

Employee Reintegration Plan

(Return to Normal Operations)

Version 2

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Employee Reintegration (Safe Return to Normal Operations)

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) or the current health and safety requirements in place at FAU. 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 approach based on health experts' guidance, FAU administration policy and strategy, and the nuances of the operational environment University-wide for the anticipated return to normal operations.

B. Scope

The plan addresses the reintegration of employees and is applicable to all divisions and departments operating on FAU Campuses. **Effective July 12, 2021 (Staff) and August 16, 2021 (Faculty)**, 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 health and safety requirements.

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 herein. 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 requirements 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.

Effective July 12th (Staff) and August 14th (Faculty)

	Criteria	Minimum Expectation	General Method
	Return to normal onsite staffing	<ul style="list-style-type: none"> • Departments will fully staff department operations with stationary distancing, based on the current health and safety requirements. • Departments and Divisions must offer their full suite of operations onsite. • All employees are required to return to campus for their regular work. • All AWA and RWA agreements from prior periods will be retired. • Employees are required to continue to comply with the FAU requirements. 	<ul style="list-style-type: none"> • All departments must be fully staffed. Employees are required to return to their pre-pandemic work location on or before July 12, 2021 (Staff) and August 16, 2021 (Faculty). • Where department layouts do not afford adequate spacing for all personnel, alternative areas for conducting business (such as other buildings/campuses) or alternative spaces within departments (like conference rooms) will be considered to maximize use of available space.
	Configuration	<ul style="list-style-type: none"> • Departments will maximize use of available space for employees while maintaining distancing between employees. • 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. 	<ul style="list-style-type: none"> • Maximize use of open areas by moving workstations and utilizing all available spaces where work can be feasibly conducted. • Maximum onsite staffing can be accomplished through alternate on-campus workspaces.

Criteria	Minimum Expectation	General Method
Return to Work in WorkDay and Attestations	<ul style="list-style-type: none"> All employees will be designated as return to work. Employees are required to comply with the return to work directive. 	<ul style="list-style-type: none"> Employees are required to complete the attestation twice weekly. All requests for remote work must be approved by the Division VP.
Communications	<ul style="list-style-type: none"> Supervisors will discuss the reintegration plan for the department with all employees. Supervisors will contact each employee separately to discuss his/her schedule, start and stop times for work on site, and any special procedures. 	<ul style="list-style-type: none"> 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, alternate work locations onsite, etc.
Vulnerable Population	<ul style="list-style-type: none"> FAU safety protocols comply with the CDC guidelines and afford necessary protection for members of the vulnerable population as outlined by the CDC. Remote work is no longer required under CDC guidelines. 	<ul style="list-style-type: none"> An employee with a qualified disability under the Americans with Disabilities (ADA) requesting accommodation may begin the process online or by contacting the Office of Equity and Inclusion.

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 have completed the most recent COVID-19 prevention training (December 2020) in Canvas before coming to campus.

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 reasonable time after returning to the workplace.

Vaccinations

FAU recommends all members of the FAU obtain a vaccine when available to them. Although vaccination is not a condition of employment, refusal to obtain a vaccine is not considered justification for remote work accommodations.

B. Unit Leaders and Supervisors

Work Space Configuration

Unit leaders must assess their work areas to establish working areas for all staff affording all safety requirements. This process must include the following:

- Conducting a workplace 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 fully staffed.
 - For open work areas, supervisors will ensure 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
 - frequent communication with employees regarding safety requirements
 - listening to employee feedback and ideas *and*
 - ensuring adequate supply of disinfecting supplies for regular disinfection of common surfaces.
- 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 recognizes that [some members](#) of the population may be at increased risk of developing severe illness from COVID-19. FAU has adopted the CDC's [criteria](#) for protecting these members of the population from contracting COVID-19 as the foundation of our health and safety protocols.

All members of the FAU community are strongly encouraged to obtain a COVID-19 vaccine where available. Although vaccination is not a condition of employment, the personal choice not to obtain a vaccine is not considered justification for remote work.

VI. Health, Safety & Workplace Controls

Staffing Options

The following measures can be employed for units to manage manage space limitations:

- *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.

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 sanitize their workspaces and offices at least once day or as determined by unit leaders.
 - Shared equipment and work-tools, such as copiers, must be sanitized after each use.
 - Shared spaces and meeting rooms must be sanitized after each use or frequently.
- Several workspace configurations allow for shared use of space based on work schedules and the like. These shared office space environments must be sanitized by users before and after use. This includes a wipe down of shared surfaces such as desks, chairs, work tools, phones, within the space.

- Installing signage and visual cues will help in communicating expectations and procedures

C. Meetings, Appointments, Trainings and Visits

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. 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.

E. 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.