RETURNING TO CAMPUS

GUIDELINES FOR FACULTY AND STAFF

June 2, 2020

RICE UNIVERSITY
# Table of Contents

- **Introduction** ................................................................. 3
- **Expectations & Developing a Return to Campus (Reopening) Plan** ............................ 4
- **Modified Service Delivery Plan** ........................................... 5
- **Employee Plan** ................................................................. 6
  - Phased Return
  - Required Training Completion & Employee Plan for Every Rice Employee
  - Tools & Resources
- **Symptom Monitoring/Self-Reporting Requirement** ........................................ 7
- **Workplace Readiness & Safety** ............................................... 8
  - Administrative Controls
  - Personal Protective Equipment (PPE)
  - Social Distancing
  - Handwashing
  - Signage
  - Cleaning
- **Questions and Concerns** .................................................... 11
- **Employee Training** ............................................................ 12
INTRODUCTION

PREPARING FOR OUR RETURN TO CAMPUS

Rice University’s protocols for responding to the COVID-19 pandemic will be rooted in the safety for our students, faculty, staff and other community partners and visitors. We are continuing to follow guidelines provided by the CDC as well as local and state protocols and requirements. Our goal is to continue to be a leading research university with a distinctive commitment to undergraduate education, pathbreaking research, unsurpassed teaching, and contribution to the betterment of our world in the safest manner possible.

Our plans will continue to align with local orders and state and federal ordinances and the ongoing changes and recommendations made by the CDC, the department of public health and our Rice Crisis Management Advisor Committee. Our knowledge and understanding of the COVID-19 virus continues to evolve, and our timelines, policies and plans will be updated as appropriate as more information becomes available.

All Rice employees are expected to comply with the policies, protocols and guidelines outlined in this document and as they evolve, as well as others where applicable. Rice policies can be accessed at emergency.rice.edu and/or policy.rice.edu.

Rice Crisis Management

Centers for Disease Control and Prevention (CDC)

Harris County Public Health

Texas Health & Human Services

Guidelines for Opening America
The purpose of the return to campus guidelines, protocols and workplace expectations for schools, divisions and departments is to provide leaders and supervisors with an overview of what is needed to create a safe and healthy workplace to accomplish the mission of the University.

A Return to Campus Plan should be prepared by each school, division and in some cases departments, that aligns with the State of Texas guidelines for reopening a business, and also aligns with the CDC and Rice’s protocols. One aspect of this plan will include each Rice employee completing a plan in collaboration with their supervisor, which will identify potential barriers for returning to campus as well as reinforce what work arrangement will be most effective for both the employee and supervisor.

Plans (using a template provided) should be submitted, no later than two weeks before returning to campus and sent to returntocampus@rice.edu. Also, there are numerous tools and resources available to assist leaders with completing their plan.

Each plan will outline:
- a modified service delivery plan;
- a staffing/employee plan; and
- a workplace readiness and safety plan.
MODIFIED SERVICE DELIVERY PLAN

Using the Return to Campus template, schools and divisions will identify what work/services will be delivered on campus, with minimal staffing, and how service delivery will be modified for each phase of reopening in order to maintain physical distancing practices. The following will be required areas to include and communicate to faculty and staff.

PHYSICAL DISTANCING

Physical distancing means keeping space between yourself and others, by staying at least six feet apart and avoiding gathering in groups where possible. This includes having virtual meetings where possible.

ENGINEERING CONTROLS

Controls that involve isolating employees from work-related hazards or reducing exposure to such conditions. Examples of engineering controls may include restructuring an office layout or installing physical barriers.

ADMINISTRATIVE CONTROLS

Controls that require action by the employee or employer, such as workplace procedures, policies, and practices that minimize the exposure of employees to infection or risk conditions. Examples of administrative controls may include staff alternating schedules or staggering start times in order to practice physical distancing.

COMMUNICATION

Prior to employees returning, leaders should communicate the measures being taken, including those mentioned above, to make our workplace safe for all employees and those we serve. The Return to Campus template has a sample message to customize for teams.

Additionally, plans should identify where signage should be displayed, such hand washing accessibility and a reminder about physical distancing.

More details and guidelines regarding face masks, cleaning, etc. is outlined in the Workplace Readiness and Safety section.
Rice will begin bringing employees back to campus in a phased, coordinated manner, based on mission-critical operations and needs and to ensure we are providing the safest work environment for all.

The need to reduce the number of people on campus to meet physical distancing requirements will continue for some time. Those positions and staff who can continue to work effectively remotely will continue to do so. Supervisors will work with employees on a case-by-case basis, along with consultation from Human Resources and the Disability Resource Center, in order to identify what options are available and to consider accommodations for those identified as high-risk, based on the CDC’s guidelines. Each employee (faculty and staff) will complete an Employee Work Plan that will provide clarity and expectations about work arrangements. Supervisors will approve each plan based on the needs of the work and the employee’s unique situation.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty and staff, as well as the communities we serve. Refer to University guidelines prior to increasing staffing levels, beyond what is approved for our initial reopening phases. As staffing and operations on campus increases, Rice will closely monitor and assess the potential spread of the virus, as well as existing protocols and guidelines to mitigate it.

**REQUIREMENTS FOR ALL RICE EMPLOYEES**

- All employees will be required to complete training PRIOR to returning to campus which will be communicated when the training is ready for launch
- All employees will be required to read and acknowledge (attest/sign) that the training was completed AND that they agree to adhere to the health and safety protocols provided by the University, as well as related policies and procedures developed during this time

As a part of the Return to Campus Plan, divisions and schools will be provided a template (populated with their respective employee list) to indicate their staffing plan for phases I through III. Tools and resources have been developed to support decision making around Alternative/Flexible Work Arrangement options and other resources developed for return to campus planning.

**TOOLS & RESOURCES AVAILABLE FOR SUPERVISORS**

- Resetting Expectations for Remote Work Arrangements
- Ergonomic Tips for Working Remotely
- Identifying Alternative/Flexible Work Arrangements
- Staff-Faculty Request for Accommodation Form
SELF-HEALTH ASSESSMENT & SELF-REPORTING

All employees will be required to self-monitor PRIOR to coming to campus/work. Self-health assessment/screening will include looking for signs of:

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

*For the most current list of symptoms, please check the [CDC website](https://www.cdc.gov)*

If any employee has symptoms they must not report to work and either seek medical attention or self-quarantine. When considering travel, please visit the CDC site for guidelines and restrictions around travel.

In addition, if employees have been diagnosed with COVID-19 they must self-report to the University.

Self-Health Assessment Symptoms (CDC)
Symptom Self-Report Form (ENGLISH)
Symptom Self-Report Form (SPANISH)
Before a building/school/department can reopen, work area(s) must be prepped by Facilities, Engineering and Planning (FE&P) and deemed ready for occupancy.

Approval must be granted by FE&P that the work area/building is ready to open.

MINIMUM REQUIREMENTS FOR REOPENING

- Communicate the requirement of Self-Monitoring and Reporting
- There must be a provision to wash or disinfect hands upon entering a building and after any interaction with employees or students. Provisions may include disinfectant wipes, gels or the availability of a restroom*.
  
  * Signs (see page 9) should be provided to direct individuals appropriately.
- Face covering/masks and shields must be worn when entering a building and while inside a building in open areas and where six foot distancing is not possible. Everyone shall wear a mask/face cover as defined by the CDC when on campus as delineated below:

  INDOORS: worn at all times except when:
  - in a residential dorm suite alone
  - in your own office or space used only by you
  - faculty may choose to substitute an alternative protective barrier, such as a face shield, when providing classroom instruction

  OUTDOORS:
  - face coverings must be kept on your person at all times anywhere on campus, including when outdoors, so that it can be worn if you come onto close proximity with others
  - you must put on your face covering when you are within 6 feet of others while outdoors

Until reusable masks are available in late June, masks should be ordered through the Facilities Service Center. Once the cloth masks are available, there will be mask distribution/drop off stations across campus.

- Physical Distancing means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
  - Stay at least six feet (about two arms’ length) from other people
  - Do not gather in groups and avoid overlap of meetings (leave a buffer between); the University is limiting gatherings to no more than 50 people
  - Avoid in-person meetings where possible
  - Stay out of crowded places and avoid mass gatherings
PREPARING THE WORK AREA

• Maintain at least six feet between yourself and others, even when you wear a face covering and when you are unable to be in an office alone (e.g. open work areas)
• Avoid large and small gatherings in private places /public spaces
• Work from home when possible in coordination with a supervisor
• Based on the specific area, remove chairs, tables, etc. that might be too close in proximity or restructure the layout
• Remove chairs from meeting rooms to promote physical distancing
• Install barriers between workspaces, reception areas, etc.
• Post signage as a reminder of guidelines including expectations for self-cleaning and wearing face masks
• Consider staggered schedules for lunch areas and in close work spaces
• Identify administrative controls as needed for modified service and creating a safe workplace. Examples include:
  1. Reducing group sizes; limit gatherings of more than 50 people
  2. Reconfiguring spaces (e.g. remove chairs) to ensure physical distancing is in place
  3. Staggering appointments, hours of operations or staff schedules, such as alternating work days for employees who work in a situation where physical distancing cannot be achieved

In some instances engineering controls may be needed. Please utilize the work order process.

RESOURCES

• Handwashing (CDC)
• Ordering Face Masks & PPE

SIGNS FOR POSTING

• Stop the Spread-Wear a Mask
• Stop the Spread-Wash Hands
• Stop the Spread-Physical Distancing
• What if You Are High-Risk?
• How to Safely Wear a Face Covering
DEVELOPING A CLEANING PLAN

All employees at Rice will have a **shared responsibility** to keep our workplace safe by working within their area and identifying a self-cleaning routine.

A provision for self-cleaning of work areas and disinfection of any regularly touched surfaces, such as doorknobs, tables, chairs and restrooms must be included in the Return to Campus Plan.

Custodial services* will continue to perform some of these cleaning activities but the school, division or department must also develop a plan to ensure there is continual cleaning and disinfection thus minimizing the spread of the virus.

Disinfectant will be provided so employees may clean tables, chairs and other surfaces after having a meeting or visitor. Classrooms will not be cleaned between classes by custodians. Disinfectant spray and towels will be available for the individual to clean the table(s) or wipe their chair.

Hand sanitizer and soap and water must be readily available. All employees should be trained on the availability and access of cleaning supplies and disinfection practices including hand hygiene and respiratory etiquette.

*The Return to Campus Plan template provides a list of what areas custodial services will be maintaining.*
QUESTIONS & CONCERNS

If employees have been asked to return to campus and have concerns about doing so due to personal issues, they should begin by talking to their supervisor or a designated person within the school or division.

Next, depending upon each issue, schools/divisions and staff individually can work with their Human Resources Business Partner to identify options and next steps, including working with the Office of Disability Services to request an accommodation.

To learn about those who may need to take extra precaution, please visit: https://www.cdc.gov/coronavirus/.

For more information please see our updated:

FREQUENTLY ASKED QUESTIONS
RETURN TO CAMPUS
EMPLOYEE TRAINING

PLEASE VISIT
https://coronavirus.rice.edu/staff
OR
https://people.rice.edu
FOR DETAILS