

PHASE 1 RETURN-TO-CAMPUS WORKFORCE GUIDELINES

As we transition back to campus, ULM will continue to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students. We will follow guidelines provided from Governor Edwards' Proclamation and the UL System. We will be implementing a phase in approach for units on campus. Larger units will be advised to phase in employees and not have all employees return at one time. Administrative area supervisors will work with their respective Vice President to determine staffing levels for individual departments.

Workplace Expectations & Guidelines

All employees are expected to comply with the protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

Phased Staffing

We will implement a phased in approach to reduce the number of people on campus to meet social distancing requirements.

Phase 1 Return of Employees

June 1 Maintenance and grounds staff will continue to prepare campus for reentry.

June 1 Return of custodial staff full-time to prepare buildings for reentry.

June 8 Essential employees may begin to return to campus following Phase 1 guidelines.

Once decisions are determined for each department on an appropriate phased in approach, they will be communicated through your respective Dean/Director and Vice President. There are several options departments should consider to maintain required social distancing measures and reduce the number of people within buildings and work spaces.

Teleworking: Those who can telework effectively should continue whenever possible.

Alternating Days: Departments should consider scheduling partial staffing on alternating days.

Staggered Reporting/Departing: Staggering reporting and departure times within buildings will help reduce traffic within buildings.

Phase 1 Safety Protocols on Campus

ULM will place hand sanitizers in multiple locations to encourage hand hygiene. Posters will be placed that encourage [hand hygiene](#) to [help stop the spread](#) at the entrance to your workplace and in other work areas where they are likely to be seen.

- Campus buildings will remain closed to the public until July 1, 2020 (subject to state and federal guidelines).

- Practice [proper social distancing](#). Physical distancing between you and others is one of the best tools to reduce the spread of COVID-19.
- Buildings should not exceed 25% capacity per the [Governor's Proclamation](#) dated May 14, 2020.
- Employees must wear face coverings in the building. Face coverings do not have to be worn in a private office but must be worn while in public areas of the office and when physical distancing cannot be maintained. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Disposable face masks are available, if needed. Refer to CDC guidelines on [proper use of cloth masks](#).
- Increase physical space between employees at the worksite to allow the minimum of 6-feet distance.
- All common areas such as kitchens and break rooms will be closed to prevent people from gathering in close proximity to each other. Employees should use refrigerators or microwaves as needed then leave the area.
- Employees should not gather in conference rooms unless there is appropriate space and numbers to practice social distancing. If conference rooms must be used, they shall be limited to a maximum of 10 persons with proper social distancing.
- Interior waiting areas should not be used.
- Employees should refrain from using each other's equipment such as telephones and keyboards. Tools or equipment that are shared must be sanitized between each use to ensure it is clean for the next user.
- Employees are encouraged to practice [appropriate hand hygiene practices](#), which includes washing hands frequently for at least 20 seconds each time.
- Employees should practice appropriate [cough/sneezing etiquette](#) and refrain from shaking hands.
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Meetings should continue to be conducted remotely through Zoom, WebEx, or other platform when possible.
- [COVID-19 Travel Protocol Policy](#) will continue to be followed.
- Employees should stay home if they are sick.

Symptom Monitoring

Employees are encouraged to self-monitor for any COVID-19 symptoms. At this time, symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Refer to CDC guidelines for more information regarding [symptoms of COVID-19](#). You should seek medical guidance if you have any of the CDC COVID-19 listed symptoms.

Individuals with certain conditions may be deemed [higher risk by the CDC](#) for COVID-19. Employees whose health condition falls within one of the CDC high risk categories may request special accommodations through their supervisor and Human Resources.

GUIDELINES REGARDING LEAVE FOR ESSENTIAL AND NON-ESSENTIAL EMPLOYEES

- **SCENARIO 1: If an employee is presumptively or confirmed positive with COVID-19**
 - The employee shall remain home until the employee is **cleared by a medical doctor** to return to work.
 - Families First Coronavirus Response Act ([FFCRA](#)) emergency paid sick leave may apply.
 - Normal sick leave rules apply (comp and annual leave may be authorized upon exhaustion of sick leave).
 - FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern.
- **SCENARIO 2: If an employee is experiencing symptoms of COVID-19 and seeking medical diagnosis:**
 - [FFCRA](#) emergency paid sick leave may apply.
 - Normal sick leave rules apply.
- **SCENARIO 3: If an employee has possibly been exposed to COVID-19 and has no symptoms of illness:**
 - The campus president, acting in the best interest of the agency, may designate an incubation period. Since the employee is ready for duty and has no symptoms, every effort should be made to maintain the employee in paid status by taking the following actions:
 1. Allow the employee to work from home through the designated incubation period, or
 2. Grant special leave without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed to be tested for COVID-19 and/or self-quarantine. Special leave shall not extend beyond 14 calendar days as recommended by the CDC.
 3. Employees who are required to stay home as a precaution should continually update the agency on their status.
 4. Sick leave status will become appropriate if the employee tests positive with COVID-19 or any other illness (comp and annual leave may be authorized upon exhaustion of sick leave).
- **SCENARIO 4: If dependent care issues arise from [Proclamation No. JBE 2020-27 \(school closures\)](#):**
 - Employees should still follow our [Children In The Workplace](#) policy
 - If the employee's work may be accomplished remotely, then the employee should be permitted to work from home.
 - If an employee is not able to work remotely and cannot report to work, [FFCRA](#) Emergency paid sick leave and emergency family medical leave may apply.
 - Sick leave may apply (comp and annual leave may be authorized upon exhaustion of sick leave).
- **SCENARIO 5: If an employee is deemed **high risk** by the CDC or has a compromised immune system:**
 - If the employee's work may be accomplished remotely, then the employee should be permitted to work from home.
 - If an employee is not able to work remotely and cannot report to work, [FFCRA](#) Emergency paid sick leave may apply.
 - The employee may use comp and/or annual leave.
 - Once comp and annual leave have been exhausted, supervisors may authorize the use of sick leave.

- FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern.
- **SCENARIO 6: If an employee is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19:**
 - [FFCRA](#) emergency paid sick leave may apply.
 - Sick leave may be approved by the appointing authority (comp and annual leave may be authorized upon exhaustion of sick leave).