

Morales, Erica

From: Montalbano, Ivonne
Sent: Monday, May 11, 2020 5:04 PM
Subject: Safe Return to Campus Guidelines

Dear UHD Colleagues,

Thank you for everything you have done to help UHD through this challenging time. Your hard work and dedication have not gone unnoticed and are to be commended.

Last Thursday, you received an email from UHD University Relations with mention of an early June reopening. To facilitate the safe return of UHD employees to campus, the following guidelines were carefully developed. They adhere to local, state, and federal health-and-welfare procedures and are meant to assist with the safe, gradual, and structured reopening of our facilities and operations.

Online Training Requirement

As a prerequisite for returning to campus, the University of Houston System (UHS) developed new mandatory training specifically created to help prevent the spread of COVID-19 and protect our campus community.

The modules consist of a training and an acknowledgement. The training outlines procedures consistent with the recommendations of the Centers for Disease Control and Prevention and guidance provided by the Governor of Texas. The acknowledgement outlines protocol for all UH System institutions.

Employees will receive an email with instructions on how to login and complete the training. This COVID-19 related training is required of all employees, including full-time and part-time faculty, staff, temporary employees, and student workers. This training will be required of everyone, including new hires, until such time it is determined by the UHS that this training is no longer applicable. The completion deadline for staff, regardless of their specific return-to-campus date, is **May 27 at 5 p.m.**

Safe Return Process

- Departments are being directed to gradually bring their staff back to campus. Approximately one-third of departmental staff will be returning to campus each month, beginning June 1, 2020 (unless directed otherwise in subsequent communications from ESO or the Office of the President). Departments with only a few employees (five or less) should only bring back employees June 1 if it is necessary to ensure continuity of operations.
- At least one week before staff are to start returning to campus, communication will be sent out, clearly outlining expectations, guidelines and requirements.
- Department heads will ensure employees are allowed to make the best choices suited to their circumstances, including hours of work, possible evening and weekend work, rotating schedules, continuing remote work, alternating on campus with remote work (hybrid schedule), etc. Staff should work closely

with their respective supervisors and department head to determine the most balanced approach to maintaining their productivity and the unit's.

- Employees performing their job well through telecommuting should, with department head's approval, continue working remotely until a later phase in UHD's structured return.
- Department heads will complete a *Safe Return to Campus Form* to determine (1) how many employees will continue telecommuting, (2) how many will be returning to campus and (3) how many will shift to a hybrid schedule. Once the form is completed, it will be forwarded to each department heads' respective division head to ensure no more than one-third of the employees in their division are on campus at any one time during the month of June, and no more than two-thirds during the month of July.
- Employees will receive communication concerning the protective steps taken to ensure a safe return to campus - protective steps which will meet or exceed the standards of the Centers for Disease Control and Prevention. These updates will include descriptions of regular cleaning and sanitizing of common-touch surfaces, along with information about PPE to be provided to returning employees. In addition, employees will be encouraged to keep their workspace sanitized.
- Employees will be required to adhere to strict social distancing.
 - No more than 10 people will be allowed in one room at a time.
 - Safe distance measures of at least six feet in offices, meeting rooms and public areas must be observed.
 - Safe distance measures must be observed also at the cafeteria and in break rooms.
- Personal Protective Equipment (PPE) will be distributed to employees. Each employee will be provided masks, disposable gloves and sanitizing wipes. Wearing masks at work will be required, as outlined [here](#).
- Employees will be expected to follow COVID-19 best practices protocols when it comes to regular hand-washing.
- Employees seeking workplace accommodations related to COVID-19, or who would like to apply for Emergency Paid Sick Leave (EPSL) related to COVID-19 or Emergency Family and Medical Leave Expansion Act (EFMLEA) leave, should visit [ESO's COVID-19 Resources page](#) for information and request forms.

Please Note: These guidelines are subject to change based on emerging circumstances, information and health-related developments.

Additional Communication

An email from UHD Emergency Management will be forthcoming with information about self-reporting, quarantine periods, and the Return-to-Work protocol for employees with a confirmed COVID-19 diagnosis or those exposed to someone with COVID-19.

The Provost will provide information pertaining to the safe return to campus for faculty and students.

Concerns

Employees with COVID-19 related concerns or complaints should contact the Employee Relations team at ER@uhd.edu.

Ivonne Montalbano, MBA, SPHR, SHRM-SCP
Vice President, Employment Services and Operations

University of Houston-Downtown
One Main Street, Suite S910
Houston, TX 77002

Phone: 713-221-8667

Fax: 713-223-7496

Email: montalbanoi@uhd.edu

www.UHD.edu



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