

## Guidelines for Staff Members Returning to Campus in August

Purdue University Fort Wayne has made safety its top priority throughout the COVID-19 pandemic. With the cooperation, diligence, and commitment of so many faculty and staff members, the university was able to take quick action in March to support all faculty and staff to work remotely, in accordance with [Governor Eric Holcomb’s stay-at-home order](#).

The plans to reopen campus have occurred in a phased approach. Phase I occurred during the partial reopening for the [second summer session](#), with a limited number of students, faculty, and staff on campus.

[Phase II](#) will begin on August 3, whereby all designated essential employees, staff with direct interface with students, and staff in student support roles are to return to campus. Employees should discuss the expectations of their role and where they will continue to fulfill the obligations of that role with their supervisor. The decision about staff work assignments will continue to be the responsibility of the supervisor.

The following plan for the second phase will provide guidance for staff working on campus, off campus, or on staggered work arrangements. Departments are encouraged to adapt this guidance, as appropriate, in order to communicate specific return-to-work instructions for their employees. (See [this sample](#) of an approved, unit-specific back-to-work plan.)

More information about when the university will return to normal operations (phase III), which will occur sometime in the fall or, likely, beyond, will be available at a later date. Until then, most employees should expect to continue working from home in an effort to reduce density on campus for the safety of essential employees and students returning to campus during the second phase.

These guidelines are in compliance with established health and safety protocols to keep staff as safe as possible, following guidance identified through the [Allen County Department of Health](#), [the Indiana State Department of Health](#), and the [Centers for Disease Control and Prevention](#). These guidelines are subject to change as the COVID-19 situation evolves.

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I am a staff member working 100 percent on campus.

### **Hygienic Protocol**

All staff members must [wear a face mask while in campus buildings](#), when interacting with or assisting others, going to restrooms, etc. Colleagues may remove their mask if they are in a closed office alone. Each faculty and staff member will receive two Purdue Fort Wayne cloth masks. Fabric masks should be washed and fully dried after each day's wear. [Appropriate cleaning of the mask](#) is the responsibility of the individual. Please review this additional mask information:

- Reusable paper masks will be available throughout the fall semester at the following locations to accommodate those instances when students, faculty, or staff forgot or lost their mask.
  - Gates Sports Center
  - Walb Student Union, information desk
  - Kettler Hall, enrollment services center desk
  - Helmke Library, first floor service desk
- The university is installing external informational signage and a variety of internal signage indicating that wearing a mask is required while in campus buildings.
- Visitors, vendors, and contractors must wear masks on campus and should be asked to bring their own. It is the responsibility of the department hosting these individuals to inform them of university protocols for health and safety.

Staff members are expected to follow proper handwashing protocol. Locally made foaming sanitizer is made of all-natural ingredients and is widely available on campus. Large sanitizer-wipe stations have been procured and are being placed in the following areas:

- Kettler Hall, first floor (in front of the information desk)
- Kettler Hall, ground floor (in front of the Human Resources and Accounting offices)
- Engineering, Technology, and Computer Science Building, first floor lobby
- Helmke Library, first floor service desk
- Walb Union (in front of Admissions)
- Walb Union (next to the Mastodon Campus Store)
- Gates Center, fitness center check-in desk
- Rhinehart Music Center, front door and lobby area
- Neff Hall, first floor lobby
- Student Housing, Clubhouse

Staff members are discouraged from using others' phones, desks, offices, work tools, and equipment. If used, items should be wiped down after use, and hands should be washed or sanitized.

## **Illness and Health Screenings**

Individuals should *not* report to work on campus or visit campus if they are potentially symptomatic for any reason. Colleagues should follow their normal call-off procedures. If an individual develops any of the COVID-19 symptoms or is not feeling well during their shift, they should contact their supervisor and go home. A return-to-work plan will be determined by the supervisor, in consultation with Human Resources.

Symptomatic staff are encouraged to utilize the telehealth visits offered through the Campus Health Clinic. If additional testing is determined by the Campus Health Clinic telehealth visit, the university will offer free rapid COVID-19 testing as part of the CARES Act program. Please note the following guidelines for ill employees:

- Symptomatic staff will be sent home and may be required to self-quarantine.
- Everyone is expected to adhere to medical instructions for self-quarantining and follow-up.
- Everyone who enters the Campus Health Clinic must wear a face mask or face covering, have their temperature checked, and be prepared to answer screening questions.

The university has installed mobile temperature-taking stations for voluntary daily wellness checks. Please immediately seek medical care if you feel feverish or have a temperature of 100.4°F / 38°C or higher.

Temperature kiosks are located in Walb Union near the bookstore and in Kettler Hall near the Enrollment Services information desk. A limited supply of disposable temperature strips is available in the Campus Health Clinic.

## **Contact Tracing**

All university staff members are expected to participate in contact tracing if they or their contacts receive a positive COVID-19 test. The university will adhere to guidelines issued by the State of Indiana and local public health officials for contact tracing procedures.

If an employee receives a positive COVID-19 test, they should notify their supervisor for proper scheduling decisions, and be aware of the following:

- The employee will be asked to cooperate with health department contact tracing efforts to notify individuals with whom they have been in close contact, per Centers for Disease Control (CDC) guidelines. A close contact is defined as someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic clients, two days prior to a positive specimen collection) until the time the patient is isolated.
- Please note that contact tracing callers may display on your cell phone as an unidentified or unrecognized phone number. For the health and safety of others, faculty and staff are encouraged to take these calls seriously and to promptly respond when contacted.

## **Social Distancing**

Breaks for staff should be on staggered schedules, whenever possible, so multiple staff members are not on breaks together. Staff members must maintain a social distance of at least six feet.

Shared amenities (coffee makers, water coolers, utensils, plates, etc.) should be removed or disabled from break rooms, public contact areas, and meeting rooms.

Departments may contact the Buildings Configuration subcommittee of the PFW Prepared Committee for direction on proper distancing standards to apply within the department office, such as installing plexiglass or vinyl shields, marking traffic flow through the office, ensuring proper workspace distances, and other social distancing best practices.

## **Meetings**

It is recommended that all meetings and trainings be held online, if at all possible. If a meeting must be held in person, the meeting should be limited to the fewest number of individuals possible. Masks and social distancing of at least six feet are required.

## **Cleaning**

All offices and high-touch areas will be cleaned and disinfected routinely in accordance with guidelines issued by the CDC. This includes door handles and push bars, department and faculty offices, restrooms (deep cleaning at night), and trash removal.

Unless informed otherwise, individual personal workspace cleaning is the responsibility of office and laboratory personnel. Please make every effort to disinfect all office surfaces daily, including desks, tables, personal printers, handles of chairs, computer keyboards, and phone handles.

Soap, hand sanitizer, and disinfectant wipes have been distributed to all departments. Reorders are available through [School Dude](#).

## **Access to Campus Buildings**

Mastodon Cards are required to gain access to campus buildings. When students return to campus, only building doors designated as entrances will be unlocked; exit doors will remain locked from the outside to preserve revised pedestrian flows through buildings.

I am a staff member approved to work remotely or on a staggered schedule.

The university constantly strives to maintain a healthy work environment for its campus community, meet the needs of its students, and comply with all state and local requirements. During the uncertainty created by COVID-19, it has become necessary for the university to:

- Limit the number of employees on campus to designated essential employees, staff with direct interface with students, and staff in student support roles that cannot be fulfilled from home.
- Reconsider and expand its telework policy, including allowing nonexempt employees to work from home during this pandemic period.
- Allow supervisors to institute staggered shifts in the interest of reducing the number of employees in any specific workspace for a prolonged period. For example, departments may adopt 50 percent occupancy during a shift where employees, either by hours of the day or by days of the week, are rotating schedules in the office.
- Allow departmental leaders to temporarily revise an employee's hours outside of the normal core business hours when working from home due to childcare or eldercare challenges.
- Encourage eligible staff to [continue flexible and remote work](#). Provide staff a telework assessment to help them determine (with their supervisor) if remote work is suitable long term. Inform staff about their responsibility for remote workspace safety with a [link to the Home Office Ergonomics site](#). Provide staff with the data security checklist and policy regarding accessing IT resources while working remotely. *Please note that employees currently on telework since March 2020 may continue to operate under their existing telework agreements. Only new telework agreements will be necessary to complete. For existing agreements, any telework adjustments required should be discussed and submitted directly to the supervisor for approval.*
- Allow university property to be taken off campus via the [Off-Campus Property Form](#). You may find and complete this form by visiting [one.purdue.edu](http://one.purdue.edu) and following these steps:
  1. Select [Finance Launchpad](#).
  2. Select Property Accounting Forms.
  3. Select Property Off-Campus.
  4. Enter "xxxx" for the Business Area, "xxxxxxx" for the Department, leave Form Number blank, then click Create.
  5. Fill in the middle section, then click on Add Inventory and enter as much as you can about the work tools or property, then click Submit.
    - Examples of equipment that can be taken to the remote workspace
      - Headsets
      - iPad
      - Laptops
      - Computer (please consult with the Help Desk on setup and connectivity to network resources)
      - Computer peripherals (mouse, keyboard, monitors, etc.)
      - Webcam
      - Chairs
      - Lift-type tabletop desks
      - Small cabinet
- Develop an assessment process to protect those most vulnerable to COVID-19. For instance, employees in student-facing roles may have health conditions that make

returning to campus challenging. Employees should review the process for requesting a [reasonable work accommodation](#).

- Individuals who have been temporarily authorized to go to campus for brief time periods must wear a face mask while inside all buildings and in external common areas where there may be interaction with others. While on campus, all employees must adhere to the guidelines for employees who are working 100 percent of the time on campus.

I am a staff member who is unable to report to work due to a COVID-19 condition.

An employee who is unable to report to work due to a COVID-19 condition qualifies for paid leave under the Families First Coronavirus Response Act (through December 31, 2020). See the table below for qualifying reasons, types of leave, and the amount of leave you're eligible for.

	<b>Emergency FMLA</b>	<b>Emergency Leave</b>
Eligible staff	Staff with more than 30 days of service who cannot work or telework	All full-time and part-time staff who cannot work or telework
Qualifying need based on public health emergency	Need to care for a child if the child's school or place of childcare has been closed or the childcare provider is unavailable due to a public health emergency	<ul style="list-style-type: none"> <li>• Self-quarantine due to COVID-19</li> <li>• Awaiting a medical diagnosis while experiencing symptoms of COVID-19</li> <li>• Self-quarantine due to order of a public official or recommendation of a medical provider due to:               <ul style="list-style-type: none"> <li>○ Coronavirus exposure or symptoms</li> <li>○ Care for a family member with coronavirus exposure or symptoms</li> <li>○ Care for a child due to school or childcare closure on account of COVID-19</li> </ul> </li> </ul>
Amount of paid leave	Up to 60 days of paid leave (includes the 10 days of emergency leave for childcare and school closure)	Up to 10 days of paid leave

More information on the Families First Coronavirus Response Act can be found [here](#).

I am a staff member who is not in a critical on-campus support role, and I am unable to work remotely.

Employees who are not working in an essential on-campus support role and are unable to work remotely may be assigned other duties. Employees should discuss with their manager opportunities for other work, such as [LinkedIn Learning](#) and completing [employment certifications](#). If a manager is unable to assign work, the employee may access the appropriate paid-time-off benefits. See the Purdue table below to determine your options for remaining in pay status.

## HOW CAN STAFF/TEMPORARY EMPLOYEES REMAIN IN PAY STATUS Effective July 1, 2020

As a result of the COVID-19 pandemic Purdue has made adjustments to employee leaves, which are reflected in the table below. Visit the [Human Resources "Working through COVID-19"](#) and the [university's "Protect Purdue"](#) websites for additional information on COVID-19's impact on Purdue University.

EMPLOYEE STATUS	EMPLOYEE CATEGORY			
	Faculty/Staff	Graduate Staff	Students	Temporary Staff
<b>Working On Campus or Remotely (Telework)</b>	Regular Pay	Regular Pay	Regular Pay	Regular Pay
<b>Off - COVID-19 Reason</b> <i>(Child care or school closure)</i>	<b>Emergency FMLA*</b> <i>Not available until April 1</i>	<b>Emergency FMLA*</b> <i>Not available until April 1</i>	N/A (will not receive pay)	N/A (will not receive pay)
<b>Off - COVID-19 Reason</b> <i>(tested positive, exhibiting symptoms - individual or family member)</i>	<b>Emergency Leave**</b> <i>Not available until April 1</i>	<b>Emergency Leave**</b> <i>Not available until April 1</i>	N/A (will not receive pay)	N/A (will not receive pay)
<b>Off - Non-COVID-19 Reason</b> <i>(have own accrued paid time off available, take in order described)</i>	Vacation Time, PBD, Sick	Vacation Time, Sick	N/A (will not receive pay)	N/A (will not receive pay)
<b>Off - Non-COVID-19 Reason</b> <i>(NO accrued paid time off available)</i>	Unpaid Leave	Unpaid Leave	N/A (will not receive pay)	N/A (will not receive pay)
<b>Off - Non-COVID-19 Reason</b> <i>(on paid leave including Paid Parental Leave, Worker's Comp, FMLA)</i>	Respective Leave Code	Respective Leave Code	N/A (will not receive pay)	N/A (will not receive pay)
<b>No job to perform (on-campus or Telework)</b>	Vacation Time, PBD, Sick	Vacation Time, PBD, Sick	N/A (will not receive pay)	N/A (will not receive pay)

\*Emergency FMLA - provides employee with up to 60 days paid leave, once 60 days is exhausted, employee must follow [Leave Policy](#).

\*\*Emergency Leave - provides employee with up to 10 days of paid leave, once 10 days is exhausted, employee must follow [Leave Policy](#) or may qualify for additional FMLA.

## Purdue Fort Wayne COVID-19 Resources and Contacts

Purdue Fort Wayne is here to help during the COVID-19 pandemic. So many things have changed over the past several months, and you may have new concerns or challenges. Let us know how we can help. The following are just some of the many resources available to help you navigate work and your health.

<a href="#">ADA Accommodation Assessment</a>	Amy Jagger <a href="mailto:jaggera@pfw.edu">jaggera@pfw.edu</a>
The Bowen Center's <a href="#">Employee Assistance Program</a>	800-342-5653 (24/7 services) <a href="mailto:EAPReferrals@bowencenter.org">EAPReferrals@bowencenter.org</a> <a href="http://www.bowencenter.org">www.bowencenter.org</a>
<a href="#">Campus Health Clinic</a> <a href="#">Telehealth and Clinic Visits</a>	260-481-5748 Walb Student Union, Room 234 COVID-19 Hours <ul style="list-style-type: none"><li>• 8:30 a.m. to 2:30 p.m., well visits</li><li>• 2:30 to 4:30 p.m., sick patients</li></ul>
<i>NEW! Rapid COVID-19 testing available on August 12, 2020, for symptomatic patients.</i>	
Campus Health Clinic's COVID-19 assessment line	260-435-5050 (24/7 COVID-19 screening)
COVID-19 Directional Signage	Greg Justice <a href="mailto:justiceg@pfw.edu">justiceg@pfw.edu</a> Building Configuration Subcommittee
COVID-19 Point of Contact	Jeff Malanson <a href="mailto:malansoj@pfw.edu">malansoj@pfw.edu</a>
Equal Access and Accessibility	Joseph Flores <a href="mailto:florjd01@pfw.edu">florjd01@pfw.edu</a> Christine Marcuccilli <a href="mailto:marcuccc@pfw.edu">marcuccc@pfw.edu</a>
Supervising Remote Teams	<a href="#">Supervising Remote Teams Resources</a>
Information Technology Services Help Desk (VPN instructions, remote work setup, virtual meeting support, request surplus technology equipment)	<a href="#">Help Desk</a> <a href="mailto:helpdesk@pfw.edu">helpdesk@pfw.edu</a> 260-481-6030
<a href="#">Workplace Accommodation Assessment process</a> <a href="#">Faculty and Staff Working Remotely</a> Employee Relations	Melissa Helmsing <a href="mailto:helmsinm@pfw.edu">helmsinm@pfw.edu</a>