



University of the Incarnate Word Guide for Returning to the Workplace

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TABLE OF CONTENTS

GUIDING PRINCIPLES	1
CORONAVIRUS DISEASE 2019	2
CORONAVIRUS DISEASE 2019 (COVID-19)	2
HOW COVID-19 SPREADS	2
RETURN TO THE WORKPLACE.....	3-9
WORKPLACE EXPECTATIONS & GUIDELINES	3
EXTERNAL COMMUNICATION.....	3
SYMPTOM MONITORING, RETURNING TO WORK AND REPORTING REQUIREMENT	3-4
<i>Symptom Monitoring</i>	3-4
<i>Returning to Work following Symptoms or Illness</i>	4
<i>Reporting Requirement</i>	4
DEVELOPING COVID-19 LIKE SYMPTOMS WHILE AT WORK	5
COVID-19 TESTING LOCATIONS	5
VULNERABLE INDIVIDUALS.....	5-6
TRAVEL	6
PHASED STAFFING.....	7
UIW COVID-19 WARNING INDICATORS	7-9
HEALTH AND SAFETY GUIDANCE	10-15
PERSONAL SAFETY PRACTICES.....	10-12
<i>COVID-19 Employee Training Requirement</i>	10
<i>Face masks</i>	10
<i>Use and care of face masks</i>	10-11
<i>Social Distancing</i>	11
<i>Wash your hands often</i>	12
<i>Cover coughs and sneezes</i>	12
<i>Wearing gloves</i>	12
<i>Goggles/Face Shields</i>	12
GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS	12-14
<i>Working in Office Environments</i>	12-13
<i>Using Restrooms</i>	13
<i>Using Elevators</i>	13
<i>Meetings</i>	13
<i>Waiting and Receiving Areas</i>	13-14
<i>Meals</i>	14
MENTAL AND EMOTIONAL WELLBEING	14-15
<i>Stress and Coping</i>	14-15
<i>Employee Assistance Program - LifeWorks</i>	15
<i>City of San Antonio, Counseling & Wellness Resources</i>	15
EMPLOYEE RESPONSIBILITY CHECKLIST.....	16
LINKS AND OTHER IMPORTANT RESOURCES.....	17
FORMS	17
EMPLOYEE AND SUPERVISOR RESOURCES.....	17
PROGRAMS AND POLICIES	17
CDC COVID-19 RESOURCES	17

GUIDING PRINCIPLES



Guiding Principles

The University of the Incarnate Word's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our healthcare providers, students, staff, faculty and community.

The dignity, health, and wellbeing of every member of the University of the Incarnate Word community remains an institutional priority at the heart of our Mission. UIW continues to offer our prayers for healing and support for those with illnesses and all those who care for them.

UIW's plan will follow recommendations from the federal government (Opening Up America Again Guidelines), Centers for Disease Control and Prevention (CDC), the UIW Medical Director and the UIW Director of Clinical Health

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

If you have any questions or need additional information, please complete the **UIW COVID-19 Question Form**. Your questions will be forwarded to the appropriate department for response.



CORONAVIRUS DISEASE 2019



Coronavirus Disease 2019 (COVID-19)

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. COVID-19 originated in China in 2019 and has since spread globally. COVID-19 rose to the level of a pandemic on March 11, 2020. A COVID-19 infection can cause illness ranging from mild to severe and, in some cases, be fatal. Symptoms typically include fever, cough, shortness of breath, headache, diarrhea, chills and body aches. In some cases, individuals infected with COVID-19 are referred to as asymptomatic meaning they are showing no symptoms at all. According to the Center for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

It is believed that the first human cases of COVID-19 likely resulted from an exposure to an infected animal, but COVID-19 virus is thought to spread mainly from person-to-person including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. Respiratory droplets can then land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

While it is not the primary way a person could get COVID-19 a person can be infected by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread may be possible before people show symptoms. There are reports of asymptomatic transmission with COVID-19 but it is not considered the primary way the virus spreads.



RETURN TO THE WORKPLACE



Workplace Expectations & Guidelines

Out of an abundance of caution for the UIW community, all employees are expected to fully comply with the policies, procedures, protocols and guidelines outlined in this document and in UIW's Employee Handbook. Failure to do so may result in corrective action up to and including separation.

External Communication

Human Resources will notify the University of the Incarnate Word Police Department (UIWPD) if there are concerns for the safety of the UIW and external community at large. UIWPD, taking into account the safety of the community and obligations under the Clery Act and FERPA, will determine whether to initiate the notification system and the content of the notification pursuant to the policy for communication of emergency notifications, including determining whether issuing a notification will, in the professional judgment of UIW medical directors and the UIWPD, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, or is otherwise not mandated by the Clery Act or FERPA.

Symptom Monitoring, Returning to Work, and Reporting Requirement

Symptom Monitoring: Employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. Employees are asked to stay home if they are sick. Employees must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a medical professional clearing the individual for return based on an alternative diagnosis.

Cardinal Daily Health Check must be completed by all employees, students, and guests before visiting any UIW location. After a successful daily health check, users will be emailed a ticket they use to verify completion of the screening. Supervisors, faculty members, athletic staff, and others may ask to see this ticket to help our community minimize transmission risks. For additional information, and a link to the self-screening tool, please visit the **Cardinal Daily Health Check webpage**.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



This list does not include all possible symptoms. The CDC continues to update their list as they learn more about COVID-19.

Returning to Work Following Symptoms or Illness: Employees with new or worsening symptoms listed above may not return to any UIW campus until:

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.
 - When a medical provider suspects a case to be positive, the individual will be treated as if there was a positive diagnosis.
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and may not return to work until they have completed the same three-step criteria listed above.
- In the case of an employee who has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Employees with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed on any UIW campus until the end of the 14-day self-quarantine period from the last date of exposure.

Reporting Requirement: Employees are required to self-report if they have symptoms, tested positive, or have been exposed to COVID-19. This directive applies to all employees working on campus or visiting campus periodically. Complete the **online reporting illness form**, or by contact the Director of Human Resources, Shannon Root, via email **sroot@uiwtx.edu** or phone (210) 832-2161. Your privacy is important to us; therefore, self-reports are sent directly to the Director of Human Resources.

Developing COVID-19 Like Symptoms While at Work

All UIW employees who develop COVID-19 like symptoms while at work should:

- Remain >6 feet from all employees, ancillary partners, visitors, and students.
- Isolate in the nearest office or conference room while contacting your supervisor and/or Human Resources.
- Arrange medical care for COVID-19 testing from a provider of choice, UIW Health Services or San Antonio Metropolitan Health Department.
- After contacting your supervisor and/or Human Resources, make plans to exit the building with minimal contact with others. Ensure you are wearing your face mask before exiting the room you are in, close the door behind you, and exit the building.
- Department Supervisors and/or Human Resources will arrange for cleaning of the office/conference room within 24 hours.

COVID-19 Testing Locations

COVID-19 testing is readily available throughout San Antonio and Bexar County. The COVID-19 PCR molecular test is assessable at most primary care providers offices and urgent cares. UIW encourages all employees who are displaying COVID-19 like symptoms to get tested. It is advised to call the healthcare provider prior to showing up at the location and schedule an appointment. Local testing locations are found on the **City of San Antonio official COVID-19 website located here.**

UIW Health Services also provides testing by appointment, Monday to Friday, from 8:00 am to 5:00 pm. Insurance is billed, and copay is required. UIW Health Services may be reached at (210) 829-6017.

Vulnerable Individuals

According to the CDC, the risk of severe illness from COVID-19 increases with age, with older adults at highest risk. For example, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

Other factors can increase your risk for severe illness, such as having underlying medical conditions. People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19.

Per the CDC, people of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from a solid organ transplant.
- Obesity, defined as a body mass index (BMI) of 30 kg/m² but less than 40 kg/m²
- Severe Obesity, defined as a body mass index (BMI) of 40 kg/m² or above

- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Hemoglobin disorders such as sickle cell disease
- Type 2 Diabetes mellitus

Per the CDC, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight, defined as a body mass index (BMI) of 25 kg/m² but less than 30 kg/m²
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Additional details of the above mentioned conditions, along with guidance on how to stay healthy during the COVID-19 pandemic, can be found on the CDC website **People of Any Age with Underlying Medical Conditions**.

Staff members whose health condition falls within one of the CDC High Risk Categories may request a temporary workplace modification by contacting the Director of Human Resources, Shannon Root, via email sroot@uiwtx.edu or phone (210) 832-2161.

The CDC published revisions June 25, 2020 to reflect available data as of May 29, 2020. As additional information becomes available, the CDC will update the information. The list is a living document that may be updated at any time, subject to potentially rapid change as the science evolves. Please review the CDC website **People Who Need to Take Extra Precautions** for the most up-to-date information.

Travel

Before returning to the workplace, employees who have traveled outside of Texas, must complete the **Employee Travel Reporting Form** found on the **HR Communication Regarding Coronavirus webpage**. All travel outside of Texas must be reported. Self-isolation may be required following travel to known COVID-19 hot spots.

Phased Staffing

UIW will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19.

UIW will assess expanded staffing based on Mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective dean or vice president.

The gradual return to on-site work will be controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may be needed. Mitigation strategies will be implemented to manage the spread.

UIW COVID-19 Warning Indicators

UIW COVID-19 Warning Indicators are based on the CDC Mitigation Strategies for Communities with local COVID-19 transmission. The indicators look at Bexar County and all UIW campuses COVID-19 positive rates and community transmission. The goal of the warning indicators is to mitigate risk and prevent the progression to the next warning indicator. UIW will update the warning indicators weekly for each individual campus.

The Business Continuity Planning Team will monitor the COVID-19 situation in our community and provide senior management with advice and recommendations on when and how to reopen our campus. As UIW transitions through the warning indicators outlined below, employees will be called back to work as they are needed. Employees should not self-report back to work without supervisor permission.

Green - No to Minimal Community Transmission

- Description of Community Characteristics - Evidence of isolated cases or limited community transmission, case investigations underway; no evidence of exposure in large communal settings. Less than 5% positive rate in the community.
- Description of UIW Community Transmission - No community transmission on UIW campuses.
- Level of Mitigation - Low Mitigation.
- UIW Response
 - Local COVID-19 indicators and trends reported on UIW webpage
 - Education on signs and symptoms of COVID-19

- Employees and students who are high risk should have a plan if UIW spread occurs
- Educate staff and students to stay home when sick
- Increased hand sanitizer stations
- Clean and disinfect frequently touched surfaces daily
- Housekeeping - Level 1 and Level 3 cleaning for all areas with a positive individual (the area will be closed for 24 hours and disinfection will occur).
- Academics - Widespread in-person classes.
- COVID-19 Testing - Symptomatic and contact risk.

Yellow – Minimal to Moderate Community Transmission

- Description of Community Characteristics - Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases. Between 5-10% positive rate in the community.
- Description of UIW Community Transmission - No community transmission on UIW campuses.
- Level of Mitigation - Moderate Mitigation.
- UIW Response
 - Face Masks
 - Increased education on hand hygiene, respiratory etiquette, cleaning, and disinfection
 - 6ft physical distancing
 - High risk employees and students should have a plan if UIW spread occurs
 - Educate staff and students to stay home when sick
 - Increase hand sanitizer stations
 - Clean and disinfect frequently touched surfaces
- Housekeeping - Level 2 and Level 3 cleaning for all areas with a positive individual (the area will be closed for 24 hours and disinfection will occur).
- Academics - Limited in-person classes, significant reduction of individuals on campus, and optional in-person sessions
- COVID-19 Testing - Symptomatic and contact risk. Voluntary test 10% of students and employees on campus monthly.

Orange - Substantial Transmission

- Description of Community Characteristics - Large scale, community transmission, including communal settings (e.g., schools, workplaces). Greater than 10% positive rate in the community.
- Description of UIW Community Transmission - Evidence of community spread or sustained spread within UIW campuses.
- Level of Mitigation - Significant Mitigation.
- UIW Response
 - Face Masks
 - Significantly increased education and signage on hand hygiene, respiratory etiquette, cleaning, and disinfection
 - Medical town halls
 - 6-foot physical distancing (distancing)

- Reduced occupancy to 50% (density)
- Minimize high contact activities (duration)
- Minimize high intensity activities (degree)
- Close community congregate areas
- Housekeeping - Level 2 and Level 3 cleaning for all areas with a positive individual (the area will be closed for 24 hours and disinfection will occur).
- Academics - Limited in-person classes and significant reduction of individuals on campus.
- COVID-19 Testing - Symptomatic and contact risk. Voluntary test 25% of students and employees on campus monthly.

Red - Significant Transmission

- Description of Community Characteristics - Large scale, uncontrolled community transmission, including communal settings (e.g., schools, workplaces).
- Description of UIW Community Transmission - Evidence of large scale spread within UIW campuses.
- Level of Mitigation - Shelter in Place.
- UIW Response
 - Continue all response efforts identified under substantial, controlled transmission
 - Limit community movement
 - Consider a disruption in educational routine according to guidance from local health department
 - Reduced occupancy to 10%
 - Essential workers only
- Housekeeping - Level 2 and Level 3 cleaning for all areas with a positive individual (The area will be closed for 24 hours and disinfection will occur).
- Academics - Transition to virtual learning, essential clinical activities continue, and follow guidance from SAMHD
- COVID-19 Testing - Symptomatic and contact risk. Guidance from SAMHD.

To review UIW's current COVID-19 Warning Indicator and to access additional UIW COVID-19 updates visit the **UIW COVID-19 Updates webpage**.

HEALTH AND SAFETY



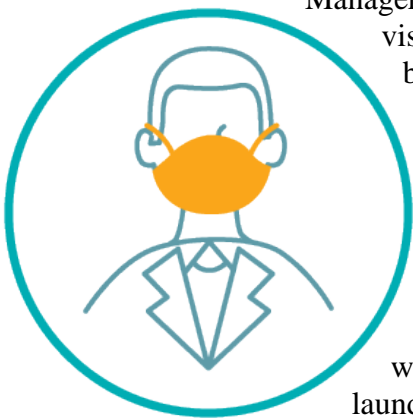
Personal Safety Practices

COVID-19 Employee Training Requirement: Out of an abundance of caution for the UIW community and in accordance with Governor Abbott's executive order GA-18, employers are required to adopt minimum standard health protocols. One such protocol is to train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. All employees are required to complete this training and to acknowledge individual responsibility to ensure a safe and healthy workplace. Training must be completed prior to returning to campus.

- The training takes approximately 30 minutes. Click the following link to access the training: **COVID-19: What You Need to Know.**
- Upon completion of the training, complete the required **Acknowledgment form.**

Face Masks: All employees are required to wear a face mask while on any UIW campus. Face masks may only be removed when in a private office space behind a closed door, while eating (6 feet social distancing must be maintained while eating), and as noted in Section F.2 of the **UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy.**

Appropriate use of face masks is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face mask is not a substitute for social distancing.



Managers are responsible for ensuring that all employees working on or visiting campus comply with this directive. Disposable face masks will be provided by UIW, if needed. Managers may contact Marisa Vasquez at mvasque@uiwtx.edu to request face masks.

Employees may also wear a cloth face mask, which will reduce the need to purchase additional face masks. The fabric design or pattern for cloth face mask should be appropriate for the workplace. Cloth face masks must only be worn for one day at a time and must be properly laundered before use again. Having a week supply of face masks can help reduce the need for daily laundering.

For CDC recommendations on wearing, making, and washing face masks visit the **CDC - Use of Masks to Help Slow the Spread of COVID-19.**

Use and Care of Face Mask

Putting on the face mask:

- Wash hands or use hand sanitizer prior to handling the face mask.

- Ensure the face mask fits over the nose and under the chin.
- Situate the face mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face mask.

Taking off the face mask:

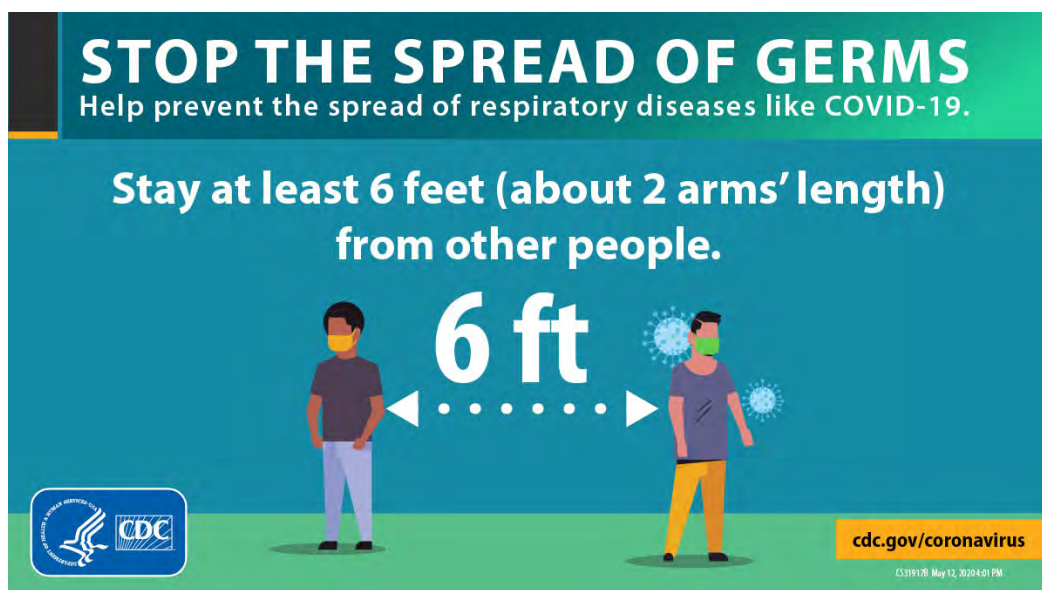
- Do not touch your eyes, nose, or mouth when removing the face mask.
- When taking off the face mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands or use hand sanitizer immediately after removing.

Care, storage, and laundering:

- Keep the face mask stored in a paper bag when not in use.
- Cloth face masks may not be used more than one day at a time and must be washed after use. Cloth face masks should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face masks should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable face 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.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees working on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Stay out of crowded places and avoid mass gatherings.



Wash Your Hands Often: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover Coughs and Sneezes: If you are in a private setting and do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used 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.

Wearing Gloves: For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. In most other situations wearing gloves is not necessary. Instead, the CDC recommends practicing everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face mask when you have to go out in public.

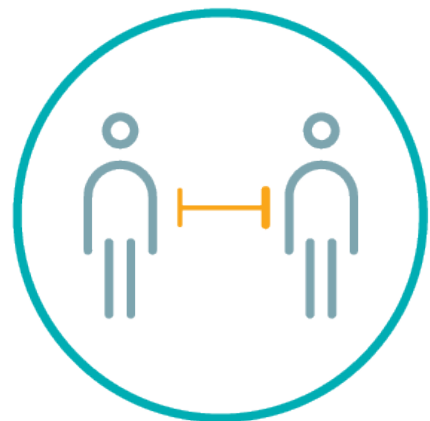
Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. Face shields may not be substituted for face masks.

Guidance for Specific Workplace Scenarios

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should always wear a face mask while in a shared workspace/room.

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

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they 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.



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, face masks should always be worn. A face mask is not required if you are working alone in a

confined or private office space (does not include partitioned work areas in a large open environment).

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

Employees should avoid using others' phones, desks, offices, or other tools and equipment, when possible. Employees should frequently sanitize shared office equipment, including photocopy machines, fax machines, and scanners, among other things. Employees should frequently sanitize touchpoints and high touch surfaces within office suites or departments, including breakrooms and other shared spaces.

Using Restrooms: Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid being in close proximity with others in a confined space. Those using elevators are required to wear a face mask regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

Meetings: 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 (e.g. Zoom, Microsoft Teams, telephone, etc.).

Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a face mask while sharing space in a common room.

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. You can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

All should refrain from touching others, including but not limited to handshakes, fist bumps, elbow taps, and hugs. Be mindful and maintain 6 feet of separation between yourself and others at all time. If you do come in physical contact with another person, ensure all are wearing a face mask and wash your hands or use alcohol-based hand sanitizers after the encounter.

Waiting and Receiving Areas: During the COVID-19 pandemic, emphasis needs to be placed on deep cleaning of receiving/waiting rooms, including all frequently touched surfaces such as the reception counters, pens and clipboards, waiting area chairs, and door handles. It might be necessary to remove magazines and other convenience items from the receiving/waiting area until the pandemic is over. It is also recommended that, where possible, the receiving/waiting

area chairs are arranged in a manner that allows guests to maintain at least six feet of distance from other guests and employees.

When possible, appointments should take place remotely by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

Employees should avoid gatherings and interactions with unnecessary visitors. Employees who host visitors are responsible to ensure their visitors know and adhere to all items in Section B of the **UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy**.

Plexiglass sneeze shields are installed in high traffic areas for an added level of protection for the employee and visitors. Plexiglas sneeze shields do not serve as replacements for face masks. Face masks are to be worn at all times when interacting with others, even with the use of plexiglass sneeze shields.

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 face mask 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 face mask 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.

Mental and Emotional Wellbeing

Stress and Coping: The outbreak of COVID-19 may be stressful. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Everyone reacts differently to stressful situations. How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in. Taking care of yourself, your friends, and your family can help you cope with stress. Helping others cope with their stress can also make your community stronger.

Ways to cope with stress:

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
- Take deep breaths, stretch, or meditate.

- Try to eat healthy, well-balanced meals.
- Exercise regularly, get plenty of sleep.
- Avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

For additional resources on how to cope with stress, visit the **CDC COVID-19 Daily Life and Coping website found here.**

Employee Assistance Program - LifeWorks: Life does not always go as planned. And while we cannot always avoid the twists and turns, employees can get help to keep moving forward. The Employee Assistance Program - LifeWorks, can help you and your family, those living at home, get professional support and guidance to make life a little easier. LifeWorks is free (up to 5 counseling sessions per incident) and confidential. The program offers easy to use educational tools and resources on health, finances, legal guidance, and everyday life. The resources are available online and through a mobile app. There is a chat feature so you can talk with a consultant to guide you to the information you are looking for or help you schedule an appointment with a counselor. You can call at 1(888) 319-7819 or log on to LifeWorks (username: metliffeap and password: eap)

City of San Antonio, Counseling & Wellness Resources: Texas Health and Human Services launched a 24/7 statewide mental health support line to help Texans experiencing anxiety, stress, or emotional challenges due to COVID-19 Pandemic. Call toll-free at 1.833.986.1919 anytime to speak to a counselor. For additional resources, visit the **City of San Antonio's Official counseling and wellness website found here.**

EMPLOYEE RESPONSIBILITY CHECKLIST



Employee Responsibility Checklist

- ☐ Prior to returning to the workplace, complete the COVID-19 employee training requirement, **COVID-19: What You Need to Know**, and the **Acknowledgment form**
- ☐ Report travel outside of Texas via the **Employee Travel Reporting Form**
- ☐ Review all COVID-19 Policies, Programs, and FAQ's
 - Policies, Programs, and FAQ's listed in the Links and Other Resources section.
- ☐ Conduct daily self-screening prior to arriving at any UIW work location. Screen for the following new or worsening symptoms of possible COVID-19. This list does not include all possible symptoms. The CDC continues to update their list as they learn more about COVID-19.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- ☐ Complete the **Cardinal Daily Health Check** before visiting any UIW location.
- ☐ Employees experiencing any new or worsening symptoms listed above or have been in contact with a person who is lab-confirmed to have COVID-19, DO NOT report to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.
- ☐ Report COVID-19 symptoms and/or any contact with a lab-confirmed case of COVID-19. Complete the **online reporting illness form**, or contact the Director of Human Resources, Shannon Root, via email **sroot@uiwtx.edu** or phone (210) 832-2161.
- ☐ Wear a face mask while on-campus.
- ☐ Maintain at least 6 feet separation from other individuals.
- ☐ Practice proper hand hygiene, wash with soap and water for at least 20 seconds or use a hand sanitizer
- ☐ Practice proper cough etiquette, by covering your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- ☐ Practice proper cleanliness and disinfection, wipe down commonly used surfaces before and after use with disinfection products for use against COVID-19 and that are appropriate for the surface.
- ☐ Maintain office cleanliness by removing unnecessary personal items and debris to create clean spaces and support of cleaning and disinfecting efforts on common surfaces.
- ☐ Employees working at any UIW location are required to wear their nametag or UIW ID in plain view at all times. This policy helps the UIW community identify fellow Cardinals in face masks and provides a feeling of safety and reassurance to UIW students.

LINKS AND OTHER RESOURCES



Forms

[UIW COVID-19 Illness Reporting Form](#)
[Employee Travel Reporting Form](#)
[UIW COVID-19 Question Form](#)

Employee and Supervisor Resources

[COVID-19 Employee FAQ's \(pending\)](#)
[Cardinal Flight Plan to Fall 2020](#)
[Statement of Shared Responsibility for Employees](#)
[COVID-19 UIW Community Illness Reporting Flow Chart](#)
[Checklist for Managers, Return to On-Campus Work](#)

Programs and Policies

[UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy](#)
[Vacation and Sick Leave Pandemic Program](#)
[UIW Employee Handbook](#)

CDC COVID-19 Resources

[How to protect yourself](#)
[What to do if you are sick](#)
[CDC Frequently Asked Questions](#)
[Resuming Business Toolkit](#)