

Morales, Erica

From: Montalbano, Ivonne
Sent: Tuesday, June 2, 2020 4:16 PM
Subject: Safe Return to Campus Guidance

Good afternoon,

The re-opening of our campus on June 15 is an exciting, yet tenuous time, for all of us at UHD. It is our first step toward an eventual return to normal, one where we ensure our students receive the quality education that enables them to graduate with the skills they need to reach their goals.

While we are excited about having you back, we understand this return also brings with it concerns and anxiety about your safety. Please know we take your concerns very seriously and have spent significant time working through the details of UHD's re-opening to ensure a clean and safe campus.

As indicated in a recent University Relations email, there have been many steps taken to protect employees returning to campus. Below you will find additional information and guidance about returning to campus.

RETURN TO UHD

Phased Staffing

As mentioned previously, UHD is conducting a phased and coordinated approach to our return to campus that involves no more than 1/3 of employees (staff, essential student workers and essential temporary employees) on campus at any given time in June and no more than 2/3 of staff on campus at any given time in July. We are optimistic that public health conditions will support all UHD staff being back on campus in August.

The return to campus phases are as follows:

Phase I: Starts June 15
Phase II: Starts July 6
Phase III: August 3

This gradual approach is to make sure we safeguard our campus community while working toward full operations in time for the Fall 2020 semester.

To ensure workspaces, functionality and social distancing follow recommended guidelines, UHD department heads were given the flexibility to determine how to bring back their employees in June as long as they were adhering to the requirement of no more than 1/3 of their departments on campus at any given time. Some department heads opted to bring 1/3 of their staff back full-time in June and have their remaining employees telecommute. Other department heads chose to create mixed schedules where most staff work part-time on campus starting in June and the remainder of the workweek is spent telecommuting. Both approaches are acceptable since they meet the requirement that no more than 1/3 of staff are on campus at a time. Employees returning to campus on a full-time or hybrid basis in any of the phases must meet the following requirements:

- Completion of mandatory COVID-19 training
- Symptom monitoring
- Face covering
- Social distancing
- Hand sanitizing
- Safety in public areas
- Self-reporting and 14-day self-quarantine if diagnosed with COVID-19 or exposed to a COVID-19 confirmed case
- Stay at home and call supervisor if experiencing COVID-related symptoms

Mandatory COVID-19 Training

In accordance with UH System policy, all UHD employees are required to complete COVID-19 training, regardless of when they return to campus. **The deadline for completion has been extended to June 3, 2020 at 5 p.m.**

To access the training modules, login to the [Training Access Portal](#), use your PeopleSoft ID (7-digit employee ID) and password using Chrome or Firefox and follow the steps below.

1. Click on T.A.P. Employee Online Training
2. Click on SH2005
3. Click on FY20 COVID-10 Return to Work Procedures and watch video
4. Click on SH2006
5. Click on FY20 Certification of Coronavirus 19 Protocol, review the information and acknowledge

If you have any questions about this training, please contact ESO Talent Development at TD@uhd.edu. If you need assistance with your password, contact HRIS@uhd.edu or 713-221.8060.

Symptom Monitoring

Prior to arriving on campus each day, returning employees must take their temperature and conduct a self-assessment of their health/infection exposure. Employees must be free of ANY symptoms potentially related to COVID-19 and may not have come in close contact with a confirmed COVID-19 case or someone having COVID-19 symptoms.

The symptoms include one or more of the following:

- Cough Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue

- New GI symptoms
- New loss of taste or smell

If you have any symptoms, you must complete the appropriate UHD form aimed at tracking confirmed cases of COVID-19 and exposure to confirmed cases of the virus. The forms and reporting procedures are available on [UHD's Coronavirus Website](#). You must also notify your supervisor and the Benefits team at Benefits@uhd.edu.

HEALTH & SAFETY GUIDANCE

Personal Safety

Face masks must be worn on campus in all public areas, including common work spaces, meeting rooms, classrooms, etc. Masks do not need to be worn in personal offices where individuals work alone in a confined space. Use of masks is not a substitute for social distancing.

Disposable face masks will be provided to all staff returning to work on campus and should only be worn for one day and then disposed of in the trash. Reusable cloth face masks will also be available. UHD employees are encouraged to wear cloth face masks and wash them after each use. Please ensure cloth masks are properly laundered before they are used again.

Social distancing is necessary to reduce the spread of COVID-19. Employees on campus must follow these social distancing practices:

- Stay at least 6 feet from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

Hand sanitizing. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer. Cover all surfaces of your hands with sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.

Cleaning and disinfection will be conducted on campus by housekeeping teams based on CDC guidelines for disinfection and Occupational and Environmental Safety protocols. The University will also maintain hand-sanitizer stations at entrances, elevator stops and high-traffic areas.

You should regularly wipe your workstation as well as commonly used surfaces, such as door knobs, copiers, etc. before and after use with products that meet the EPA's criteria for use against COVID-19.

Coughing and sneezing spread germs and viruses. Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow if you are not wearing a face mask. If using a tissue, throw it in the trash and wash your hands with soap and water for at least 20 seconds or use hand sanitizer.

Safety in Public Areas

Office environments vary. Whether you work in an office or an open environment, make sure you maintain at least a 6-foot distance between you and your coworkers. You should wear a face mask at all times when in a shared work area or room. If more than one person is in a room, masks must be worn.

Restrooms. Employees must wash their hands thoroughly using soap and water for at least 20 seconds prior to exiting the restroom. Social distancing will be required in areas when partitions are not present and masks must be worn in restrooms.

Elevators will be limited to no more than four (4) riders at one time. Riders will be required to wear masks while in the elevator and all riders must maintain an appropriate distance from one another as indicated on COVID-19 elevator use signage. Riders should avoid touching elevator buttons with hands or fingers and should wash their hands or use hand sanitizer as soon as possible after leaving an elevator.

Meetings held in person increase the risk of transmitting COVID-19. When possible, meetings should be held virtually through Zoom or through a telephone conference call. If an in-person meeting is necessary, no more than 10 people are allowed in a space, attendees must maintain 6 feet of separation and everyone in the meeting will be required to wear a mask.

Social interaction while on campus is encouraged through email, telephone, Zoom and other available technology rather than through face-to face interaction.

Meals must be brought to campus. Chartwells will be closed throughout the summer. Employees are encouraged to bring their lunch to campus each day or pick up a meal from a list of open restaurants on [UHD's COVID-19 FAQ webpage](#). Before and after eating, ensure you wash your hands thoroughly to avoid transmission of COVID-19.

If eating in an approved area, you must follow social distancing guidelines, avoid facing another person while in the area and wear your mask until you are ready to eat. Masks must be placed back on your face as soon as you are done eating. Staff are encouraged to take their food back to their office area or eat outside.

SELF-REPORTING

To safeguard the University community, employees must self-report if [diagnosed](#) with COVID-19 and/or [exposed](#) to confirmed COVID-19 case(s), and self-quarantine for a period of 14 days. After the quarantine period is over, employees must complete a [Request to Return to Campus Form](#) and wait for further instructions based on their symptoms at the time their self-quarantine is over before accessing any UHD campus. The required forms are linked herein and may be found also in [UHD's COVID-19 website](#).

In addition to self-reporting following the established protocol, employees are required to notify their supervisor and the Benefits team at Benefits@uhd.edu.

COVID-RELATED SYMPTOMS

Employees are required to stay at home and call their supervisor if experiencing COVID-related symptoms.

ACCOMMODATIONS

Employees unable to work remotely and/or on campus due to COVID-related issues may request a workplace accommodation through ESO's Benefits team at Benefits@uhd.edu or 713-221-8060.

Workplace accommodations include several options:

- Emergency Paid Sick Leave (EPSL) if employee meets one of the six qualifying reasons related to COVID-19
- Emergency Family & Medical Leave Expansion Act (EFMLEA) Leave if unable to work to care for child(ren)
- Family & Medical Leave Act (FMLA) leave
- American with Disabilities Act (ADA)
- COVID-specific

PARKING, ENTRANCES & EXITS

Parking is available in UHD garages to permit holders during Phase 1 and Phase 2 and additional parking spots will be available on Level 3 of the Academic Building Garage, similar to those offered during summer and winter breaks.

In addition, Parking and Transportation Services is offering the following options to employees commuting to campus this summer who do not currently have a valid parking permit:

- Summer parking permits - \$50
 - Will be available online beginning May 20, 2020
 - Parking will be available in the Academic Building and Naylor Street garages
 - Credit card payment options offered online - AMEX, Visa, MasterCard, and Discover
 - Select [Parking Portal](#), scroll down to Get Permits
 - The Parking and Transportation Services office will distribute parking permits from their office June 1 through 4 from 7 a.m. to 12 p.m. by appointment only.
 - To make an appointment, email the Parking Office at parking@uhd.edu
- Free parking in the UHD surface lots
 - Washington Street Lot, Naylor Lot, Bayou Lot (non-daily pay parking spaces), Lot B and Daly Lot. Please see [UHD campus parking map](#).
- Visitor Garage daily parking rate - \$5

Shuttle buses will NOT be operating until at least August 3.

Entry to UHD buildings will be regulated and monitored by UHD security officers. Entrance to the One Main Building (OMB) complex (including the Academic Building and the Girard Street Building) will be through one of two locations — (1) Level 3 of the Academic Building Garage (connects to the second floor OMB) and (2) North Dock Lobby (next to the UHD Police Department (UHDPD)). After-hours access to the One Main Building complex will occur through the UHDPD.

All other buildings on UHD's campus will have one open entrance (the main entrance to each building). UHD security officers will monitor these entrances. Signs will be posted on all buildings indicating authorized entrances.

Visitors and students (with the exception of pre-approved essential student workers) will not be allowed on campus during Phases I and II.

Exits from all buildings will be unlocked to ensure safe exit of everyone on campus. Employees may not hold or prop open an exterior door for any person.

ID badges will be issued to staff in Phase 1 and Phase 2 of our safe return to campus. These badges will indicate authorization to be on campus. Staff will be required to visibly display their badge at all times while on campus.

CONTRACTORS

Contractors will enter through a separate monitored entrance. They will be required to complete the same COVID-19 mandatory training as all UHD employees prior to entering campus and must adhere to all COVID-19 policies, procedures and guidelines set forth by UHD.

We understand the closing of campus has been difficult for everyone at UHD and look forward to when we can all safely be back on campus.

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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