COVID-19 RETURN TO CAMPUS GUIDANCE FOR MANAGERS, STAFF, CHAIRS AND FACULTY
# Table of Contents

## A Few Words from President Pestello

- Introduction

## Return to Campus: Principles & Guidelines

- Essential Workers Remain Essential
- Remote Work Is Still Preferred
- ADA Protections
- SLUCare and SLU Hospital Exceptions
- Daily Symptom Checking

## Our People & Our Work

- “Where Do I Fit into This Guidance?”
- Overview of Steps to Create Return Plan
- Step 1: Identifying Tasks for Fall 2020
- Step 2: Map Those Tasks to Employees
- Step 3: Discuss Mapping Table with Team
- Step 4: Create Your Return to Campus Plan

## Mandatory Public Health Safeguards

- Hand Hygiene
- Facemask Policy & Exceptions
- Disinfecting Practices
- Symptom Checking & Reporting
- COVID-19 Testing Availability
- Managing Illness
- COVID-19 Prevention Essentials

## Physical Space and Staff Scheduling

- Office Setup Requirements
- Scheduling Options

## Workplace Scenarios

- Meetings
- Common Spaces
- Water Coolers
- Meals
- Visitors
- Step 5: Share Your Plan
- Step 6: Prepare to Return to Campus

## University-Wide COVID-19 Prevention

## Additional Resources

- Links and Infographics
- Return to Campus Resources
A Few Words from President Pestello

Working from home has been and remains our preferred approach for this fall.

That said, as we continue preparations for the return of our students on August 11 and the start of the fall semester on August 17, there will be an increased need to have faculty, staff and student workers on campus. They will be involved in, or facilitating, the work required to fulfill our mission, most centrally teaching, research, patient care, and service. But, as everyone realizes, it will not be business as usual.

No department or division should attempt to conduct itself as if it’s fall 2019.

We expect most who are on campus to be on staggered work schedules and only be on campus for as long as necessary. Full-time, 40-hour work weeks on campus will be the exception, not the norm.

Each of us must exercise good judgment and act in ways that protect the public health of our university community and neighborhood residents.

Every time we wear our face masks, wash our hands, and greet one another from a distance, we reaffirm our commitment to each other and to our beloved community.

Thank you for all you have done and will continue to do for our students, patients, and community, especially during this uniquely trying time.

We are OneSLU.

Fred P. Pestello, Ph.D.
President, Saint Louis University
Return to Campus: Principles & Guidelines

Consistent with current University policy, the following principles and guidelines remain in place:

**Essential Workers Remain Essential**

Those essential workers who have worked on campus since we turned to remote instruction in mid-March will continue to work on-site unless otherwise notified and/or safety circumstances change.

**Remote Work Is Still Preferred**

Managers, chairs, faculty, and staff who have been working from home must continue to rely on remote working, whenever possible in order to reduce the number of people working on-ground in your department and in your building overall.

Our goal is to keep the number of academic and operational employees who are on campus, not including SLUCare, to a minimum wherever possible, while accounting for faculty delivering face-to-face instruction.

Managers and chairs are encouraged to work together with faculty and staff to find workable solutions for those who:

- Have yet to resolve childcare needs as they typically would this time of year due to COVID-19.
- Have a higher risk of severe COVID-19 reactions due to a health condition covered under ADA, such as heart disease, COPD, sickle cell disease, type 2 diabetes and cancer.
- Are 65 or over.
- Or live with others who are at higher risk due to such conditions.

**NOTE:** As always, SLU HR Consultants are available to provide guidance.

---

In accordance with the Americans with Disabilities Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.

DO NOT attempt to identify or target people who are regarded as being a person with a disability, but communicate to all employees about these categories and the support provided.

If an employee self-identifies as having a disability (cancer, blindness, HIV infection, PTSD, and major depressive disorder, for example), speak with your HR Consultant regarding reasonable accommodations. This information will be kept confidential in accordance with personnel policies.
Return to Campus: Principles & Guidelines Continued...

Stagger On-Campus Work Schedules
Unit and department schedules for necessary on-campus work must be organized to keep as few staff on-site as possible.

An email from the President or Provost will identify when staggered on-campus work schedules can be implemented.

Mandatory Daily Symptom Checking and Reporting
The limited number of employees who have been approved to work in non-clinical, on-campus settings since mid-March have been recording and sharing any potential COVID symptoms before coming to work each day. This has become a best practice at organizations throughout the nation. And it will apply to all students, staff and faculty who are on campus for fall semester.

To help identify symptoms and potentially-infected individuals and stymie possible outbreaks, we will launch a daily process for students, staff and faculty to record key health information and report any health changes that could be COVID-19 symptoms. Anyone who is experiencing any potential COVID symptoms must remain at home and report their symptoms to Employee Health at 314-268-5499.

These options will be available for students and employees to use in the fall. We expect that University community members will be able to record and report their health status in a matter of seconds using a smartphone app. These submissions will be handled in a confidential manner and only made available to direct supervisors to inform staffing decisions.

A web-based portal will be available. Expect more information on this as soon as it is available, including how we will use and protect this data. In the meantime, those employees who are returning to campus should conduct a self-check of potential COVID symptoms before arriving on campus. They should report their self-check to SLUDailyCheck.com.

SLUCare & SLU Hospital Exceptions
As usual, our dedicated SLUCare and SLU Hospital employees will report to work and follow their work schedules and public health safeguards as directed by their clinic or department managers.

While the campus safeguard policies still apply, this Guidebook is not intended to serve as a Return to Campus guide for SLUCare and SLU Hospital employees. Please follow the guidance of your supervisor(s).
Our People & Our Work

Comprehensive Planning for Returning to Campus

We recognize that there are some employees who have been working remotely and whose work may soon need to occur on campus for part of or much of the workweek. The remainder of this document will serve as your guidebook on:

1) How to best understand the needs of your area so that managers, chairs, faculty, staff and teams can have informed conversations and make smart decisions regarding what needs to be done on campus and who might need to do it.

2) How to thoughtfully and carefully plan to ensure that mandated City and University public health safeguards for avoiding transmission of COVID-19 are followed. This includes planning for the physical space (setting up the work environments) and the social norms (the behavior that will be required).
“Where Do I Fit into This Guidance?”

To reiterate, our goal is to keep the number of academic and operational employees who are on campus, not including SLUCare, to a minimum wherever possible, while accounting for faculty delivering face-to-face instruction.

For Faculty
This would mean coming to campus only to teach and conduct research that cannot be done remotely. But student office hours and department meetings should still be held virtually.

For Staff
This would mean teleworking as much as possible and only coming to campus when absolutely necessary.

VERY FEW SHOULD NEED TO WORK ON CAMPUS FIVE DAYS A WEEK.

Those who are aged 65 or older, immuno-compromised, have an underlying condition/comorbidity, or live with someone who is at a higher risk are encouraged to work together with their manager or chair to find flexible work options to work on campus as little as possible this fall — if at all.

“What Is the Potential for Contracting COVID-19 While Working...?”

<table>
<thead>
<tr>
<th>RISK POTENTIAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Remotely</td>
<td>NO POTENTIAL</td>
</tr>
<tr>
<td>As the Only One in the Office</td>
<td>LOW POTENTIAL</td>
</tr>
<tr>
<td>With Others in the Office (Separate Spaces)</td>
<td>MODERATE POTENTIAL</td>
</tr>
<tr>
<td>With Others in the Office (Shared Space)</td>
<td>HIGHER POTENTIAL</td>
</tr>
</tbody>
</table>
Overview of Steps to Create a Return to Campus Plan

Details on how to accomplish the following steps are outlined in the pages that follow.

1. **IDENTIFYING TASKS FOR FALL 2020**
   
2. **MAP THOSE TASKS TO A LIST OF EMPLOYEES WHO WILL NEED TO BE IN THE OFFICE**

3. **DISCUSS THE LIST AND EMPLOYEES WITH YOUR TEAM**

4. **CREATE THE PLAN: DETAIL HOW YOU WILL IMPLEMENT ALL PUBLIC HEALTH SAFEGUARDS REGARDING OFFICE SETUP, CLEANING, SCHEDULING, AND OTHER WORKPLACE SCENARIOS**

5. **SHARE PLAN WITH YOUR TEAM**

6. **PREPARE TO RETURN: GATHER SUPPLIES, PRINT AND POST ADVISORIES, PROCEDURES, AND HEALTH INFOGRAPHICS**

**OBJECTIVE**

**SUPPORTING RESOURCE(S)**

- Task Mapping Table
- Return to Campus Flowchart
- Return to Campus Plan Template
- Public Health Safeguards
- Office Requirements
- Staffing Options
- Workplace Scenarios
- Data Sources
- Local Updates
- Infographics
Identifying Tasks for Fall 2020

Step 1

You should spend 1 to 2 hours creating a schedule of mission-critical tasks that need to be done on campus to prepare for and during the fall semester (August 17 – December 4). Please use this information to create plans for later sections of this document.

Key Considerations

We have all heard from companies and organizations throughout the world that “work is different right now” as they have shared plans and service adjustments.

Each attempted to maintain important services while asking for patience in areas that are either a) out of their control (like delayed shipping times) or b) a short-term sacrifice that had to be made for safety (shortening store hours for cleaning).

What might this look like for higher education? It may mean ceasing drop-in office hours, changing the hours to accommodate higher risk students or advanced cleaning. It may mean trying creative digital alternatives to some student support services that were previously done entirely face-to-face.

Are these changes inconvenient? Yes. But they are also required for our faculty and staff to safely do their work. What is required to maintain our services? What will have to change in order to do so safely?

Recommendation

Identify upcoming tasks that will start with the fall semester.

Managers & Chairs - Identify key department goals for fall semester. Please separate standard admin work from unique projects that need to get done.

Staff & Faculty – Identify your role in key department goals for which you are already aware as well as your daily responsibilities for serving the SLU community.

Identify which milestones, tasks and other activities may require personnel to operate on campus.

Break this list down into:
- Special projects
- Standard work
- Time-sensitive projects
- Critical functions and services

Supporting Resources:

Task Mapping Table
### Identifying Tasks for Fall 2020

**Step 1**

#### Resource: Sample Task Mapping Table

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Daily Task Duration</th>
<th>Task Begin Date</th>
<th>Task End Date</th>
<th>Type of Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Important Department Task</td>
<td>1.5 hours</td>
<td>07/28/20</td>
<td>Ongoing</td>
<td>Special Project</td>
</tr>
<tr>
<td>2</td>
<td>Run Daily Service Operation for Students</td>
<td>4.25 hours</td>
<td>08/04/20</td>
<td>Ongoing</td>
<td>Critical Functions and Services</td>
</tr>
<tr>
<td>3</td>
<td>Preparing for Student Return</td>
<td>3.75 hours</td>
<td>07/31/20</td>
<td>08/17/20</td>
<td>Standard Work</td>
</tr>
</tbody>
</table>

Full document available for [download here](#) OR by printing page 24 of this guidebook

Note: Full document contains more columns than shown in this sample.
Map Those Tasks to Employees Who Need to be on Campus

Step 2

**Tasks**

You should spend an additional 30 minutes to 1 hour to consider who may be the right person(s) to accomplish the tasks requiring work on campus to prepare for and during the fall semester (August 17 – December 4) during Step 1.

**Key Considerations**

Knowing that remote work is still the preferred approach for all employees and tasks where possible and appropriate, consider whether there are ways to rethink tasks and goals to minimize the number of people and the duration they are required to be on campus.

**Recommendation**

**Identify the individual(s) required for on-campus work, which can begin once a date has announced by the President or Provost.**

**Managers & Chairs** - Consider which employees may be best suited to take on the tasks identified in Step 1, and add their names to the Task Mapping Table.

**Staff & Faculty** – Consider tasks that you are working on or will be working on that may have been overlooked. Also consider projects you may wish to work on that have not yet been assigned.

Determine what shared equipment is needed to perform those tasks.

Have a conversation as a unit/team about these goals, projects, and responsibilities.

**Supporting Resources:**

Need additional help in thinking through what tasks should be done remote vs. on campus? Try this Return to Campus Flowchart.
Map Those Tasks to Employees Who Need to be on Campus

Step 2

Resource: Sample Task Mapping Table

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Number of Personnel</th>
<th>Personnel Names</th>
<th>Shared Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Important Department Task</td>
<td>2</td>
<td>Billy, Ken</td>
<td>Golf Cart</td>
</tr>
<tr>
<td>2</td>
<td>Run Daily Service Operation for Students</td>
<td>5</td>
<td>Binu, Charles, Keisha, Peter, Claver</td>
<td>Department Computers</td>
</tr>
<tr>
<td>3</td>
<td>Preparing for Student Return</td>
<td>7</td>
<td>Entire Department</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Discuss the Mapping Table with Your Unit or Team

Step 3

Tasks

Conduct a group discussion via Zoom or a series of smaller group/individual discussions with the unit or team to gather team members feedback.

Recommendation

Consider how work might temporarily be shuffled between team members due to how circumstances may make it difficult or impossible for an employee to do work on campus.

Seek out the views of colleagues in other areas who may see something that you missed or suggest a solution that you had not considered.

Continue to have frequent, consistent and open communication with your teams.

Ensure team members know the expectations of managers and that managers know the expectations of them from their teams.

When in doubt, seek the guidance of public health resources. You can also email pandemic@slu.edu, where you will be connected to the appropriate person.
Create Your Return to Campus Plan

Step 4: Mandatory Public Health Safeguards

Tasks

Using the Task Mapping Table and the feedback you have received, you will now begin to populate the Return to Campus Plan Template to determine how those employees can accomplish those tasks while implementing all of the Public Health Safeguards.

Key Considerations

Consider how each of the following safeguards and recommendations will be implemented in your particular situation given the tasks you have identified and the workspace your team inhabits.

Keep track of your plan using the Return to Campus Plan Template, available online here OR by printing page 24 of this guidebook.

Mandatory Public Health Safeguards

As members of the SLU community who are for and with others, we all must:

- Stay 6-feet apart from one another.
- Wear a face mask, even when you are 6-feet away from others.
- Wash or sanitize your hands several times a day.
- Submit daily symptom checks before work.
- Abiding by any additional public health safeguards

Recommendation

These four basic public health practices are required of all of us. Abiding by them will go a long way to help us prevent the spread of COVID-19 on our campuses and putting others at risk of severe illness. Remember, we set the example for our students.

Ensuring that these principles are part of your plan, regularly communicated, and reinforced will be critical to the overall health and safety of our community.

Supporting Resources:

Return to Campus Plan Template & Public Health Safeguards
Create Your Return to Campus Plan
Step 4: Mandatory Public Health Safeguards

Hand Hygiene
Frequent handwashing with warm water and soap for at least 20 seconds, especially after leaving your workspace, touching your face, coughing, blowing your nose, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Recommendation
Encourage regular hand washing or hand sanitizing as part of your plan.

Face masks, thermometers and bottled sanitizer will be provided by Facilities Services. Orders may be placed with your business manager. Hard-surface disinfectants may be obtained by contacting Jeff.Macko@SLU.edu

Face Masks
All members of the SLU Community are required to wear a face mask on campus.

There are 5 exceptions to this policy:
- You are exercising and playing or practicing sports outdoors.
- You are alone in an enclosed office, laboratory, performance or meeting room. (An open office concept with cubicles does not suffice. The space you are in must have a door, and you must be the only person in that space.)
- You are in your on-campus living space where both occupants consent to not wear a mask.
- You are outdoors and you can easily maintain at least 6 feet of social distancing from others.
- You are unable to wear a face mask due to medical reasons.

Recommendation
In reviewing your workspace, determine if any exceptions to the mask policy can be met. Those locations where that exception can be met should be noted in both the plan and in the workspace with signage.

If there are no spaces where one of those 5 exceptions can be met, then that too should be noted both in the plan and in the workspace with signage.
Create Your Return to Campus Plan

Step 4: Mandatory Public Health Safeguards

Disinfecting Practices

While facilities will regularly disinfect as part of their regular and enhanced cleaning procedures, additional caution and disinfecting is encouraged.

Recommendation

Make frequent disinfection a standardized and scheduled part of your plan so that it is easier to remember.

Detail how frequently, which items, and with what EPA approved products employees should use to disinfect.

Common items include work surfaces, doorknobs, keyboards, coffee makers, light switches, and other high-touch areas.

For shared equipment, do the following:

- Identify any equipment shared by two or more people.
- Minimize or eliminate equipment sharing.
- Shift work responsibilities so one person uses equipment.
- Prepare to cross-train employees.
- Create a disinfecting schedule.
- Leave a spray bottle with disinfectant and paper towels next to shared equipment for disinfecting after use.

Daily Symptom Checking and Reporting

To help identify symptoms and potentially-infected individuals and stymie possible outbreaks, we will launch a daily process for students, staff and faculty to record key health information and report any health changes that could be COVID-19 symptoms.

These options will be available for students and employees to use in the fall. University community members will be able to record and report their health status in a matter of seconds using a smartphone app. These submissions will be handled in a confidential manner and only made available to direct supervisors to inform staffing decisions. A web-based portal will be available for those who choose not to use a smartphone.

In the meantime, those employees who are returning to campus should conduct a self-check of potential COVID symptoms before arriving on campus. They should report their self-check to SLUDailyCheck.com.

Recommendation

Make your team aware that these options will be available for students and employees to use in the fall as well as options for those without access to a smartphone.

Expect more information on this as soon as it is available, including how we will use and protect this information.
Create Your Return to Campus Plan
Step 4: Mandatory Public Health Safeguards

**COVID-19 Testing Availability (for symptomatic employees)**

Testing is available for University community members experiencing COVID-19 symptoms through both Employee Health and Student Health. Positive cases will be shared with local public health authorities for purposes of contact tracing.

Broader testing of asymptomatic students and employees may be conducted. In the meantime, they are still able to get tested if they wish. Student Health Center or Employee Health makes referrals to local testing options, including City Health Department sites.

**Managing Illness**

If an employee believes they may be ill, they will:
- Contact Employee Health.
- Be evaluated for potential COVID-exposure.
- It is the employee’s responsibility to communicate with their manager.
- Any necessary contact tracing and notifying will be carried out by local health officials and should not under any circumstance be performed by the manager or other colleagues.

**COVID-19 Prevention Essentials**

Essential COVID-Prevention supplies are available for managers, chairs, faculty and staff who will be working on campus.

The University will provide two cloth face masks and one thermometer per person. Disposable masks may also be obtained to offer to visitors who arrive to campus without a face mask. Bottles of hand sanitizer also may be requested for your unit.

Please request these items from your business manager.

Spray bottles of disinfecting solution will be in each classroom and additional bottles may be ordered for office suites by emailing Custodial Services at jeff.macko@slu.edu.
Create Your Return to Campus Plan

Step 4: Physical Space and Staff Scheduling

Office Setup Requirements

Social distancing is a critical component in the prevention of COVID-19. As such, you should take this requirement into account when determining who may return to work and how many employees your office can accommodate at one time throughout the day and the workweek.

Recommendation

Think through how the physical office is set up and used by you, your colleagues and visitors to 1) minimize the chance for prolonged close encounters; 2) provide visible cues for practicing critical public health behaviors.

Desks and chairs should be situated such that all employees in the office can remain 6 feet apart.

- Map out your workspace and indicate distances between workstations, offices, desks, and cubicles.
- Create a maximum capacity estimate based on your number of employees and office layout.
- Use this plan to help manage employee work schedules.

Create unidirectional walking paths where possible.

If the office has two doors to the outside, consider the benefit of using one for entry and one for exit. Some large classrooms may benefit from having all doors used simultaneously as entry or exit doors to reduce queueing and maintain social distancing.

Ensure the plan is documented, shared widely, and available where it needs to be implemented.

Consider installing plexiglass for customer-facing office areas (e.g., a service desk or cash register) or between work stations where colleagues are working the same schedules in an open floor plan office.

As we have emphasized, staggered staffing should occur to prevent parties from working near one another in the same and adjoining office spaces — even when 6 feet of social distancing can be maintained.

Please do not be tempted by rumors or hyperbole, or act unilaterally by deploying unapproved measures that you think enhance public health practices in your department. Doing so will only create confusion and misunderstanding. We all must work together and be vigilant about using our public health protocols.
Create Your Return to Campus Plan

Step 4: Physical Space and Staff Scheduling

Scheduling On-Campus Work

When managing employee schedules, please follow these guidelines:

- Unit and department schedules must be organized to keep as few staff on-site as possible.
- A manager or chair’s executive or administrative assistant should not be expected or required to work on campus full time just because their supervisor is working on campus. Staggered schedules should apply to executive and administrative assistants, as well.
- Managers can accommodate staff who insist that they want and need to work on campus — and not remotely. However, their on-ground schedules must adjust for their online co-workers when they are required for on-campus work.
- For any staff to work on campus full-time (excluding those who have been doing so as an essential worker since March) chairs or managers must review their plan with their HR Consultant for approval.
- It is the manager’s responsibility to keep track of who is working on campus, when, and for how long. This will not be done in a centralized system, but it is necessary to ensure that we are following the public health safeguards and can expedite contact tracing if necessary.
- Employees who are non-exempt should only perform work duties during their agreed-upon working hours each day, which includes functions like checking email.

Recommendation

Once you have determined the number of employees who can safely populate your office space at one time (see office setup), you must begin to manage workflow and processes so that on-campus work can be coordinated to avoid overpopulating your workspace.

Step 1: Begin by dividing the workweek into 10 4-hour blocks.

Step 2: Map essential on-campus activities onto specific time blocks and assign employees to blocks of time that are either on campus or off-campus.

Step 3: Consider tasks that could be handed off to someone already on campus but may not do that task normally. Prepare a plan to cross-train some employees for efficiency.

These guidelines are simply one way to organize staggered shifts. You should find a solution that best works for your department.

Staggering shifts: Have some employees arrive for the first half of the day and others for the second half.

Rotating schedules: Have employees rotate on and off-campus weekly.

Flexible schedules: Create unassigned blocks of time for employees to “sign up” for so they can choose when to come to campus to work.

“Off-Hours” schedules: Some employees may wish to work during untraditional business hours such as 6 PM – 10 PM because that’s when they work best or a family situation makes it more convenient than traditional hours.

Supporting Resources:

Daily Task Catalogue & Scheduler Template Links
Create Your Return to Campus Plan

Step 4: Physical Space and Staff Scheduling

**Recommendation**

**Meetings**
Even if you are working on campus, please continue to hold Zoom meetings rather than gathering in-person.

**Common Spaces**
Minimize the use of common areas such as the break room.

**Water Coolers**
Facilities Services has restricted water fountains throughout campus to bottle filling only.

**Meals**
Wash hands before and after eating. If dining on campus, wear your mask or face covering until you are ready to eat and then replace it immediately afterward.

If eating with another person, try to avoid sitting face to face, or do so only for a short period of time (unless you are members of the same family).

**Workplace Visitors**

Visitors to campus may be necessary, but it is important to remember that other organizations may or may not follow similarly stringent employee health safeguards. Nonetheless, visitors must abide by our public health practices while on our campus.

**Recommendation**

The following steps are recommended for visitors:
- Create a visitors’ checklist.
- Provide instructions for visitors regarding social distancing, face masks, hand hygiene, and COVID-19 symptom checks.
- Visitors should reschedule visits if they have a fever, symptoms of COVID-19, have recently tested positive for COVID-19, or have been in close contact with someone who has recently tested positive.
- Have personnel available to take the temperature of all visitors. Visitors displaying symptoms or with a fever should not be permitted.
- Have available disposable face masks for visitors who forget them.
- Visitors should be escorted by a staff member at all times, while maintaining social distance.
Share Your Plan with Your Unit or Team
Step 5

Tasks

**Distribute, share, and discuss the final plan with your team to ensure mutual understanding and our shared responsibility for each other’s wellness via our adherence to the public health guidelines.**

Prepare to Return to Campus
Step 6

Tasks

**Gather supplies, print and post advisories, procedures, and health infographics where necessary and desired. Revisit and revise the plan as necessary.**
Additional University-Wide COVID-19 Prevention Details

All are required to abide by the following public health protocols while on campus.

**Face Masks**
With some exceptions, face masks are required in all outdoor and indoor public spaces, including classrooms, meeting rooms and the library as well as walking on campus.

Wearing a face mask in public and being at least 6 feet away from others dramatically reduces risk of COVID-19 infection because they deter “close contact.” Close contact means coming within 6 feet for at least 15 minutes with a COVID-positive person when both of you are not wearing a mask, no matter whether they are exhibiting symptoms or not.

**Training and Education**
We continue to explore ways to train our faculty, staff and students about these critical public health safeguards in order to ensure our collective success.

This will likely include a social commitment, ensuring all of us are clear about and committed to our expectations of one another as we live, work, learn, treat patients, and worship on campus. Additionally, our marketing team is developing a series of educational flyers and signs that will be posted soon.

**Social Distancing**
We will continue to require 6 feet of social distancing in all public community spaces indoors and outdoors. Classrooms, laboratories, dining halls, meeting rooms, elevators and residence hall common areas are being reconfigured to accommodate this requirement across campus. SLU’s ubiquitous hammocks have been taken down.

We are installing plexiglass shields in some high-traffic, customer-facing areas such as reception desks in places like the Pius Library and Parking and Card Services.

In most cases, meetings should be conducted via Zoom. In other cases, please ensure people sit at least 6 feet from one another — and wear face masks.

**Handwashing and Sanitizing Stations**
More than 800 touchless hand sanitizer stations have been mounted in buildings across our campuses, including key entry and exit points, and by elevators.
**Additional University-Wide COVID-19 Prevention Details**

All are required to abide by the following public health protocols while on campus.

<table>
<thead>
<tr>
<th>Quarantine Housing</th>
<th>Cleaning and Disinfecting</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the spring semester, we had designated housing units in the Village where symptomatic students and COVID-19-positive students were required to isolate, and where students who came in close contact with a COVID-19-positive person could quarantine. For fall semester, about half of the Grand Forest apartments will be used for isolation (for those who have COVID-19) and quarantine (for those exposed to someone with COVID-19) housing, along with some off-campus spaces. This public health protection has required us to find alternative housing units for students who had previously been assigned those apartments.</td>
<td>Maintenance staff members are increasing cleaning and disinfecting efforts in public areas across our campuses. Where possible, we will have spray bottles with disinfecting solution, available for use by students, staff and faculty in high-traffic areas, like residence hall common or public spaces. This will help increase the frequency that high-touch surfaces are cleaned each day, beyond the regular efforts of our custodians. Distribution logistics will be finalized in the coming weeks. To reiterate, compliance with these safeguards also helps protect our custodial staff and other frontline workers whose work helps make our University operate smoothly. Each of us must do our part.</td>
</tr>
</tbody>
</table>
Additional Resources

SLU Information

► Back to SLU: Fall 2020 - Planning for a Safe Start
► Latest SLU COVID-19 Updates
► COVID-19 Update: Guidance as Some Return to Campus (May 15, 2020)
► SLU Fall 2020 Health Safeguards
► SLU FAQs

Local Health Information

► St. Louis City Government Reopening Guidance
► Missouri Department of Mental Health COVID-19 Information
► St. Louis Metropolitan Pandemic Task Force

Public Health Infographics

► World Health Organization: Information for the Public
► Centers for Disease Control Graphics and Images
► Emory University School of Medicine Infographics
► Johns Hopkins School of Medicine: Coronavirus at a Glance Infographic
► Centers for Disease Control Graphics and Images

Data Sources

► Johns Hopkins University CSSE COVID-19 Global Dashboard
► Institute for Health Metrics (at the University of Washington)
► STL RESPONSE COVID-19 RESOURCE DASHBOARD
# Return to Campus Plan Resources

## Task Mapping Table

Full Download Available Here

- [Google Sheet](#)

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Daily Task Duration (Hours and Minutes)</th>
<th>Task Begin Date</th>
<th>Task End Date</th>
<th>Type of Task</th>
<th>Number of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Sufficient Social Distancing Possible?*</th>
<th>Equipment Needed (Separate with Semicolon)</th>
<th>Shared Equipment?†</th>
<th>Will this require non-SLU personnel to visit campus?</th>
<th>What other tasks are related to this task? (List numbers from column &quot;A&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Return to Campus Plan

Resources

Return to Campus Plan Template

Full Download Available Here

- [Google Sheet]
# Return to Campus Plan Resources

## Sample Scheduler Template

Full Download Available Here

- [Google Sheet](#)

<table>
<thead>
<tr>
<th>Day of the Week:</th>
<th>Time Block</th>
<th>Task</th>
<th>Number of Personnel</th>
<th>Personnel Names</th>
<th>Equipment Needed</th>
<th>Visitors on campus?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 am - 8:15 am</td>
<td>Office Cleaning: Prepare office environment by disinfecting workspace and any shared equipment. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:15 am - 10:15 am</td>
<td>Office Cleaning: Sanitize office environment by disinfecting workspace and any shared equipment. Mandatory hand washing break for all employees in office or arriving at the office. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:15 am - 10:30 am</td>
<td>Office Cleaning: Sanitize office environment by disinfecting workspace and any shared equipment. Mandatory hand washing break for all employees in office or arriving at the office. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:30 am - 12:30 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:30 pm - 12:45 pm</td>
<td>Office Cleaning: Sanitize office environment by disinfecting workspace and any shared equipment. Mandatory hand washing break for all employees in office or arriving at the office. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:45 pm - 2:45 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:45 pm - 3:00 pm</td>
<td>Office Cleaning: Sanitize office environment by disinfecting workspace and any shared equipment. Mandatory hand washing break for all employees in office or arriving at the office. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00 pm - 5:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:00 pm - 5:15 pm</td>
<td>Office Cleaning: Sanitize office environment by disinfecting workspace and any shared equipment in preparation for the following day. See your department disinfecting protocol for directions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Return to Campus Plan Resources

Who Should Return to Campus Flowchart

Who should physically return to campus for work right now?

1. Can the work continue to be done remotely?
   - Yes
   - No
   - Mostly

2. Is this work allowed under STL Health Commissioner’s most recent guidelines?
   - Yes
   - No

3. Can this work on campus be done in accordance with the health safeguards enacted by the University and local and national policies?
   - Yes
   - No

4. Is the work that needs to be done on campus mission critical?
   - Yes
   - No

5. Does this work need to be done on campus before the start of the fall term?
   - Yes
   - No

6. Does this work need to be done on campus in order to ensure the longer term success of the fall term or to advance another strategic university priority?
   - Yes
   - No

CONTINUE REMOTE WORK

YOU MAY NEED TO RETURN TO CAMPUS

As of July 2020

Areas of mission critical work may include those related to the student experience, classroom and lab instruction, finance, institutional risk, health and safety, and research (among others).