

## COVID-19 Back to Work Plan

**Purpose:** Define the unit return to the office that maximizes safety, considers individual needs, and allows team to continue to meet office strategic goals.

### 1. Assumptions

- a. All members of the Office of Development and Alumni Relations (ODVA) want to protect donors, each other, our families, and ourselves.
- b. ODVA continues to focus on furthering its vision, providing value to the university, and upholding our core values, especially during the pandemic.
  - i. OUR VISION - Ignite university pride and community generosity to foster a culture of philanthropy that continues Purdue University Fort Wayne's legacy of growing difference makers.
  - ii. OUR VALUE PROPOSITION - We build relationships and cultivate resources to benefit our students, university, and communities.
  - iii. OUR CORE VALUES
    - Integrity.....Honor donor intent while being intentional, transparent, and mission-focused.
    - Confidentiality...Respect the privacy of stakeholder information in an ethical, trustworthy, and discreet manner.
    - Pride.....Embrace the Mastodon legacy and ignite a spirit of enthusiasm for all that we do.
    - Diversity.....Affirm the uniqueness of our students, university, and community by thoughtfully engaging all people to create a sense of belonging.
    - Collaboration....Partner to achieve shared goals through teamwork and communication.
- c. PFW Campus-wide COVID practices must be adhered to in our office space.
- d. The PFW Prepared website (<https://www.pfw.edu/microsites/pfw-prepared/>) is the primary source for information regarding campus health and safety expectations.

### 2. Plan for where we work starting August 3

- a. Before entering our building
  - i. Take your temperature at home. If higher than 100, stay home.
  - ii. Consider how you feel - If a team member is not feeling well for any reason, work from home or take a sick day, depending on how you feel. Do NOT push through it just to make an appearance at the office.
- b. Basics
  - i. Only PFW Office of Development and Alumni Relations staff are allowed in the office. The front doors will remain locked.
  - ii. By October 1, further decisions about working locations will be made based on information available at that time.

- iii. Masks are ALWAYS on any time you're outside of your office.
- iv. When you are inside your office, office door remains closed at all times (to start).
- v. Meetings held virtually via zoom or telephone (to start).
- vi. One person in the copy/mail room/supply closet at a time, mask must be worn at ALL times, and sanitize all that you touched before leaving the area.
- vii. Inside our office attire will be business casual until such time that visitors are allowed in the building. No flip flops or tops with less than 3" on each shoulder. If meeting on main campus or with donors, attire is to be business Monday through Thursday. Fridays may be business casual in the summer even with donors.

c. Office Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	In Office <ul style="list-style-type: none"> <li>• Ruth</li> <li>• Candace</li> <li>• Tamara</li> <li>• Emily</li> </ul>	In Office <ul style="list-style-type: none"> <li>• Christine</li> <li>• Audrey</li> <li>• Candace</li> <li>• Michelle</li> </ul>	In Office <ul style="list-style-type: none"> <li>• Ruth</li> <li>• Eve</li> <li>• Justin</li> <li>• Tamara</li> </ul>	In Office <ul style="list-style-type: none"> <li>• Michelle</li> <li>• Christine</li> <li>• Audrey</li> <li>• Emily</li> </ul>	In Office <ul style="list-style-type: none"> <li>• Ruth</li> <li>• Justin</li> <li>• Eve</li> </ul>	

d. Approved to work from home

- i. Colleen Dixon until October 28, 2020
- ii. Loaine Hagerty until December 31, 2020
- iii. Lori Norman until October 1, 2020 (except September 9 possibly)
- iv. Mia Starr until October 1, 2020 (except September 9)

e. Exceptions

- i. Student Housing Move-In Days – August 19-21 – no one in the office
- ii. Wednesday, September 9 – DAY OF GIVING – the following will be in the office
  - Michelle
  - Ruth
  - Mia
  - Christine
  - Audrey
  - Justin
  - Eve
  - Candace
- iii. Thursday, September 10 – DAY OF GIVING wrap-up – the following may be in the office
  - Michelle
  - Christine
  - Audrey
  - Ruth
- iv. Thursday, September 17 – the following will be available at the Mastodon Open
  - Justin – all day
  - Ruth – part of the day
  - Tamara – part of the day
  - Emily – part of the day
  - Eve - maybe
  - Candace – part of the day

f. Office Locations to take advantage of social distancing and amount of time in the office

Person	Current Space	Future Space	Reason
Mia	101 A	same as of October 1 with plexiglass added	n/a
Tamara	104	116 near window	In the office regularly and more social distance. May move back to 102 in the future.
Emily	104	same	n/a
Audrey	105	115 near window	In the office regularly. Will move to 105 in the future.
Christine	105	same	n/a
Colleen	106	same	n/a
Empty	112 A	Justin	n/a
Eve	112 B	same	n/a
Justin	112 C	112 A	Spends significant time out of the office. Also has office in athletics.
Michelle	112 D	112 C	Spends significant time in the office.
Ruth	114	same	n/a
Lori	115	116	Working at home for COVID. May change after.
Loaine	115	same office area but move to the desk closest to the door	Working at home for COVID. May change after.
Candace	n/a	112 D	n/a

**3. Cleaning and Protection**

- a. Philosophy - If you touch it, you clean it.
- b. Wear face mask when not in your office. That includes walking between your car and your office.
- c. Suggestions
  - i. Put your mouse, stapler, and keyboard in a cabinet to ensure no one else touches them.
  - ii. Put trash and recycling bin outside your office with the bag tied when it needs to be emptied.
- d. Cleaning staff
  - i. Offices
    - Tuesdays and Thursdays, unless no cleaning is indicated by a note on the door.
  - ii. Bathrooms and Kitchen
    - All weekdays

- e. When entering a room other than your office
  - i. Hand sanitizer before entering.
  - ii. Clorox wipes inside to sanitize all surfaces that you have touched.
  - iii. Hand sanitizer upon leaving.
- f. If you must cough or sneeze, even in a private office, do so into a tissue or elbow.
- g. Use hand sanitizer upon entering the bathroom, copy area, kitchen area, and supply closets. Limit spaces to one person at a time. Clean every contacted surface/item with Clorox wipes as you leave the area. Pay close attention to surfaces in the bathroom and kitchen, coffee machine, water fountain, refrigerator. Throw out wipe in your office trash can.
- h. Gloves are optional.

**4. Meetings – in person** (see <https://www.pfw.edu/microsites/pfw-prepared/Events-and-Visitors/#campus-visitors-1>)

- a. Size and Location on Campus
  - i. For PFW campus, meetings and gatherings are not to exceed 25 people total, including internal participants. Social distancing required.
  - ii. For PFW ODVA office, meetings are limited to seven people in the large conference room; masks must be worn; social distance must be utilized.
  - iii. No meetings to be held in private offices.
- b. With donors
  - i. No in-person meetings with donors over 60 years of age until July 1.
  - ii. Obtain permission from the donor to visit or meet and set expectations before meeting about the use of masks and social distancing.
  - iii. No handshakes or hugs until further notice. 😞
  - iv. Outdoors, if possible.
  - v. At a restaurant with outdoor seating.
  - vi. If inside, in a space that is large enough to accommodate social distancing that is appropriate for the size of the group.
- c. Tours with donors
  - i. Walking tours of campus are permitted with masks and social distancing.
  - ii. Golf cart tours are allowed with all cart riders wearing face masks. Sanitize all surfaces, including seat, steering wheel, and support bars before and after use.
  - iii. Until October 1, car rides are prohibited as it is impossible to social distance in a car.

**5. Actions after Exposure or Symptoms** – see <https://www.pfw.edu/microsites/pfw-prepared/wellness/#wellness-and-prevention-8>

- a. If a team member is not feeling well for any reason, work from home or take a sick day, depending on how you feel. Do NOT push through it just to make an appearance at the office.
- b. If a team member is exposed to COVID-19, they must work from home and self-quarantine for 14 days or the CDC recommended number of days, whichever is longer. It is hoped that team members will quickly share their situation with the rest of the team due to potential exposure.

- c. If a team member (who is working in the office) has a confirmed case of COVID-19, the office closes and all employees work from home for two weeks. The office is thoroughly sanitized.
- d. If a loved one requires care or is ill, the team member may take a sick day or work from home, if it is possible to do so effectively.

**6. Preparation Steps for above plan**

- a. Make signs for the inside of each office to remind office occupant to put on their mask before they leave their office
- b. Have a safety station with extra masks, Clorox wipes, hand sanitizer, tissues
- c. Have hand sanitizer next to copier and on kitchen counter
- d. Signs for offices that are not to be cleaned by PFW cleaning staff