

# **Employee Reintegration Plan**

**(COVID-19 | Spring 2021 Semester)**

**Version**

**December 04, 2020**

# Record of Changes

Modifications and/or revisions to the Florida Atlantic University – Employee Reintegration Plan (COVID-19 | Spring 2021 Semester):

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# Employee Reintegration (COVID-19 | Spring 2021 Semester)

## I. Introduction

COVID-19 will be circulating through our environment in our counties, in the state and in the world for the foreseeable future. The University has instituted plans and protocols in accordance with CDC Guidelines for the protection of the FAU Community that include mandatory use of face coverings, maintaining physical distancing, and sanitation and disinfection of hands and surfaces (the safety triad). These measures provide the best protections from the spread of COVID-19 and allow normal operations to continue with health and safety measures in place.

### A. Purpose

The purpose of this document is to offer specific guidance for the mandatory reintroduction of FAU employees to FAU Campuses to achieve a balanced and safe worksite experience. The document provides a systematic and multi-phased approach based on health experts' guidance, FAU administration policy and strategy, and the nuances of the operational environment University-wide for the anticipated Spring 2021 Semester.

### B. Scope

The plan addresses the reintegration of employees during the Spring 2021 Semester and is applicable to all divisions and departments operating on FAU Campuses. The requirement for reintegration of employees applies to all departments and divisions. Furthermore, the following plan provides recommendations for reintegrating University workspaces on campuses with staff and faculty while maintaining the integrity of the safety triad. Apart from those with approved arrangements as members of the vulnerable population for COVID-19, all employees of FAU are required to participate in the return to campus work.

**Note:** The members of the Vulnerable Persons Program who are approved for onsite arrangements are included in this plan. Those approved for remote arrangements as a part of the Vulnerable Person Program are excluded from this plan until the expiration of those arrangements or until asked to return to the workplace.

### C. Applicability to Other Plans

This plan serves as the enabling driver for unit-specific planning efforts. Unit leaders must to engage in discussions with employees, HR and the appropriate leadership hierarchies to develop unit-specific return to the workplace plans that address the concepts and elements outlined within, to include accounting for workplace capacities, demand for services, and employee vulnerability. This document fully adopts and integrates all current plans regarding activities at FAU during COVID-19 including the [FAU COVID-19 Health and Safety Plan](#)

## II. FAU Employee Reintegration at a Glance

The following provides the general concept of employee reintegration. The subsequent sections provide further details, considerations, and guidance for achieving this. Each Division, Department, and Unit is responsible for tailoring their approach using the policy, guidance, and direction contained within this document. The Department of Emergency Management, Office of Environmental Health & Safety, and Human Resources Department are available to assist Division or Department leadership in reviewing the contents of this plan and discussing considerations for specific areas.

| Criteria                               | Minimum Expectation  | General Method  |
|--|--|---|
| <p><b>Increase onsite staffing</b></p> | <ul style="list-style-type: none"> <li>• Departments will identify the allowable occupancy of department areas based on the 10-foot criteria.</li> <li>• Departments and Divisions must offer their full suite of operations onsite.</li> <li>• All supervisors will return to campus.</li> <li>• No remote-only operations or services.</li> <li>• Requests for 100% remote work, other than those for arrangements for the vulnerable population, must be approved by the Division VP.</li> <li>• All customer-facing roles will be conducted onsite.</li> <li>• Non-customer-facing interactions, i.e. meetings will be conducted virtually wherever possible.</li> </ul> | <ul style="list-style-type: none"> <li>• Each area supervisor will evaluate their department space for maximum allowable occupancy, i.e. 10-foot minimum space between open workstations.</li> <li>• If allowable occupancy permits, staff department at 100%.</li> <li>• Offices and cubicles with doors that can be closed will be staffed at 100%.</li> <li>• If space does not permit 10-foot space between open workstations, staff to the maximum allowable occupancy based on the 10-foot distance criteria.</li> <li>• Where offices do not afford adequate space for performance of customer-facing activities, alternative areas for conducting business (such as other buildings/campuses) or alterative spaces within departments (like conference rooms) will be considered to maximize use of available space.</li> </ul> |

| Criteria                                   | Minimum Expectation  | General Method   |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Customer-facing interactions will always ensure a minimum of 10-feet in between people.</li> <li>• All employees are always expected to observe the requirements outlined in the FAU Health and Safety Plan and Employee Return to the Workplace Guide (linked above) while on campus.</li> </ul>   |  |
| <b>Scheduling</b>                          | <ul style="list-style-type: none"> <li>• The schedule will be drawn up for a minimum of 2-week intervals.</li> <li>• Employees will be scheduled for fixed days of the week ahead of time.</li> <li>• No employee schedule will include only 1 day of the week on site.</li> <li>• Time on site should be a full workday unless half day rotations are used as a rotation for some employees to achieve the minimum onsite experience.</li> </ul>  | <ul style="list-style-type: none"> <li>• Where 100% onsite staffing is limited by physical space: <ul style="list-style-type: none"> <li>○ Each department will create an employee schedule to clearly communicate</li> <li>○ supervisors will schedule employees to work onsite a minimum fixed number of days per week.</li> </ul> </li> </ul> |
| <b>Configuration</b>                       | <ul style="list-style-type: none"> <li>• Departments will maximize use of available space for employees while maintaining physical distancing between workstations.</li> <li>• All available space must be considered for assigned work including other buildings, other campuses, and alternative use of existing rooms, like conference rooms. Note that available space may include space outside of the assigned department areas.</li> <li>• Use of department kitchenettes, lunch spaces, or break areas will be minimized. Food and beverages must only be consumed while seated and socially distanced from others, preferably outdoors or alone.</li> </ul> | <ul style="list-style-type: none"> <li>• Maximize use of open areas by moving workstations and utilizing all available spaces where work can be feasibly conducted.</li> <li>• Maximum onsite staffing can be accomplished through alternate on-campus workspaces.</li> </ul>  |
| <b>Return Employees to Work in Workday</b> | <ul style="list-style-type: none"> <li>• All employees must be designated as return to work.</li> <li>• Employees are required to comply with the return to work directive</li> </ul>  | <ul style="list-style-type: none"> <li>• Supervisors must designate “return to work” for all employees in Workday. This initiates the twice weekly attestation process.</li> </ul>   |

| Criteria                     | Minimum Expectation  | General Method   |
|------------------------------|--|--|
|                              | <p>from their supervisor and the schedule set forth for mandatory time on site.</p>  | <ul style="list-style-type: none"> <li>• Employees are required to complete the attestation twice weekly.</li> <li>• Remote Work Forms must be completed for all employees that work any part of their work schedule off site. All fully remote work forms must be approved by the Division VP.</li> </ul>   |
| <b>Communications</b>        | <ul style="list-style-type: none"> <li>• Supervisors will discuss the reintegration plan for the department with all employees.</li> <li>• Supervisors will contact each employee separately to discuss his/her schedule, start and stop times for work on site, and any special procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>• Supervisors will notify each employee of the requirement to return to work, the schedule of work onsite, any special procedures for onsite work, and start/stop times.</li> </ul>   |
| <b>Vulnerable Population</b> | <ul style="list-style-type: none"> <li>• FAU will observe current CDC Guidelines regarding criteria for the vulnerable population.</li> <li>• Approval of AWA Criteria and Arrangements are two separate approvals. EIC/HR approve the criteria as met and the Department must approve arrangement feasibility.</li> <li>• Not all arrangements may be feasible.</li> <li>• Arrangements may include any of the following or a combination thereof, onsite work, work on a different campus, reduced work hours, remote work, change in job function.</li> </ul> | <ul style="list-style-type: none"> <li>• Employees who wish to qualify as a member of the vulnerable population (aged 65 and older, an underlying medical condition, or caring for someone at increased risk as outlined by the CDC) must submit an Alternative Work Arrangement (AWA) Request Form.</li> <li>• AWA Forms must be evaluated by HR/OEI for CDC Criteria.</li> <li>• Once criteria are met for employee qualification to the Vulnerable Person Program, the employee's position will be evaluated for arrangement feasibility.</li> <li>• Department supervisors will evaluate approved AWA Forms for alternative work arrangement feasibility.</li> <li>• Department supervisors will consult with HR if feasibility of arrangement is not readily apparent.</li> </ul> |

### III. Before Returning to Work

#### A. Employees

## Health Screening and Attestation

All employees must complete a screening and attestation process in Workday prior to returning to the workplace to include a health screening questionnaire and an attestation statement verifying health status. You will be required to complete an attestation twice weekly. Employees will see this check-in through a captive login portal when they attempt to log in to any single sign-on application on campus (e.g., Workday, Banner, Canvas, etc.). See below for an example of the captive login portal.



Based on an individual's response, different recommendations are made to employee, such as reporting to work or to stay home.

- If an employee meets the requirements per CDC guidelines and University policy, they may return to the workplace.
- If an employee answers indicate they may be experiencing symptoms or have had close contact with someone with COVID-19, the employee will be prompted to immediately contact **Student Health Services** will be notified.





## *Training*

All employees must complete COVID-19 prevention training in Canvas before returning to campus and on-campus work. Once successfully completed, the supervisor will be notified.

Units are encouraged to develop unit-specific training for employees based on their particular operations and functions. These must be completed before returning to the workplace or within a specified time after returning to the workplace.

### **B. Unit Leaders and Supervisors**

#### *“Return to Work” for all Employees in Workday*

**Supervisors must designate “return to work” for all employees in Workday.** This initiates the twice weekly attestation process. A [Workday Job Aid](#) is available that provides supervisors/managers and employees.

#### *Risk Exposure Assessment*

Unit leaders must assess their work areas to evaluate staffing capacity to meet the requirement of full operations with maximum staffing capacity that can be accomplished within CDC guidelines. This process must include the following:

- Conducting a workplace risk exposure assessment based on the functions, activities, and tasks to be performed and managing vulnerable employees, predicated on
  - Where personnel work areas are in cubicles or offices with a door, no special considerations are necessary – those spaces can be staffed at 100%.
  - For open work areas, supervisors must consider a generic 10-foot distancing between open workstations. Staffing in these areas will be dependent upon layout, work activities, and the size of the space.
  - Maximize the use of available space for workstations considering alternative spaces like break areas, conference rooms, and work areas in other buildings and campuses.
- Controlling and managing specific work environments to mitigate risk exposure to include, but not limited, to

- health, safety, and other workplace controls,
- health screening and monitoring, *and*
- testing, contact tracking and isolation
- Accessing on-site resources and support, *and*
- Establishing process monitoring, gap analysis and after-action review

### C. Contract Managers, External Liaisons & Coordinators

Employees who manage contracts and contracted service providers, serve as visitor, guest, and external partner liaisons, and/or whose roles include volunteer and affiliate coordination must develop and implement a process to

- Clearly and frequently inform their audiences of health and safety directives, and University's policies, directives, guidelines, and procedures related to COVID-19.
- Monitor their audience's adherence to health and safety directives, and University policies, directives, guidelines, and procedures related to COVID-19.

These employees must report violations to unit leaders, contracted service provider/tenant/external organization leadership, and must work with appropriate units, such as the Office of Environmental Health and Safety, to address violations.

## IV. COVID-19 Symptom Monitoring

### A. Employees

Employees who have been cleared to return to the workplace upon completion of the screening and attestation process are required to conduct symptom monitoring of themselves and those in their household every day before reporting to work.

**CHECKPOINT:** Employees must notify Student Health Services 561.297.3512 of a positive test result, any symptoms of COVID-19, or any exposure to someone with COVID-19.

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 these 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. Employees must use the Centers for Disease Control (CDC) COVID-19 related symptom-list located [here](#). CDC will continue to update this list as we learn more about COVID-19.

Employees must not report to work or come to campus if they or any member of their household is

- is experiencing symptoms of illness consistent with COVID-19, *or*
- is diagnosed with COVID-19

and **must contact Student Health Services** and their immediate supervisor or designee of their status within 24 hours of the onset of symptoms.

## **B. Unit Leaders and Supervisors**

Unit leaders are required to determine, dependent on the workplace risk exposure assessment and an employee's duties,

1. additional screening criteria that an employee must undergo and attest to, *and*

2. the frequency that an employee must complete the screening and attestation process beyond the two required by the University.

Call out for illness requires new considerations. Whether employee discloses their reason for using sick leave, supervisors are to inform them of the following:

- If employee is experiencing any COVID-19 symptoms, then there is a process to follow.
- If employee is caring for someone in their household with COVID-19 symptoms and NOT personally experiencing COVID-19 symptoms, then there is a process to follow.

Contact HR for process details.

## V. Vulnerable Population Program

### A. CDC Guidance

The CDC has identified that certain individuals are at a higher risk for developing serious COVID-19 illness. In accordance with this, FAU has established a Vulnerable Population Program (VPP) to assist employees who are asked to return to campus and are considered one of the high-risk categories as listed by the CDC [here](#). For employees who wish to be considered a member of the VPP and receive an alternative work arrangement with arrangements for COVID-19, the following steps are required.

### B. Vulnerable Population Criteria

Employees may request an [alternative work arrangement \(AWA\)](#) based on the Center for Disease Control's (CDC) guidelines for vulnerable populations, which include the following:

- Age 65 or older
- At [increased risk of severe illness from COVID-19](#) due to having one or more of the following medical conditions:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
  - Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
  - Pregnancy
  - Sickle cell disease
  - Smoking

- Type 2 diabetes mellitus
- Household member who resides with the employee is [at increased risk of severe illness from Covid-19](#) due to having one or more of the above underlying medical conditions

### C. Alternative Work Arrangement Requests

Employees will be required to submit a COVID-19 Request for Alternative Working Arrangements (AWA) in Workday.

- If the request is based on the employee's medical condition, the request will be routed to the Office of Equity and Inclusion (OEI) for evaluation against the CDC COVID-19 Arrangements criteria.
- If the request is based on age or caring for someone at increased risk for COVID-19, the request will be routed to Human Resources (HR) for evaluation against the CDC COVID-19 Arrangements criteria.

If the CDC COVID-19 criteria has been met for an alternative work arrangement, the employee's supervisor will be copied for evaluation of feasible COVID-19 arrangements. COVID-19 arrangements may include one or more of the following:

- Onsite arrangements
  - Alternative work duties
  - Alternative workspace
  - Alternative campus
  - Modified work hours
- Offsite arrangements
  - Remote work at home
  - Other

All onsite arrangements feasibility options must be exhausted before 100% remote work will be considered.

## VI. Health, Safety & Workplace Controls

### *Staffing Options*

The following measures are recommended for units to manage or limit population density of employees to maintain the physical distancing requirement of 6ft:

- *Staggered Workdays and Hours:* Units should assess upticks in demand or high-demand days for specific functions or tasks, and schedule employees accordingly. This is especially beneficial in areas with shared workspaces.
- *Staggered Reporting/Departing/Breaks:* The beginning and end of the workday, as well as standard or required breaks, should be staggered as they typically bring many people together at common areas, such as lunch rooms, and entry/exit points of buildings, including stairs and elevators. It is recommended that units stagger reporting, breaking, and departing times by at least 30 minutes to reduce traffic in common areas to meet physical distancing requirements.

### *Facility and Workplace Modifications*

Unit leaders must assess and configure their workspaces to mitigate viral transmission between employees, and with anyone else who may enter the space, including visitors, guests, volunteers, affiliates, and contracted service providers. Some ways to do this include:

- *Facility, Furniture or Equipment Layout, Pathway Reconfiguration:*
  - Reconfiguring layout of furniture, particularly if existing partitions/physical barriers are less than 6ft in height in shared workspaces, and placement of commonly used/shared equipment, *or*
  - Pathways within workspaces that do not impact major ingress or egress pathways may be reconfigured or redirected, as applicable, to minimize risk exposure, such as one-directional pathways for large open workspaces with multiple through-ways. Contact EH&S for guidance.
- *Engineering Controls:* Implementing engineering controls, such as

- installing or extending physical barriers in shared workspaces, and at customer/community-facing work areas/stations, such as partitions, sneeze guards, use of theater ropes and stanchions, hazard tapes, etc. *or*
- creating isolated spaces/workstations or employees identified as part of the vulnerable population, *or*
- replacing or redirecting touch-based systems with or to touch-free/reduced touch systems.

#### *Administrative Controls and Procedures*

A host of controls must be implemented to complement the unit's functions:

- *Cleaning and Disinfecting Requirements:* All units must develop and effect cleaning and disinfecting protocols and practices for workspaces/stations, offices and office suites according to the [Health and Safety Plan](#).
  - Special consideration should be given to high touch points and high-traffic areas within their facilities, such as common areas like break rooms, shared spaces, conference rooms, and shared equipment – phones, copiers, etc. Specific schedules or protocols should be implemented.
  - [In accordance with the Cleaning and Disinfection Plan Annex for COVID-19](#), the following will be managed through Facilities Management:
    - Cleaning and disinfection of common areas of facilities will be conducted by Campus Custodial on a frequent basis.
    - Trash removal operations will be conducted regularly.
  - Departments must place a work order in FAMIS for any special cleaning requests.
- *Cough and Sneeze Etiquette, and Hand-Hygiene:*
  - Using your sleeve to cover coughs and sneezes to reduce droplets.

- Engage in proper hand washing procedures, according to CDC and EH&S guidance.
- *Use of furniture, equipment and work-tools:* Every attempt should be made to minimize the use of other employees' phones, desks, work tools and equipment.
- *Training:* The university has developed COVID-19-related return-to-the-workplace training on prevention and control measures and University-specific policies. All employees are required to complete this training prior to reporting for work on campus. Units should develop unit/work-environment/function/activity-specific return-to-the-workplace training.
- *Signage and Visual Cues:* The Division of Public Affairs has developed signage and visual cues to be used University-wide to communicate social distancing, including floor markings, cough and sneeze etiquette, proper hand hygiene, directional and other critical procedures and directives. Units should contact this Division to request signage or to develop specific signage.

### *Scheduling and Communications*

Unit Leaders will produce a schedule of operations, work shifts, work days and work locations for all personnel in the unit. Schedules should be created for 2-week intervals to provide ample notice to employee regarding expectations. Each employee will receive a communication regarding their work schedule and details regarding the Unit Level plan for operations including safety measures.

### *Physical Distancing Requirements*

Keeping space between each other is one of the best tools 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. Employees must follow these physical distancing practices:

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



### *Face Coverings*

Face coverings (including cloth covering and masks) must be worn by all employees working on campus, both indoors and out. Questions regarding the appropriate face covering needed to perform workplace activities may be directed to the Office of Environmental Health and Safety.

Given the breadth of face covering options available to the FAU community, face coverings are also considered to be attire and will be subject to the University standards regarding appropriate clothing. Violations of these standards should be reported to HR.

### *Personal Protective Equipment (PPE)*

Questions as to the appropriate protective equipment, such as gloves, goggles and face shields, needed to perform workplace activities may be directed to the Office of Environmental Health and Safety.

### *Contact Tracing and Testing Requirements*

Questions as to the appropriate protective equipment, such as gloves, goggles and face shields, needed to perform workplace activities may be directed to the Office of Environmental Health and Safety.

## **VII. Common Workplace Scenarios**

### **A. Customer/Community Facing Roles**

All units with employees who perform customer/community facing roles or functions, i.e. those that are face-to-face with the University community, must always wear face coverings. Other mitigation measures should be considered, such as installing physical barriers, managing traffic flow by limiting numbers of people served at time, transferring services to virtual or phone platforms, using signage and visual cues to inform and communicate procedures, such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.

High-touch points in these areas should be cleaned and disinfected frequently by employees

### **B. Office Environment**

Departments should assess work environments, especially open work environments and meeting rooms, and implement mitigating measures, such as

- Considering and using all available space for assigned work including other buildings, other campuses, and alternative use of existing rooms, like conference rooms.
- Reducing employee density by staggering work schedules (hours and days) and implementing hybrid work plans.
- For open work environments, including partitioned workspaces:
  - Increasing distance between employees, such as utilizing every other workstation.
  - Decreasing employee face-to-face interaction, such as rearranging furniture layout.
- For single occupancy environments:
  - Limiting occupancy to one person in a room if the physical distancing requirement of 6ft cannot always be maintained.
- Face coverings must always be worn except if an employee is working alone in a private confined office space.
- For cleaning and disinfecting:
  - Employees are required to clean and disinfect their workspaces and offices at least once day or as determined by unit leaders.
  - Shared equipment and work-tools, such as copiers, must be cleaned and disinfected after each use.
  - Shared spaces and meeting rooms must be cleaned and disinfected after each use or frequently.
- Employees should avoid using other employees' desks, chairs work tools, phones, etcetera.
- Installing signage and visual cues will help in communicating expectations and procedures

### **C. Meetings, Appointments, Trainings and Visits**

Convening in groups increases the risk of viral transmission. Meetings, appointments, trainings, and visits should continue virtual platforms where possible. The University uses several collaboration and instructional tools that serve both the internal and external community such as Microsoft Teams, WebEx, and Zoom.

For daily onsite business, employees are encouraged to communicate with their colleagues by email, telephone, and other available technology instead of face-to-face. Collaboration tools such as MS Teams can be used.

Where face-to-face interaction is necessary, such as with counselling or advising sessions, the organizer must structure the space and/or activity to adhere to all appropriate University requirements, and directives. The organizer must also adopt applicable mitigation measures, such as required use of face coverings and maintaining 6ft of physical distancing, limiting participation, rearranging furniture layout, utilizing signage and visual cues, redirecting pathways, etcetera. Large group gatherings (over 10 participants) require prior approval from the Office of Environmental Health and Safety.

### **D. Elevators and Stairwells**

Face coverings are required when using elevators and stairwells. Wash hands or use hand sanitizer if touching high-touch points such as elevator buttons, and stairwell railings and doors.

### **E. Breakrooms and In-Suite Kitchenettes**

Units should rearrange seating and pathways to support physical distancing requirements. All high touch points such as seating, tables, refrigerator handles, etcetera should be cleaned and disinfected after each use.

Use of these areas for lunch should be minimized and small areas too small for adequate social distancing should not be used for seating.

### **F. University Vehicles or Personal Vehicle Use for University Business**

Face coverings must always be worn while sharing a vehicle with others. High touch points in university vehicles must be cleaned and disinfected after each use.

## **G. University Public Transportation**

Face coverings are required when using FAU Public Transportation. Wash hands or use hand sanitizer if touching high-touch points such as hand railings and doors.

## **VIII. Mental Health and Wellbeing**

The University is committed to building awareness of mental health needs and concerns, and to empower employees to seek help and support during this biological disaster. The Employee Assistance Program (EAP) is the official work-based program and offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. This service addresses a broad and complex body of issues affecting mental and emotional wellbeing.

Access this service by logging into [Mylifevalues.com](https://mylifevalues.com)

Username: Florida Atlantic University

Password: EAP

## **IX. Plan Development and Maintenance**

Human Resources, the Department of Emergency Management, and the Office of Environmental Health & Safety are authorized to amend this incident/unit-specific employee reintegration plan to maintain operational consistency, implement corrective action, and enhance the document or apply other appropriate changes. At a minimum, this plan will be revised as University-level strategies and planning evolves and as the operational environment morphs.