disinfection of high touch surfaces (doorknobs, keyboards, desktops, copiers, refrigerator handles, phones, etc.).

The [CDC recommends wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission. When wearing cloth face coverings, it should:

- Fit snugly but comfortably against the side of the face ensuring that it covers your nose and mouth.
- Allow for breathing without restriction.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Be able to be laundered and machine dried without damage or change to shape.
- Should not be shared with or worn by others.
- When not in use, store in a clean, dry bag.



Additional consideration when wearing a cloth face covering includes:

- Cloth face coverings should not be placed on young children under age 2.
- Cloth face coverings should not be used by anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.
- The cloth face covering will not prevent you from catching the virus. It is meant to protect other people in case you are unknowingly infected.
- Do NOT use a facemask meant for a healthcare worker. These types of facemasks (i.e., N95s) are tight fitting and require medical clearance, fit testing, and training.

Sanitary Care for Face Coverings

- Keep face coverings/disposable masks stored in a clean dry bag when not in use.
- Cloth face coverings should not be used more than one day at a time and must be washed after use.

- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Handwashing

Key times to wash hands are:

- **Before, during, and after** preparing or eating food.
- **Before** and **after** treating a cut or wound
- **After** using the restroom.
- **After** blowing your nose, coughing, or sneezing.
- **After** touching garbage.
- **After** you have touched an item or surface that may be frequently touched by other people, such as counters, tabletops, workstations, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, desks, chairs, tables, tools, or any other hard surface or anything else that is frequently used by multiple people.
- **Before** touching your eyes, nose, or mouth.
- Generally, it's a good idea to wash your hands about once an hour.



Wash hands frequently with soap and water throughout the day. Cleaning with soap and water removes germs, dirt, and impurities from surfaces and lowers the risk of spreading COVID-19.

Follow these five steps every time when washing your hands:

1. **Wet** your hands with clean, running water (warm or cold) and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

4. **Rinse** your hands under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

If you cannot wash your hands with soap and water, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol content.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer:

- Apply the hand sanitizer solution to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the hand sanitizer solution over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Note: the use of soap and water hand washing is preferred over alcohol-based hand sanitizer.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/face shields

Employees should not wear goggles or face shields as part of general activity on campus. Practicing physical distancing when engaging others, good hand hygiene, and avoiding touching your face are generally sufficient for non-healthcare environments. This does not pertain to employees involved in research who may wear protective equipment in labs as part of their regular safety practices.

Coughing/sneezing hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose either with a tissue or the inside of your elbow when you cough or

sneeze. Then throw the tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Disinfectant Measures

As we continue to monitor the COVID-19 pandemic, staff will begin to return to campus in phases. Depending on the phase, facilities staff may have a limited presence on campus. While facilities staff will continue to properly clean areas where they are able, there may be times when limited staffing results in an inability to guarantee facilities will be maintained on a daily basis in a manner that meets with best practices to prevent the spread of COVID-19. As a result, and in an abundance of caution, employees should proactively clean and disinfect their workspaces to help ensure a safe work environment for all. Every employee plays a contributing role in preventing the spread of COVID-19.

Current understanding about how the COVID-19 virus spreads is largely based on what is known about similar coronaviruses. The virus is thought to spread mainly from person-to-person by respiratory droplets produced when an infected person coughs or sneezes in close contact with one another. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, even though this is not the main way the COVID-19 virus is spread.

For frequently touched surfaces or objects such as: counters, tabletops, workstations, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, desks, chairs, and tables or any other hard surface, the use of a [U.S. Environmental Protection Agency \(EPA\)](#) recommended household cleaning spray or wipe can be used to eliminate COVID-19. When using cleaning sprays or wipes, be sure to follow the precautions, application directions, and contact time according to the label instructions to ensure the safe and effective use of the product.

A list of pre-approved EPA registered household cleaning sprays or wipe products that can be used on the COVID-19 virus can be found at: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf.

Air Filtration in Campus Buildings

As a precautionary measure, the HVAC air filtration system has been evaluated for all campus buildings. While all systems meet current filtration standards and are deemed extremely low risk for transfer of pathogens, the University has opted to install higher efficiency air filters for additional protection. These high efficiency filters use mechanical and electrostatic filtration and have been demonstrated to protect against water droplets and many aerosol particles released from coughing or sneezing.

Social Distancing

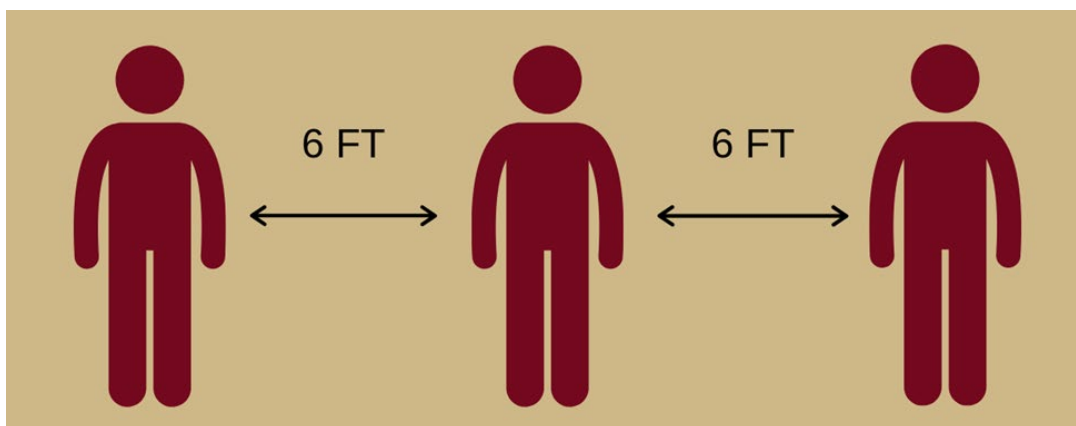
The University is requiring that all employees adhere to social distancing. Social distancing means keeping space between yourself and other people. This helps to slow the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to keep proper distance from others when possible, even if you or others have no symptoms. Please reference the [Face Covering and Social Distance Compliance Matrix](#) for compliance details.

Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Also, be mindful of others who may have personal circumstances or situations that present challenges with practicing social distancing.

To practice social distancing:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Limit close contact with others outside your household in indoor and outdoor spaces.
- Use ZOOM™ or similar applications as alternatives to face-to-face meetings.
- Try to avoid casual conversations in common areas, e.g. hallways – take them outside with appropriate distancing.
- In tightly enclosed spaces such as elevators, limit occupancy to three people.



Entering and Exiting

Entry to buildings will be regulated and monitored. Your FSUCard is required for entry to all buildings, and you should not hold or prop open exterior doors for any other person. Each person should use their own card to enter the building.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.



Once you have been instructed to return to the campus, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one period.

Visitors, trainees, guests and pets are not allowed on worksites during this time. Minor children are not permitted on campus.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Temperature Checks

The practice of temperature checks to permit access to a building or space should not be implemented without prior approval from Human Resources. Any request to implement temperature checks should be limited to areas providing clinical services.

Interacting On Campus

Public Transportation

If you must use public transportation or a ride service (e.g., Uber, Lyft) to travel to work, wear a cloth face covering when entering and while in the vehicle, and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your cloth face covering.

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from colleagues. If possible, have at least one workspace separating you from your colleague(s). You should wear a cloth face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers/colleagues, students, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate where people should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.
- In some customer-focused settings, such as reception or information desks, the use of clear barriers may be an alternative when other options are not effective.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, a cloth face covering should be worn at all times.

Cloth face coverings should be worn by any staff in a reception/receiving area. Cloth face coverings should be used when inside any FSU facility where others are present, including walking in hallways where others travel, and in break rooms, conference rooms and other meeting locations.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals and face coverings should be worn. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

No more than three people may use an elevator at a time. Please use the stairs whenever possible but avoid crowding in the stairwell. If you are using the elevator, wear your cloth face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings & Events

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (Zoom, WebEx, Microsoft Teams, Jabber, etc.). If unable to meet virtually, in-person meetings should not exceed 10 people. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms before use to support social distancing practices. Indoor events are limited to the restrictions of local, state, and federal orders and should not exceed 25 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. To host an event, please visit [Campus Event Services](#) and submit an [event proposal](#).



During your time on site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your cloth face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your cloth face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas.

Laboratories

For specific guidance on laboratory procedures and practices, please visit the [Office of Research Frequently Asked Questions](#) webpage.

Mental and Emotional Well Being

The [Employee Assistance Program \(EAP\)](#) is a free, confidential program that provides a professional support system for faculty and staff. EAP is committed to improving the well-being of FSU employees through a program that addresses personal and/or workplace difficulties with the help of licensed mental health professionals. Employees have access to short-term counseling, supervisor consults, organizational development opportunities, mediation services, and an emergency loan program.

In addition to EAP's usual offerings, additional services are available to assist employees with coping with COVID-19. Visit the EAP website for:

- [Overcoming Stress and Anxiety during COVID-19](#)
- [Conflict Resolution Strategies during COVID-19](#)
- [CDC Guidance on Coping with Anxiety and Stress During the Coronavirus](#)

Contact Information

HR Coronavirus Task Force Contacts			
General Questions	Renisha Gibbs	(850) 644-8082	rgibbs@fsu.edu
General Staff Issues and Staff COVID-19 Positive Reporting	Tracey Pearson Back-up contact: Julie Ritter	(850) 644-3694 (850) 645-2733	tvpearson@fsu.edu jritter@fsu.edu
General Faculty Issues and Faculty COVID-19 Positive Reporting	Rebecca Peterson Back-up contact: Tiffany Ward	(850) 645-2202 (850) 644-0184	rpeterson@fsu.edu tnward@fsu.edu
Payroll Questions	Phaedra Harris	(850) 644-7705	pharris@fsu.edu
Attendance & Leave Questions	Christine Conley	(850) 644-1978	caconley@fsu.edu
Communications	Shelley Lopez	(850) 644-6602	s.lopez@fsu.edu

For general questions related to COVID-19, please send inquiries to HR-COVID19@fsu.edu.