# COMING BACK!

## An Employee Guide for Returning to Campus

### 2020 | 2021
#### ACADEMIC YEAR

The University of Vermont

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# Guiding Principles

- Protect the safety and wellbeing of all members of the UVM community

- Preserve the quality of the academic experience

- Provide a high-quality student experience

## ■ Planning for a safe return to campus

The University of Vermont has worked diligently to prepare for a safe return to campus for faculty, staff, and students. The University has developed a multi-pronged approach in alignment with the essential health, safety, and social distancing recommendations outlined by the State of Vermont, Vermont Department of Health, the Vermont Occupational Safety and Health Administration (VOSHA), and the Centers for Disease Control (CDC). UVM remains committed to providing our employees with the most updated health and safety information and protocols.

## ■ Rally Together

Preventing the spread of COVID-19 is everyone's responsibility and there are a number of strategies that have been implemented to reduce risks at UVM such as limiting in-person interactions by working remotely, reducing class sizes in support of social distancing, regular testing, and following a strict series of health and safety protocols like wearing facial coverings and diligent handwashing.  The methods outlined in this guide will help us continue to reduce potential spread of COVID-19.

## ■ Supporting Faculty and Staff

UVM has adapted to the changing circumstances and needs of faculty and staff during this unprecedented time.  Human Resource Services will continue to support employee success by addressing the emergent needs of our workforce including delivering timely information on how to access benefits, arrange for remote and on-campus working arrangements, request health-related accommodations, and offer assistance in navigating other employment-related issues.  Individual units and departments will offer further job-specific guidance to their employees.

Note:  This is a living document and any information is subject to change.  Significant changes to policies and practices outlined in this guide will be updated and communicated to employees on the Human Resource Services COVID-19 Employee Information website.

# Requirements for Returning to Campus

Several practices have been adopted by UVM to protect the health and safety of the entire campus community.  These mandatory requirements for faculty and staff include:

- Taking the mandatory UVM VOSHA training for employees prior to returning to work on-campus. This includes all new hires.

- Reading the [UVM Green and Gold Promise](#) (our health and safety pledge)

- Symptom monitoring and, for employees who are regularly reporting on-campus, conducting [daily health screenings](#) (with on-site testing available for employees if desired).

- Compliance with worksite health and safety protocols as outlined in this guide.

The health and safety requirements adopted by UVM are fully aligned with the protocols established by the State of Vermont, Vermont Department of Health, Vermont Occupational Safety and Health Administration, and the Centers for Disease Control (CDC).  It is crucial that all UVM employees familiarize themselves with the new protocols prior to returning to campus. These strategies will help UVM continue to be the resilient and strong community of faculty, staff, and students we strive to be.

## UVM VOSHA TRAINING:
## Mandatory COVID-19 Health & Safety Training

On May 1, 2020, the State of Vermont enacted Amendment 12, the "Work Smart & Stay Safe – Restart Vermont: Phase III."  The amendment requires all members of the Vermont workforce to complete a mandatory COVID-19 health and safety training before returning to their workplace. All UVM employees must take the mandatory UVM VOSHA training module online before they resume work on the UVM campus including employees who work at the main campus, remote sites, and/or telework. New employees must complete the training on or before the first day of employment.

The UVM VOSHA training includes a short assessment at the end of the module.  The assessment must be passed in order to obtain a certificate of completion, which is required in order to return to work. Existing and new employees must present their certificate of completion to their supervisor.

Instructions on how to complete the mandatory UVM VOSHA training can be found online at https://www.uvm.edu/it/kb/article/vosha-training/ and are outlined here for your convenience.

## Instructions on How to Take the UVM VOSHA Training:

### 1. Register/enroll in the training in BlackBoard.

Self-enroll by using this guidance from ETS: https://www.uvm.edu/it/kb/article/self-enrolling-in-a-non- credit-blackboard-space/. Once you are in Blackboard, in the Organization Search box, be sure to search for "VOSHA."
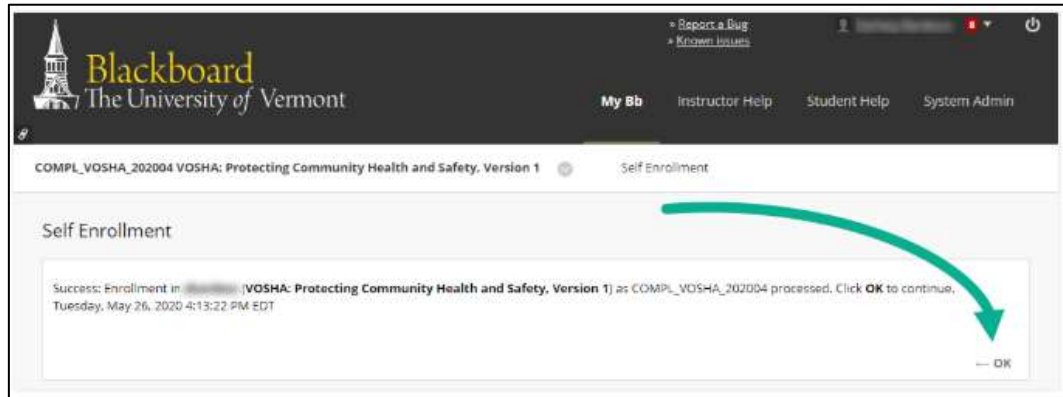


### 2. Complete the training.

Once in the UVM VOSHA course, click on the file link in the "VOSHA Training" section. This is the slideshow that you need to go through.
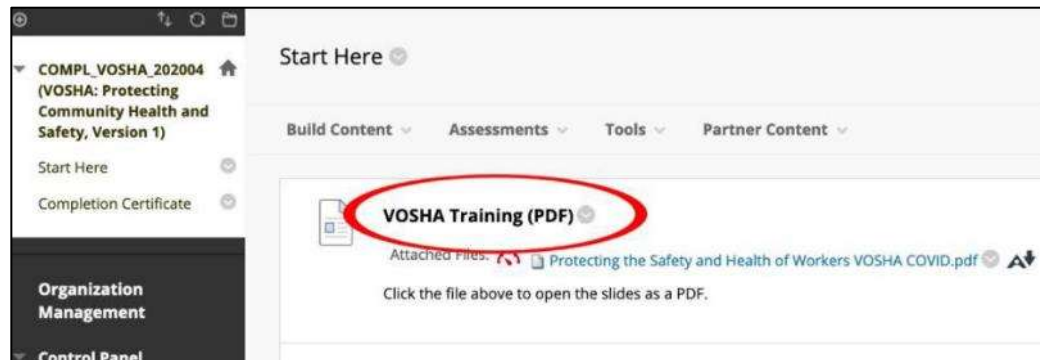


### 3. Take the quiz.

Once you have gone through all the slides, click on the quiz located below the slideshow:
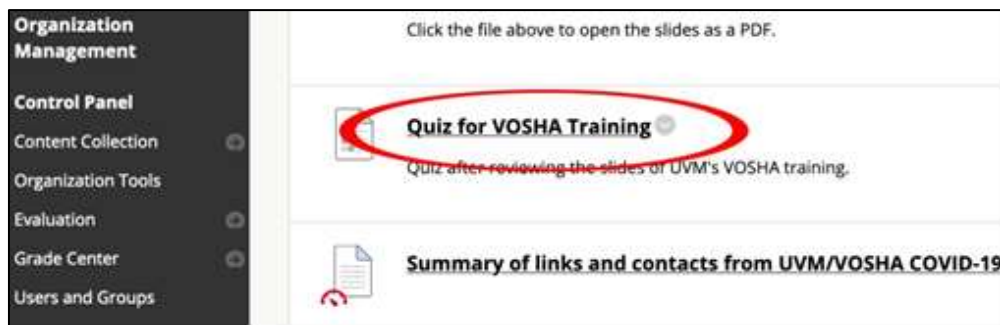


Follow the prompts to complete all 10 questions. If you are having any technical trouble taking the quiz, visit https://www.uvm.edu/it/kb/article/blackboard-test-tips/. If you are still having difficulty, contact the Help Desk. Contact information is below.

## 4. Provide a copy of your Certificate to your supervisor/manager.

Employees should retain a copy of the certificate to present to their manager or supervisor (and retain a copy for themselves) before continuing (or returning) to work on campus or at remote sites. After taking the quiz, go to the "Start Here" on the left menu to get back to the course materials:
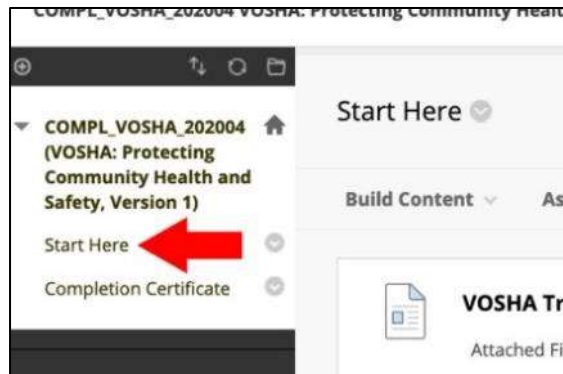


If you passed the quiz, you will see a new section appear called Certificate Section. THE NEXT SECTION WILL APPEAR ONLY IF YOU HAVE PASSED THE QUIZ. If you need to, you can retake the quiz and move to the next section once you have passed it.

You can find your Certificate by clicking in two places; one in the VOSHA Training section, one in left menu:
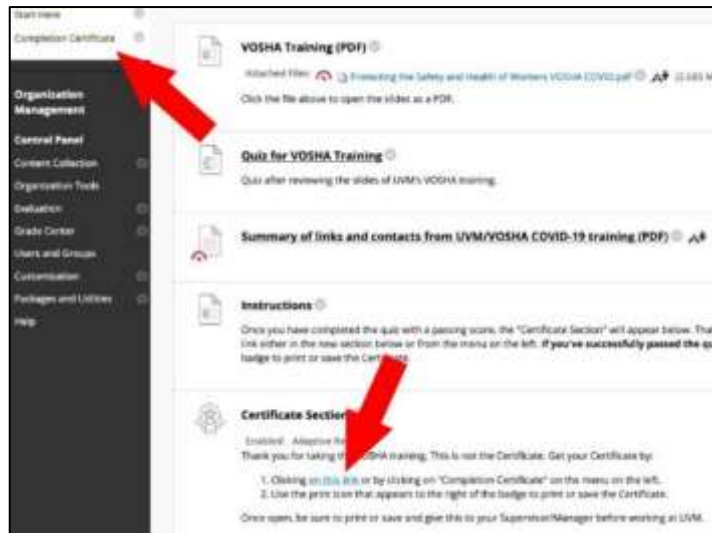


Either will open the "My Achievement" section, where you will see a badge for the VOSHA Training Certificate. You can click on the printer icon on the badge to view and then print (or save) your Certificate.
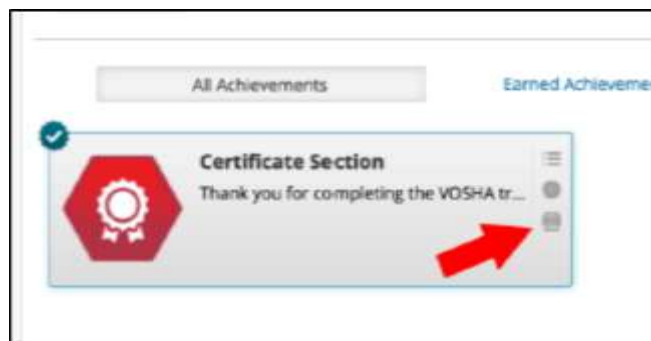
Your Certificate will look like this:



Once your Certificate is open, here are a few different ways you can get a copy to your supervisor:

**OPTION 1:** Scan and share a document securely with OneDrive. Follow these instructions: https://www.uvm.edu/it/kb/article/onedrive-scan/

**OPTION 2:** Print it to a printer (see "Print Certificate" button on image above)

**OPTION 3:** Print it to a file or saving a local copy to your laptop/computer

**OPTION 4:** Take a screen-shot.
- From a PC, hit Ctrl_PrtScr.
- From a Mac, hit command+shift+3

**OPTION 5:** Take a picture of your screen with your device (smartphone ortablet).

Once you have a sharable copy of your certificate, contact your supervisor to determine how they would like you to provide it to them. Options may include:

- Scan and share via OneDrive as outlined in Option 1 above.
- Email
- File Transfer
- Teams
- SharePoint

**For More Information: A list of helpful links are located in Blackboard.**
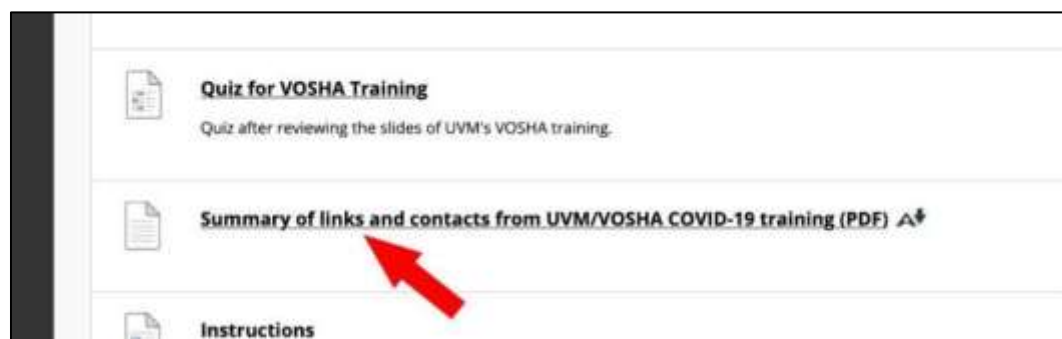
### Troubleshooting & Technical Difficulties:

For any questions or problems, please contact the UVM Tech Team by [submitting a help request](#) or contact the Tech Team Help Line at [helpline@uvm.edu](#) or by phone at (802) 656-2604.

### Confirming an Employee Has Taken the VOSHA Training:

Supervisors and/or HR Reps with Business Manager access in [PeopleSoft](#) can confirm which employees in their department/division/ college have completed the training via Blackboard (a query is updated from Blackboard daily). Supervisors can utilize this query to ensure their employees have completed the training and passed the assessment before coming onto campus. The query is UV_VOSHA_ACTIVE_EMPS. The PeopleSoft query is updated before 10am daily to include those who have completed the training in the previous day.

### Have Questions?  Contact the following:

- Questions about the training, contact Tessa Lucey, Director of Compliance at [compliance@uvm.edu](#).

- For questions about the query, contact Human Resource Services at [hrsinfo@uvm.edu](#) or 802-656-3150.

To troubleshoot access to the training through Blackboard, contact the Tech Team by visiting the [helpline](#) or emailing [helpline@uvm.edu](#).

## The Green and Gold Promise: UVM Health and Safety Pledge

In accordance with the State of Vermont's Safe and Healthy Return to Campus [guidelines](#), all faculty and staff must read and sign The Green and Gold Promise (UVM's health and safety pledge) that affirms the employee is familiar and willing to comply with the State of Vermont's COVID-19 restrictions and UVM's health policies. In accordance with the State mandate, "faculty and staff who choose not to wear a face covering or follow existing public health and safety standards shall face immediate disciplinary action."

## Symptom Monitoring & Daily Health Check

Performing a daily health screening can help stem the spread of COVID-19.

All UVM employees returning to a UVM facility for work must fill out a **daily health check form** to assess symptoms before arriving for work unless they exclusively work remotely or are taking approved time off.
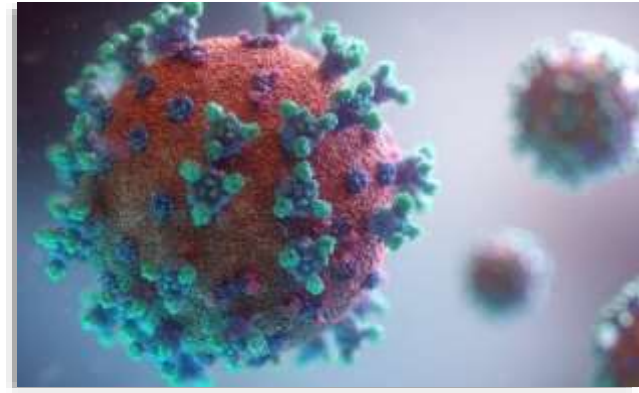
- Employees who are scheduled to work or teach remotely 100% do not need to complete a daily health check unless they come to a UVM facility for any reason.

- Employees on approved time off do not need to complete a daily health check.

- Employees who work solely or partially at a UVM facility must complete the form before every work shift.

- Employees who are enrolled in online classes and who also work remotely 100% of the time do not need to fill out the daily health check-in form. Only employees who take in-person classes at a UVM facility or work solely or partially at a UVM facility must fill out the health check-in.

  The daily health check form is web-based and developed by UVM's Enterprise Technology Services (ETS). It is accessible online via a computer, smartphone or tablet. A phone-in system is currently under development for employees who do not have access to the online form. Supervisors are responsible for ensuring employees are completing the daily health check. Instructions on how to check.

**Symptoms common with COVID-19 may appear 2–14 days after exposure to the virus. According to the CDC, symptoms may include:**

- Temperature at or above 100.4°F, or feeling unusually hot (if no thermometer is available), accompanied by shivering/chills
- Sore throat
- Cough
- Runny nose or new nasal congestion
- Difficulty breathing/shortness of breath
- Diarrhea, with or without respiratory symptoms
- Nausea and/or vomiting
- Headache
- New loss of taste or smell
- Generally feeling unwell, fatigue, and/or muscle aches

**Employees with symptoms should:**

- Contact their primary care provider to report the symptoms

- Stay home

- Notify their supervisor and request time off

If an employee feels symptoms arise while at a UVM facility, they should follow the steps above.  Furthermore, if an employee has been in close contact with someone who has tested positive for COVID-19, who is being tested for COVID-19, or who has concerning symptoms, they should stay home.

Employees suspected, presumed, or confirmed to have COVID-19 by a healthcare professional and who have been in contact with UVM affiliates in the past 14-days must fill out the COVID-19 Employee Tracking Form.  Information will be reported to the Vermont Department of Health.  For the most up-to-date recommendations about symptom monitoring and contact tracing visit the Vermont Department of Health website.

**Note:** Custodial Services and Facilities has a protocol to properly clean areas suspected of infection with COVID-19 and will enact this as needed.

For those interested in receiving a daily reminder to check for COVID-19 symptoms, the State of Vermont's Sara Alert is a free, automated and secure reminder system to check for symptoms.  Reminders are sent by email, text, or phone.  Find out more about the Sara Alert on the Department of Health website.

## Compliance with Worksite Safety Protocols

The well-being of our campus community depends on employee compliance.  In addition to taking the mandatory UVM VOSHA training, employees should continue to self-monitor for symptoms, adhere to the directive to stay home if sick, and always follow the safety and health procedures outlined in this guide.

If you observe non-compliance of work rules, contact your supervisor. In the event you feel you are being asked to do anything in violation of university policies or guidelines, speak to your supervisor, manager, or HR representative.

Supervisors are responsible for educating their staff to the health and safety protocols specific to their area and/or unit, enforcing compliance with those procedures, and/or reporting concerns to the University COVID-19 Officer through the UVM COVID-19 hotline at (888) 229-7874.  Supervisors can contact Human Resource Services (HRS) for help navigating compliance issues and changes in operational status.

## Travel

At this time, all institutional travel by faculty or staff is suspended except with institutional leadership permission.  In addition, any travel, for personal leisure outside of Vermont, may require a 14-day quarantine upon return depending on the destination.  Travel to New England states and Northern New York should be governed by the State of Vermont Cross State Travel Information, which can be found online. Please refer to the UVM Travel Policy related to COVID-19 for more information. Further details about travel are updated regularly on the Vermont Travel and Quarantine website.

## Staffing Options for a Safer Workplace: Phases of Return

Many front-line workers deemed essential have been reporting to work at UVM throughout the pandemic due to the essential nature of the work they do.  Employees must continue to adhere to the guidelines in this booklet and information posted on the UVM Return to Work website.

The University asks supervisors and employees to continue to be as flexible as possible to maintain the health and safety of everyone.  If telework has proven to be productive and effective for certain employees, supervisors may choose to continue to have them work remotely. The flexibility of employees to telework and/or adjust to staggered work arrivals and departure times may alleviate congestion. It is important to note, the Families First Coronavirus Response Act (FFCRA) has been extended through March 31, 2021.  Supervisors are encouraged to allow employees who become sick or are caregivers to use this benefit.

Until individual departments or units are approved to resume full in-person operations, employees working in those areas are required to continue to work remotely. Supervisors will notify their individual employees once they are approved to resume full in-person operations and will share their department or unit's approved "Resumption of In-Person Operations Plan."

If you are an employee who has been working remotely and are uncomfortable with expectations to return to your on-campus worksite, please talk to your supervisor or HR representative for your unit. Depending on your job requirements, there may be a solution to your unease about returning to campus. Please know that supervisors are your immediate point of contact and resource to help you do the best job possible.

### ▪ Remote vs. On-Campus Work

As resumption of in-person operations proceeds, supervisors are asked to consider ways employees can work remotely for extended periods.  The continuation of remote work for certain employees helps to address physical distancing requirements and limits the number of people on campus which reduces potential exposure.  In determining if remote work is appropriate, supervisors and employees should consider the following:

- Remote work requires supervisor and dean/ department head approval. Supervisors need to consult with their dean/ department head or delegate before finalizing plans with individual employees to work remotely. Specific arrangements should be documented using a [telework agreement](#). Some work at the University may not be suitable for remote work.

- Think creatively. Consider how and what the work priorities are now that the University has shifted to remote instruction.

- Identify projects, functions, and priorities that align with temporary remote work parameters.

- Employees may not be able to, or need to, perform their "usual" tasks during this time. For example, it may be appropriate for an employee who usually staffs the front desk and answers phones to be temporarily assigned to organize electronic files, enter information into a spreadsheet, or compile data or information needed for a project.

- Employees may perform activities across departments, if there is operational need: if one department within a college or division has a large project that requires a lot of dedicated time, employees from other departments may be assigned to assist with that project.

- Employees may be assigned to work not specified in their job descriptions, on a temporary basis, if it benefits the University during the current COVID-related situation and allows the employee to work from home.

- Set parameters and establish expectations. This includes setting deadlines and work schedules. While all employees must still work their "normal" (37.5 or 40 hours, as applicable) work week, some flexibility is reasonable with respect to when employees get their work done. The following suggestions may help supervisors alleviate any ambiguity among employees:

- Establish "core" hours when employees must complete work. Most employees should maintain their normal hours, e.g., 8:00am-4:30pm.

- Supervisors may permit some additional flexibility, for example, all work may be required to be done between 6 AM and 6 PM.

- Establish clear expectations of times when employees must be immediately responsive to calls and emails.

- Non-exempt employees may not work more hours than their normal daily (7.5 or 8 hour) schedule. Except in extreme circumstances, as directed by a supervisor in advance, non-exempt employees who are teleworking are not eligible for overtime.

- All non-exempt employees must record their hours worked on a daily basis and report them weekly. Supervisors should carefully review hours worked before approving.

- Supervisors need to continue to communicate regularly with employees who report to them. With proper planning, communications problems associated with remote work can be minimized.

- Supervisors should establish a regular check-in schedule with direct reports.

- Continue regularly scheduled meetings over the phone, or through the Microsoft Teams platform.

- Articulate clear procedures regarding check-in times and hours of availability.

- Supervisors must specify communication expectations, including the use of particular software (such as Microsoft Teams), and identify necessary equipment and supplies.

- The University's paid-time-off policies continue to apply to employees who are unable to work at a UVM facility or telework. Employees must continue to report time in PeopleSoft, and supervisors should continue to review exception time through PeopleSoft for their direct reports as applicable.

Teleworking arrangements established under COVID-19 are expected to be temporary, and a general communication to campus will direct all teleworking employees to return to their normal worksites at some point in the future. However, the University reserves the right to rescind approval for an employee to telework at any time.

Visit the Enterprise Technology Services (ETS) website for more telework information.

## ■ Other Options to Consider:

### ● Alternating Schedules
Departments may schedule partial on campus staffing, consistent with practices that address health and safety concerns, e.g., developing staffing, in cohort groups, to alternate on- and off-campus work.

### ● Temporary Job Redesign
In cases where members of a work team have partial on-campus responsibilities and partial responsibilities that can be performed remotely, work may be temporarily shifted to create a separation of roles with full on-campus responsibilities or no on-campus responsibilities. This approach will limit the number of employees who have to be on-campus and allow others to work completely remotely.

### ● Staggered Work Shifts
Staggering reporting and departure times by at least 15 or 30 minutes, where possible, will reduce traffic in common areas and reduce crowding in order to meet social distancing requirements.

# Health & Safety Procedures

Practicing good personal safety habits helps everyone stay safer so doing your part to reduce the risk of spreading the coronavirus will flatten the curve. The steps listed below are relatively easy, but making the steps a habit requires consistency.

- Stay home while you are sick.

- Practice social distancing (stay at least 6 feet from others).

- Wear a face covering that meets UVM guidelines in shared spaces at all times while on campus. See page 15 for guidelines.

- Wash your hands frequently, especially after being in a public place, or after blowing your nose, coughing, or sneezing. Proper handwashing with soap and water for at least 20 seconds is important.

- Hand sanitizer can be used if soap and water are not readily available. UVM's hand sanitizer dispensers are filled with alcohol-based hand sanitizer containing 60-95% alcohol per the CDC's recommendation for efficacy.

- Avoid touching your eyes, nose, or mouth.

- Avoid contact with people who are sick.

- Sneeze or cough into your inner elbow or into a tissue and immediately dispose of the all used tissue.

- Clean and disinfect frequently touched objects and surfaces including your keyboard, phone, and other high-touch items.

- Consider keeping a contact journal in the event you, or someone you work or live with, develops COVID-19 symptoms.

- Consider registering with [Sara Alert](), the State of Vermont's free and automated secure reminder system to check for common symptoms of COVID-19.


**Note:** Changes in arrival and departure times for unionized staff members should be fully discussed with Labor and Employee Relations before implementation.

## Face Coverings

We now know that those who do not feel sick can still spread the coronavirus. Employees must wear face coverings over their nose and mouth when in the presence of others. In private offices or spaces where access is limited and physical distance can be maintained, face coverings may be removed (example: working alone in a private office).  Remember not to touch your eyes, nose, or mouth when removing your face covering, and wash your hands immediately before and after removal.

**VIDEO 1:**
**Wear a Face Covering Correctly**

Click here to play the video:
https://www.youtube.com/watch?v=p7w5teakz-o

UVM will provide employees working this summer with three reusable cloth face coverings. These are available for pick-up at the Davis Center, Monday- Friday from 8:00am-10:00am.  Employees must show their Catcard at pick-up.

● **Cloth face coverings should meet the following criteria:**

- Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin

- Fasten securely with ties or ear loops

- Include multiple layers of fabric

- Allow for breathing without restriction

- Be able to be laundered without damage or change to shape

Please watch the UVM Medical Center's video on how to wear a facial covering correctly.  See the link to the video on the top right of this page. Also, read the Vermont Department of Health's guidance for wearing a face mask online.

**Important Note:** Face coverings with exhalation valves do not meet the requirements outlined in the UVM Face Covering Guidance and cannot be worn on campus. The valves on these face coverings allow exhaled air to leave the mask without being filtered, so they are not effective at minimizing the spread of COVID-19.

If an employee has a condition that requires an accommodation to the aforementioned face coverings, they can contact the ADA Coordinator, Amber Fulcher at Amber.Fulcher@uvm.edu.

## Make Your Own Face Covering
The CDC website includes a section on how to make your very own cloth face covering with detailed sewn and no sew instructions.  Instructions come in multiple languages!

## Social Distancing

- Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.

- Face-to-face staff meetings should be limited, and physical distancing must be observed.

- Employees must be 6 feet apart while on the job.

- All departments and units interacting with the public shall ensure visitors observe strict social distancing of
6 feet apart.

- Occupancy of common areas, such as break rooms, waiting areas, retail and dining areas, and communal office space must ensure that occupants maintain no less than 6 feet distance from one another and occupancy limits in these areas should be enforced.

- Employees should wipe down their own personal area daily including keyboards and mouse.  Office common areas and shared office equipment such as printers, copiers, and kitchen areas must be cleaned at regular intervals throughout the day or after use (this includes company vehicles).  Cleaning supplies can be requested through the Central Supply Warehouse by the designated Department Safety Officer or Department Logistics Coordinator only.

- Employees should avoid direct contact like handshaking.  It may be difficult to contain your enthusiasm for seeing an old colleague, a student, or other community member after such a long time apart, but physical contact should be avoided.

- In buildings with elevators, occupancy in the elevators will be limited depending on the size.  Occupancy will be posted on each floor and inside each elevator to prevent overcrowding.

- Some breakrooms and communal kitchens may not be available for use.  As departments resume in-person operations, adhere to simple steps to remain safe. These steps may include alternating times to take lunch, installing signage to promote social distancing, disinfecting commonly used appliances like coffee machines, refrigerator handles, water faucets, etc.

## Handwashing

- [Wash your hands](#) with soap and water for at least 20 seconds when visibly soiled, before eating, after using the restroom, after blowing your nose, coughing, or sneezing, or after you have been in a public place.

- Use an alcohol-based hand sanitizer with greater than 60% ethanol, or 70% isopropanol when soap and water are not available. Cover all surfaces of your hands and rub them together until they feel dry.

  All UVM hand-sanitizing stations have been retrofitted and are equipped with an alcohol-based hand sanitizer with greater than 60% ethanol to meet the CDC's hand sanitizer efficacy standards.

- Handwashing or hand sanitization is required frequently including before entering and/or leaving job sites and UVM vehicles.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

Please watch the UVM Medical Center's video on handwashing to avoid the spread of germs. See the video link at the top right of this page.

**VIDEO 3:**
**Tips on Handwashing**

Click here to play the video:
https://www.facebook.com/UniversityofVermont/videos/202391170986628/?v=202391170986628

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## Safety Supplies for Faculty and Staff

UVM will provide up to 3 face coverings to employees. Pick up is at the Davis Center during regular business hours. Faculty and staff members can also request safety glasses, a stylus with lanyard, and other safety items related to COVID-19 through their Safety Officer or Logistics Coordinator (SO/LC).

## Gloves/Goggles/Face Shields

Most employees will not need to wear gloves in the course of their everyday duties. Some employees, like animal, laboratory, and healthcare workers, will need to wear gloves in the course of their everyday duties. Gloves however do not replace the need to wash your hands often and avoid touching your face. Disposable gloves are recommended when using disinfectants.

If you are required to wear protective goggles or face shields in the workplace, your supervisor will notify you and your department can request the necessary equipment from the Central Supply Warehouse.

If an employee works in a high-risk area and is uncertain what the protocol is for wearing gloves, goggles or face shields, they should speak with their supervisor. Please visit the UVM Risk Management and Safety website for more information on personal protective gear and guidelines.

## Coughing/Sneezing Hygiene

Cough or sneeze into your elbow or into a tissue.  Throw away any used tissue immediately and wash your hands thoroughly.  Never cough into your hand.

## Cleaning Your Workspace

Custodial Services Staff routinely clean and disinfect all public campus buildings in accordance with CDC guidelines; however, we are all responsible for doing our part too. Take a moment to wipe down personal work surfaces and commonly touched areas in your workspace at the beginning and end of each day to stop the spread of illness. To clean the touch points in your office, such as doorknobs, chair arms, shared items like coffee makers, microwaves, etc., an EPA approved disinfectant should be used. The Safety Officer in your department will have cleaning spray and disposable rags, as well as vinyl gloves to use to clean your space. This will require wearing safety glasses, which will be provided by the Safety Officer.

Do not forget that the risk of virus exposure happens off campus too. Please continue these prevention practices such as hand washing, cleaning, and physical distancing when you are not at work to limit your chance of exposure to COVID-19.

## Mental and Emotional Wellbeing

The Employee Assistance Program (Invest EAP), is a benefit to all employees and household members at no cost.  This service offers confidential, short-term support to help employees develop solutions to life's challenges.  For more information about services provided through Invest EAP, visit their website: https://www.investeap.org/

## COVID-19 Testing & the UVM Healthcare Plan

UVM's health care plan covers COVID-19 testing performed by the Centers for Disease Control (CDC), the Vermont Department of Health (VDH), or a laboratory approved by CDC or VDH, with no co-payment, coinsurance, or deductible requirements. This coverage includes in-network provider office or urgent care visits and emergency services visits to test for COVID-19. If in-network providers are unavailable to conduct testing for COVID-19, the health care plan will cover out-of-network testing on the terms outlined above. For detailed information on the terms of coverage in UVM's health plan, visit the Benefits page on the Human Resource Services website.

More information about COVID-19 testing is available through the COVID-19 Information and Service Center at UVM.  Visit their website for testing and related information and download the CoVerified App to schedule testing.

### ● Employees Diagnosed with COVID-19
As outbreaks of the Coronavirus continue to shift, guidelines on when it is safe to resume contact with others continues to change. Employees diagnosed with COVID-19 should follow guidance from their healthcare provider as well as the recommended guidelines issued by the CDC and the Vermont Department of Health on when it is safe to return to work.  Employees can also contact UVM's COVID-19 Service Center.

To avoid unnecessary medical visits and putting additional strain on Vermont's healthcare system, employees should NOT be asked to produce a physician's certificate before returning to work.

### ● Documentation
If the employee has worked on campus in the 14 days before symptoms began, email them the link to the COVID-19 tracking form and ask them to complete it and keep it updated. Supervisors should also reach out regularly to check on the employee and encourage them to update their status.

### ● What to do if a co-worker displays symptoms
If you observe a co-worker showing symptoms of illness, you can encourage them to talk to their supervisor about your observations.  Be cautious about using words and actions that could be construed as stigmatizing or discriminating.

- Do not make assumptions about the health of others based on outward appearances or behaviors.

- Encourage all individuals to practice cough and sneeze etiquette (cough and sneeze into a tissue or into an elbow), and remind them to wash their hands with soap and water and/or use hand sanitizer immediately.

- Symptomatic or COVID-19 positive workers are not allowed on site. Any employee who comes into close physical contact with another employee or any other person diagnosed with COVID-19 must quarantine and be tested. The State of Vermont recommends that you quarantine for 14 days since the last time you were in contact with that person and get tested on day 7 or after if you have not had any symptoms. You may end quarantine early if you test negative on or after day 7 and remain symptom free. See Vermont Department of Health web page Close Contacts & Contact Tracing for the most up-to-date recommendations.

- If the employee is a presumptive positive case, or if they test positive for COVID-19, please contact your Labor and Employee Relations professional for assistance and further instructions. There may be a need to notify other employees who have come into contact with them.

## Health & Safety Information in Other Languages

The Vermont Department of Health has posted health and safety information in multiple languages on their resources website including:

- Arabic
- Chinese
- Burmese
- English
- French
- Kirundi
- Napali
- Somali
- Spanish
- Swahili
- Vietnamese

The information sheets include valuable information about COVID-19, how to quarantine, understanding COVID-19 test results, how to use face coverings effectively, etc.

In addition, a series of videos in numerous languages have been produced by the **Vermont Multilingual Coronavirus Task Force** and are ready to view on their YouTube Channel. Featured languages include:

- Arabic
- Burmese
- English
- French
- Kirundi
- Maay Maay
- Napali
- Somali
- Spanish
- Swahili
- Vietnamese

The videos are updated regularly and include information about local testing sites, the Governor's weekly updates, and how to get assistance for COVID-19 related questions or concerns.

# Guidance for Specific Worksite Issues

The following guidelines address common worksite issues that may arise. Individual department heads will provide details and instructions for specific areas/units prior to employees returning to campus. Unit specific plans will be shared with employees as they become available.

## Coming to and Leaving the UVM Worksite

In order to reduce the spread of potential viruses like COVID-19, UVM employees should avoid congregating at entrance/exits to buildings. To reduce potential congestion during the beginning or end of a shift, employee arrival and departures can be staggered.  For example, large departments may consider scheduling shift arrival and departure times in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with CDC guidance.  Custodial Services will continue to clean and disinfect public spaces across campus, however it is the responsibility of employees to clean and disinfect their own work spaces including their desk area and equipment, and shared spaces such as kitchenettes and shared office equipment like copy machine buttons, computer keyboards, appliances, etc. See page 18 for more information about cleaning workspaces.

## UVM Parking & Transportation

The CATS shuttle services from Gutterson to the Main Campus will be limited to 7:00am-10:00am and 3:00pm-10:30pm on Monday-Friday for employees.  Transportation for individuals who need accommodations will continue to be provided if requested.  All shuttle buses will be sanitized frequently.  Visit the UVM Shuttle schedule online for the most up-to-date information.

- All riders and drivers riding shuttles are required to wear face coverings.

- Valid parking permits are required during operational hours; parking enforcement will operate as usual.

- Parking permit fees have been suspended until February 1, 2021. Payroll deductions for parking permit fees will begin to resume at 50% of your regular payment after this time.  All Transportation and Parking updates can be found on the Transportation and Parking website.

## Navigating Shared Work Spaces Safely:

Information regarding specific work areas and health and safety protocols in those specific work areas is available on the UVM Risk Management and Safety [website](#).

Departments and units should assess work and implement measures to physically separate and increase distance between employees and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to visitors and other employees where they should stand while waiting in line.

- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.

- Consider designating specific stairways for up or down traffic if building space allows.

- No more than 2 people shall occupy one UVM vehicle when conducting work and all occupants in the vehicle must wear face coverings.

- In office environments, maintain at least 6 feet distance from co-workers. Wear an approved face covering at all times while in a shared workspace/room.

- Face covering is not required if you are working alone in a private office space (does not include partitioned work areas in a large open environment).

- Any staff in a reception/receiving area should wear face coverings throughout their shift unless behind Plexiglas.

- Face coverings should be used when inside any UVM facility where others are present, including walking in narrow hallways and in break rooms, conference rooms and other meeting locations that are frequently used.

■ **Meetings:** Employees should continue to use remote-meeting technology tools approved by the University, i.e. MS Teams, whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing facial coverings.

■ **Dining:** Face coverings are required when entering all dining areas and café's on-campus. Please use the hand-sanitizer stations provided throughout campus buildings or carry a small bottle of hand-sanitizer with you. Sodexo and other contracted food service purveyors are working with UVM to offer additional options, including boxed meals and contactless delivery. Visit the UVM Dining Services [website](#) for more information.

- **Multi-Stall Restrooms:** Risk Management has posted specific information about [restroom use](#) on their website.  Please adhere to the following:
  - Wear face-coverings, maintain physical distance, and limit time in the restroom.
  - If the physical distance cannot be maintained, wait outside the restroom keeping a 6-foot distance or seek a different restroom. Avoid gathering or waiting inside the restroom.
  - If possible, use alternate stalls and sinks.
  - If toilets and showers are separated by physical barriers, all of them can be used.
  - For sinks and open showers, maintain 6-feet of separation when in use.

- **Elevators:** Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Use a stylus for pressing buttons and clean it often.  Wash your hands or use hand sanitizer before and after using any elevator.

## Signs and Posters

Employees and visitors to UVM will notice a number of signs and posters placed throughout campus.  These signs will include traffic flow directions through buildings and common areas, and reminders about proper social distancing, handwashing, and appropriate use of face coverings. Signs and posters can be ordered for individual areas by the Safety Officer through [UVM Print and Mail](#).

## Accrued Sick, Vacation Time & Self-Quarantine

If you need to self-quarantine, and your job does not lend itself to working remotely, you may use any form of accrued leave (e.g., sick leave, vacation, comp time, personal leave, cultural holidays) to cover the time away from work. In addition, effective April 1, 2020, the Families First Coronavirus Response Act (FFCRA) provides up to ten days of paid sick leave (up to a maximum of $511/day) for full-time employees who are subject to a federal, state, or local quarantine or isolation order related to COVID-19.

If you have exhausted all forms of accrued paid leave (sick, personal, vacation, cultural holiday, and compensatory time), as well as paid sick leave under the FFCRA, UVM will allow you to go into a sick time deficit of up to 10 additional days for purposes of a self-quarantine of COVID-19 related illness, care, or testing. If you go into a sick time deficit, you will not accrue any further sick time until the deficit is paid back. UVM reserves the right to recoup any remaining sick time deficits from the final paycheck of employees who terminate before they regain a positive sick time balance. Alternatively, UVM will grant unpaid time to an employee who has no accrued leave time but needs time off to self-quarantine.

No matter what form of paid or unpaid leave you elect, please speak with your supervisor to make them aware of your situation, and get information on how to report your leave use. Employees who worked on campus within 14 days of first exhibiting symptoms and are known or presumed to have COVID-19 because they are sick with COVID-19 symptoms, or have been in close contact with someone who has COVID-19, or have been directed by their doctor or the health department to stay home, should also complete UVM's COVID-19 tracking form.

Employees working remotely more than 14 days do not need to complete UVM's COVID-19 tracking form, but still need to follow Human Resource's policies for reporting exception time when unable to work for COVID-19 related reasons.

Human Resources offers guidance for employees and supervisors related to COVID-19 and absences from work including information on the Families First Coronavirus Response Act (FFCRA) Leave Process.  NOTE: Congress has extended the FFCRA until March 31, 2021.

## Considerations for Employees with Health-Related Concerns

The university is following CDC and Vermont guidance in response to COVID-19.  See the CDC Guidance for Individuals At-Risk of Severe Illness for current information.

UVM also recognizes that additional considerations need to be in place for individuals who live with or have care-giving responsibility for individuals identified as at-risk by the CDC and individuals who have pregnancy-related concerns.

Per current policies and to the extent possible, UVM will provide support to those who have an increased risk of serious illness of COVID-19, to those living with or caring for individuals who are at-risk and those with pregnancy related concerns. While all employees are required to perform the essential functions of their roles, telework will be implemented to the greatest extent possible when consistent with business needs and management agrees the work can be accomplished remotely. If work cannot be done remotely, supervisors should contact their HR representative for consultation and guidance on next steps.

Memos describing the separate processes for faculty and staff, along with the necessary forms, are located on the COVID-19 Employee Information website. The new faculty modality change request process information is outlined on the Faculty Affairs website.

Supervisors may not prevent employees from returning to work or require an employee to work remotely based solely on the supervisor's belief that the employee falls into the CDC's categories of individuals at higher risk for severe illness from COVID-19.

Employees should contact Amber Fulcher, ADA/504 Coordinator at accessibility@uvm.edu or (802) 656-0945 if:

- They have questions regarding whether this process applies to their situation

- If they require accommodations, other than remote work, related to their own medical condition

## Employees with Medical Conditions

Employees who have a medical condition and are in need of supports other than remote work should contact the ADA Coordinator at accessibility@uvm.edu or (802) 656-0945 to discuss the process for requesting accommodations.  No medical documentation should be shared with supervisors.  Any employee requesting supports, other than remote work, related to an employee's medical condition should be referred to the ADA Coordinator as soon as the request is made.

## Employees Caring for Family Members

Employees who regularly care for individuals who are at higher risk for severe illness from COVID-19 may be eligible for supports, such as remote work or may qualify for leave under the Family and Medical Leave Act (FMLA) or Public Health Emergency Leave. You may obtain more information on various leave programs through the Human Resource Services website or by contacting Labor and Employee Relations.  Labor and Employee Relations can assist with determining the appropriate options for an employee's situation and needs.

RALLY TOGETHER

# UVM Resources

AAEO and the Americans with Disabilities Act: https://www.uvm.edu/aaeo/americans-disabilities-act-ada-and-reasonable-accommodations

Central Supply Warehouse: https://www.uvm.edu/physicalplant/supplies

CoVerified: UVM's App to Schedule Onsite Testing at UVM
https://www.uvm.edu/returntocampus/coverified-app

COVID-19 Information and Service Center: UVM testing and related information.

COVID-19 Safety Guidelines for Facilities Personnel:
https://www.uvm.edu/physicalplant/covid-safety-for-facilities

Custodial Services at UVM: https://www.uvm.edu/custodial

Exposure Control for UVM Employees: https://www.uvm.edu/sites/default/files/Physical-Plant-Department/Exposure_Control_for_UVM_Employees.pdf

Flexible Working Arrangements:
https://www.uvm.edu/hrs/flexible-working-arrangements

Human Resource Services: https://www.uvm.edu/hrs

INVEST EAP:  https://www.investeap.org/

MS Teams: https://www.uvm.edu/it/kb/article/teams/

MS Teams: Joining a Meeting: https://www.uvm.edu/it/kb/article/teams-meeting-as-guest/

Parking and Transportation Services: https://www.uvm.edu/transportation

Remote Teaching and Learning: https://www.uvm.edu/ctl/teaching-continuity/

Risk Management and Safety COVID-19 Operations Plan:
https://www.uvm.edu/riskmanagement/covid19-operations-plan

UVM's Green and Gold Promise:
https://www.uvm.edu/deanofstudents/student-advocacy/green-and-gold-promise

UVM Fall 2020 Return to Campus: https://www.uvm.edu/returntocampus

UVM VOSHA Training for Faculty & Staff: https://www.uvm.edu/it/kb/article/vosha-training/

# External Resources

City of Burlington Covid-19 Information Page:  https://www.burlingtonvt.gov/covid-19

Centers for Disease Control and Prevention COVID-19 (CDC):
https://www.cdc.gov/coronavirus/2019-nCoV/index.html

COVID-19 Vaccine: Your Questions Answered by the UVM Health Network
https://www.uvmhealth.org/coronavirus/staying-healthy/covid-vaccine-your-questions-answered

COVID-19 Vaccinations for Vermonters, Registration Information
https://www.healthvermont.gov/covid-19/vaccine/getting-covid-19-vaccine

COVID-19 Conversations: 5 Strategies for Positive Social Interactions
https://www.uvmhealth.org/coronavirus/staying-healthy/

OSHA Guidance Preparing Workplaces for COVID-19:
www.osha.gov/Publications/OSHA3990.pdf

State of Vermont Department of Health:
https://www.healthvermont.gov/response/coronavirus-covid-19

UVM Health Network:  https://www.uvmhealth.org/coronavirus

Vermont Department of Health COVID-19 Translated Documents:
https://www.healthvermont.gov/response/coronavirus-covid-19/resources

Vermont Multilingual Coronavirus Task Force – Coronavirus health and safety videos in Different Languages:
https://www.youtube.com/channel/UC3zjPpeFnXqvESr1y3d4DvQ/featured


Human Resource Services at The University of Vermont
85 South Prospect Street
Waterman Building, Suite 228
Burlington, Vermont 05405
Phone: 802-656-3150 | Email: InfoHRS@uvm.edu
See website for current office hours