

RETURNING TO WORK:
GUIDELINES
FOR
AUG. 1-DEC. 31



Please see the coronavirus [website and FAQ](#) and [Returning to Work: Training and Resources](#) for additional details and information.

General Guidelines: August 1-Thanksgiving break

- Most units or offices will be physically staffed by at least one person and maintain regular office hours.
- In order to support social distancing, a rule of thumb will be that no more than 50 percent of staff in a unit should be physically present at any time.
- On-site staffing will be determined by unit directors and deans based on the guidelines outlined throughout the [online FAQ](#) (50 percent maximum, ability to ensure social distancing, office need, etc.). Note that directors and deans may delegate any of their outlined responsibilities. Employees may be asked to work staggered shifts or days to ensure that no more than 50 percent of staff are physically present at any one time. Only those employees directed to return to campus should do so. Many staff members will continue to work remotely either some of the time or all of the time.
- Employees who can work effectively from home may be allowed to do so based on the needs of the office; many employees who currently work remotely will continue to do so.
- Employees who are unable to perform their duties from home may be notified that they should return to work on campus.
- Social distancing and a number of other precautions will be taken to support the safety of faculty and staff.
- Staff who have been required to work on campus since March will continue their responsibilities as directed by their supervisors.
- Meetings should continue to be held virtually regardless of where staff are located

General Guidelines: Thanksgiving break-December 31

- Buildings and offices will remain physically open following the university's normal schedule. Operations and services will be maintained.
- Remote work will be allowed and encouraged whenever possible to reduce staffing levels on campus during this period. Deans, directors or their designees will determine essential on-campus staffing levels. Employees who are not required to work on campus and who are able to work effectively from a remote location will be allowed to do so with appropriate vice chancellor approval of remote work agreements.

Safety Precautions

- **Face masks:** Employees will be provided reusable face coverings. Face masks are being distributed directly to units, packaged individually with employee name. Face masks are required in indoor public space regardless of the ability to maintain social distance. Indoor public places include spaces anyone can access, such as reception areas with walk-in access and the lobbies of buildings. However, we expect staff to wear masks at all locations, including offices and laboratories, where multiple people are present and social distancing is variable or not possible. See [Returning to Work: Training and Resources](#) for information about appropriate handling and use of masks. Masks are also required outdoors when social distancing is not possible and when multiple employees are sharing a vehicle.

- **Partitions:** Clear, acrylic partitions will be provided for reception areas or between work stations that are less than 6 feet apart and cannot be changed. Requests have been submitted by unit directors and deans.
- **Sanitizers and cleaning supplies:** Hand sanitizers are will be available in each building. Sanitizing supplies are being delivered for employees to clean their areas before and after use. **Water fountains:** Fountains are disabled with exceptions for touchless water-bottle fillers
- **Hallway doors:** Interior hallway and suite entrance doors should be left open whenever possible to minimize contact by people touching doorknobs. This does not apply to doors to individual offices and laboratories that do not serve as reception areas.

Cleaning protocols

- Restrooms and common areas will be cleaned and disinfected on a regular basis by staff from Plant and Service Operations.
- Staff from Plant and Service Operations will clean and disinfect frequently touched surfaces in public areas, including doorknobs, light switches, toilets, faucets and sinks.
- Staff will be responsible for wiping down their private offices; supplies are being provided.
- Employees should clean and disinfect frequently-touched equipment in their areas such as telephones, keyboards, copy machine buttons, shared break room appliances, etc.
- Surface disinfectant is being provided for employees to wipe down frequently used counter tops.

Social distancing

- Maximum occupancy for common areas such as conference and break rooms will be posted. When possible, office furniture should be removed to ensure social distancing. For example, some chairs around conference tables may be removed.
- Directors and deans are expected to limit the number of people who return to work in phase three to roughly 25 percent of staff who work in the area; decisions will ultimately be based on the needs of the unit.
- They are also expected to ensure that at least six feet should be maintained between employee work stations. If this is not possible, alternative work stations will be identified, staggered work schedules may be implemented or other steps will be taken to ensure social distancing.
- Floor decals that can be placed 6 feet apart will be available upon request for spaces in which individuals typically form lines.
- In most cases, elevators are limited to one person at a time; limits will be posted.

Expectations for staff working on campus

- Review [Returning to Work: Training and Resources](#) and the [corona virus website and FAQ](#).
- Adhere to safety protocols: wear masks in public spaces as required, wash hands frequently for no less than 20 seconds, maintain social distance, etc.
- Clean areas and equipment as noted under safety precautions.
- Leave trash cans and recycling bins outside of your office when you leave; building services staff will not be entering individual offices in order to minimize touching of doors.
- Avoid using other employees' phones or equipment and sharing items that are not easily cleansed, sanitized or disinfected.
- Open office windows when possible to promote circulation of fresh, outside air.
- Clear public areas of handouts and other items to minimize contact by multiple people.
- Hold meetings virtually.
- Limited Student Center dining options will be available beginning on August 3. Starbucks will continue to be open with appropriate social distancing measures in place. Water fountains are shut off. Please plan accordingly.
- Pay attention to your health. If you are sick or believe you may have been exposed, stay home and follow your doctor's instructions. Employees who suspect they have or been diagnosed with COVID-19 should follow instructions from health officials.

Remote Work Agreement

All administrative professional and civil service employees who continue to work remotely either part-time or full time must submit a remote work agreement request. Please see [remote work guidelines, agreement form](#) and the [FAQ](#) for additional details..

Questions?

Please review the coronavirus [website and FAQ](#) and [Returning to Work: Training and Resources](#) for additional details and information. Start with your supervisor with questions related to your status or office. Supervisors will consult with directors and deans as appropriate. Questions may also be sent to pandemicinfo@siu.edu by any employee.