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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 (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.

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
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.

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.
- 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 serve 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 serve 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:
- 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 or above
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Hemoglobin disorders such as sickle cell disease and thalassemia
- Type 2 Diabetes

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
- 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](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html).

Staff members whose health condition falls within one of the CDC High Risk Categories, or who are 60 years or older, may seek a temporary workplace accommodation 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](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-who-need-to-take-extra-precautions.html) 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](https://www.humanresources.uiw.edu/coronavirus-resource-center/employee-travel-reporting-form) found on the [HR Communication Regarding Coronavirus webpage](https://www.humanresources.uiw.edu/coronavirus-resource-center). All international travel requires a 14-day self-isolation and self-monitoring upon return to San Antonio. 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 need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Offices that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

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. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean or vice president. 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 Continuity of Operations Phase Plan**

The Incident Command Team has developed a plan that will be utilized to determine when it would be safe to begin to reopen the University. The plan identifies the phases, aligned with CDC recommendations and federal guidelines that will guide our business continuity efforts to reopen our campuses to employees and students.

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 phases outlined below, employees will be called back to work as they are needed. **Employees should not self-report back to work without supervisor permission.**

The phases below were created using CDC and Federal Guidelines.

- **Pandemic Phase** – Active disease transmission
  - UIW implements mandatory face masks and social distancing requirements. COVID-19 preventive signage is posted throughout UIW campuses. Only essential workers are allowed on campus. Offices are closed and those that can continue to effectively work remotely will do so. All university travel is suspended.

- **Phase 1** – Stay home and work safe to mitigate risk
  - Limited capacity of employees working on campus. Priorities include positions needed for campus safety and security, postal services, and jobs that cannot be performed from home and are critical to ongoing operations.
  - Mandatory face masks and social distancing requirements remain in effect. Daily campus COVID-19 screening is required for all entering UIW campuses. Offices that can continue to effectively work remotely should continue to do so. Vulnerable employees continue to shelter in place. Some offices may return to work in phases with consideration of alternating shifts, days, and/or hours. Most common areas remain closed and gatherings are limited to no more than 10 people unless essential. Non-essential travel is minimized.

- **Phase 2** – Staged reopening by risk assessment and containment
  - Carefully bring back additional personnel to increase office/departmental capacity and functionality as needed. Refine workspace for social distancing and hygiene.
Mandatory face masks and social distancing requirements remain in effect. Self-monitoring for COVID-19 symptoms/screening remain in effect. Vulnerable employees continue to shelter in place whenever possible and feasible with business operations. Workplace accommodations may be requested for vulnerable populations.

- **Phase 3** – “New normal,” easing restrictions under improved conditions
  - Return to new normal operations with full staff while continuing to make use of remote work, scheduling, and other measures to maintain social distancing and flexibility. In-person classes may resume with flexibility to accommodate faculty and students who may become ill.
  - Mandatory face masks and social distancing requirements remain in effect. COVID-19 screenings may be required. All employees may return to campus and resume regular business hours. Vulnerable employees may return to work or request ADA workplace accommodations. Classrooms and areas where people congregate are modified to accommodate physical distancing and hand hygiene stations on all campuses have increased. UIW Liturgies may resume with physical distancing procedures in place and following the guidelines of the Archdiocese of San Antonio.

For a more detailed outline of UIW Continuity of Operations Phase Plan, visit the [UIW COVID-19 Updates webpage](#).

**Staffing Options**

Once employees who have been instructed to return to work on-site, there are several options departments should consider maintaining required social distancing measures and reduce population density within buildings and workspaces.

- **Remote Work:** Those who can work remotely to fulfill some, or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

- **Alternating Days:** To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

- **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggered reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.
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 Sam Wages at wages@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
• Do not gather in groups of 10 or more
• 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.

Employees should avoid remaining on campus for longer periods of time than necessary and may be asked to leave a facility, classroom, building, and/or campus if they are not abiding by the health and hygiene rules as outlined the UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy.

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.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. 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: metlifeeap 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

☐ 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
  o UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy
  o Vacation and Sick Leave Pandemic Program
  o Employee FAQ's on Work and Leave
  o Safety and Health Standards - coming soon
☐ 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.
  o Fever or chills
  o Cough
  o Shortness of breath or difficulty breathing
  o Fatigue
  o Muscle or body aches
  o Headache
  o New loss of taste or smell
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea
☐ Employees experiencing any 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 by 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 through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning and disinfecting efforts on common surfaces.
**Forms**
UIW COVID-19 Illness Reporting Form  
Employee Travel Reporting Form  
UIW COVID-19 Question Form

**Supervisor and Employee Resources**
UIW Guidance for Supervisors  
Employee FAQ's on Work and Leave  
Cardinal Flight Plan to Fall 2020  
Statement of Shared Responsibility for Employees

**Programs and Policies**
UIW COVID-19 Pandemic Return to Campus Requirements and Expectations Policy  
Vacation and Sick Leave Pandemic Program  
UIW Employee Handbook  
Safety and Health Standards - coming soon

**CDC COVID-19 Resources**
How to protect yourself  
What to do if you are sick  
CDC Frequently Asked Questions  
Resuming Business Toolkit