



## PHASE 4

# RETURN TO CAMPUS LEWIS PERSONNEL GUIDELINES

Lewis University continues to phase in the return of employees in a coordinated process aligned with [Restore Illinois](#). It will be coordinated to ensure appropriate social distancing and availability of personal protective equipment (PPE). Lewis will assess expanded employee presence on campus based on critical operations and student-serving needs, ability to control and manage specific work environments, and necessity to access on-site resources.

Lewis University's plan has been developed based on public health guidance from Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD) to place the health and safety of our campus community as a top priority. As guidelines change, this plan will be updated.

The need to observe the number of people on campus to meet social distancing requirements continues. Expanded staffing on campus is tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. However, as we move into Phase 4 and students return to campus, it is important to provide adequate services. Departments will need to review and implement the staffing options below to provide the service our students deserve.

Increase of staffing levels must be approved by the President's Leadership Team. Once decisions to expand on-site staffing in certain areas have been made, staff and faculty should follow the policies and protocols detailed in this guide for returning to work on campus.

### Staffing Options

Once employees have been instructed to return to work on-site, there are several options departments should consider in order to maintain required social distancing measures and reduce population density within buildings and work-spaces.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule, as appropriate. If there is a need to access campus, prior approval from supervisor is required.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. Department heads will communicate with the respective building coordinator to ensure density in building remains minimal.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. In addition, flexible work schedules can be

orchestrated to maintain social distancing in dense office spaces. At any time, employees should not be exiting the building together. Maintain appropriate distance.

## Keeping Yourself and Others Healthy

**We can all work together to keep our campus community healthy and help prevent the spread of COVID-19.**

Practice the following habits to keep yourself healthy and to help slow the spread of COVID-19:

- Stay home when sick
- Wear a cloth face covering when outside the home
- Practice social distancing by putting space between yourself and others
- Avoid touching your face or face covering
- Wash hands frequently for at least 20 seconds
- Clean and disinfect frequently touched surfaces
- Do not share personal or household items
- Plan to get a flu vaccination in the fall

If coming to campus is a necessity, properly clean the work area when finished. This cleaning should include:

- All shared and personal phones/tablets/keyboards/computer mice. Do NOT wipe the LCD monitor screens as this can cause damage.
- All “high touch” surfaces. *“High touch” surfaces include counters, desks, tabletops, doorknobs, phones, keyboards, computer mice, tablets, microwave buttons/handles, and refrigerator handles. Items such as bathroom fixtures and toilets will continue to be cleaned by Sodexo.*

## Face Coverings Policy

A face covering is required for everyone who enters a Lewis University campus and should be worn in classrooms, offices, laboratories, hallways and common spaces. Face coverings can be removed in closed offices when an employee is working alone, in designated dining areas, and outdoors with appropriate physical distancing.

Cloth face coverings should cover the nose and mouth, fit snugly, but not restrict breathing. Everyone is expected to provide their own face covering. A limited supply of face coverings will be provided to students and employees and will be available for those who are unable to provide their own or forget to bring one.

If you have specific circumstances that you believe will prevent you from complying with this policy, please contact:

- Students: Student Services 815-836-5275 or [studentservices@lewisu.edu](mailto:studentservices@lewisu.edu)
- Faculty/Staff: Human Resources 815-836-5548 or [hr@lewisu.edu](mailto:hr@lewisu.edu)

Compliance with this policy is requested for the best interest and safety for members of our community. Blatant disregard for university expectations will be addressed in accordance to Policy 1.1030, Standards of Work Conduct.

## Meetings

The work place must abide by social distancing guidelines and personal contact should be avoided. Meetings, conversations and appointments should be held via video/audio conferencing or telephone when possible.

If an in-person meeting is required, the following will apply to one-on-one or small group meetings: (50 or fewer for Phase 4 of Restore Illinois)

1. Appropriate social distancing must be maintained
2. The use of larger offices or meeting spaces should be requested
3. The meeting should be limited to the persons directly involved

## Social Distancing

Keeping space between you and others is one of the best available methods to avoid exposure to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Employees working on campus must follow these social distancing practices:

1. Stay at least 6 feet (about 2 arms' length) from other people at all times.
2. Maintain social distancing as recommended under Restore Illinois.
3. Stay out of crowded places and avoid mass gatherings.
4. When social distancing is not possible, wear a face covering.

## Symptom Screening

### Updated Procedure Information (8/18/20)

Daily logging of self-check is no longer necessary through the document previously provided. Employees are asked to please continue self-check measures prior to coming to campus. If fever exists or any of the listed undiagnosed symptoms appear per CDC guidelines, you should stay home and contact your supervisor and HR. Students, faculty or staff who test positive for COVID-19, or have been informed by their healthcare provider they are suspected to have COVID-19, should **contact the Lewis University COVID-19 Hotline at 815-588-7000** or [covidhotline@lewisu.edu](mailto:covidhotline@lewisu.edu) as soon as possible. The individual will be contacted by a hotline team member within eight hours to discuss the best next steps. University response protocols will be implemented, which include providing supportive services and academic or work accommodations for the individual. Hotline team members will communicate health department directives to any students, faculty, or staff deemed to have been in close contact with the individual.

Symptom screening for COVID-19 has been developed using Centers for Disease Control (CDC)/Illinois Department of Public Health (IDPH) guidelines and will be updated as those guidelines are revised. For current guidelines, visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Symptoms (ranging from mild to severe) may appear **2-14 days after exposure to the virus** and may include undiagnosed:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Experiencing Symptoms?

Individuals experiencing any symptoms listed above should **NOT** report to work and should notify their supervisor, Human Resources and contact their healthcare provider. Follow any instructions provided by your healthcare provider. *Any instructions from a healthcare provider to isolate or quarantine must be communicated to your supervisor and Human Resources.*

## Need a testing site?

To locate a COVID-19 Test Site Locator, the following link provides a listing of locations.  
<https://www.dph.illinois.gov/testing>

## Develop Symptoms at Work?

If an employee develops symptoms while at work, he/she must immediately separate from others and notify the supervisor and Human Resources.

## Household Member with COVID-19?

Employees who feel well but have a household member with COVID-19 should notify their supervisor. IDPH guidelines as of May 2020 require household contacts to quarantine for 2 weeks after the latest case within the household tested positive or experienced symptoms.

## Tested Positive?

Employees who have tested positive for COVID-19 within the past 4 weeks must have clearance (medical release) from their healthcare provider to return to the University. Notification to supervisor and Human Resources will be required. This will initiate information gathering to determine next steps and community notification, where necessary. These requirements may be adjusted in accordance with health regulations and guidelines.

Know that if you have had COVID-19 or think you did because of symptoms, current guidelines state it is safe to be around others after 10 days since symptoms first appeared AND at least 3 days without a fever AND symptoms have improved. Always follow your healthcare provider's instructions. Source:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

## High Risk Individuals

### Who is at higher risk?

COVID-19 is a new disease and we are learning more about it every day. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19. Based upon available information to date, the CDC has said those most at risk include:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People who are pregnant
- People of any age with the following underlying medical conditions, particularly those that are not well controlled:
  - Chronic lung disease or asthma
  - Congestive heart failure or coronary artery disease
  - Diabetes
  - Neurologic conditions that weaken the ability to cough
  - Weakened immune system
  - Chemotherapy/Radiation for cancer (currently or in recent past)
  - Sickle cell anemia

- Chronic kidney diseases requiring dialysis
- Cirrhosis of the liver
- Lack of spleen or a spleen that does not function correctly
- Extreme obesity (body mass index (BMI) great than or equal to 40)

\*\*If an employee is concerned about returning to work because of high risk issues for themselves or someone in their household, the employee should speak to their supervisor and Human Resources about flexible arrangements for performing work remotely. Specific medical information should not be shared outside of communication with the Office of Human Resources.

In cases where the employee is unable to perform functions remotely, they may use short-term disability days or unpaid leave. This must be coordinated with the Office of Human Resources.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

## Personal Protective Equipment

The following items will be available for employees:

- Non-contact infrared thermometers in each building on campus for self-monitoring
- Reusable cloth face coverings for employee use
  1. While we are providing a face covering, an employee may opt to wear their own
- Disposable face coverings for:
  1. Office visitors
  2. Employees who forget their own face covering
- Hand sanitizer
  1. Additional hand sanitizer stations have been added around campus
  2. 8 oz pump bottles

For additional information or to request specialized equipment, please contact Jennifer Skvarla, Director of Operations and Purchasing.

## Help Promote Healthy Habits

Please observe the various reminders posted on signage and the digital monitors around campus regarding mitigating the spread of COVID-19.

Additional resources provided by public health officials are below and may be utilized as well:

- Illinois Department of Public Health: <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/media-publications>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

## Travel Restrictions

Employees that travel need to be aware of the [current CDC guidance for travelers](#) and follow the appropriate actions upon return. Similar to guidance for students, we are recommending that individuals who have traveled from a surge state self-quarantine for 14 days as a proactive measure. If your job requires you to be on campus but you've traveled to a high surge state, you may use either Short Term Disability (STD) Days or Paid Time Off (PTO) Days.

## How Can I Be Prepared?

Be sure to have identified a primary healthcare provider to contact in the event of COVID-19 symptoms or there is need for any healthcare. Be informed about healthcare benefits available, including telehealth options, through Christian Brothers Services or other health insurance providers.

For a complete set of FAQs on COVID-19, please refer to <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

## Our Appreciation

Thank you for working in Association to keep our community healthy. We will continue to be thoughtful and collaborative in our institutional response, keeping the well-being of students, faculty and staff at the center of all decisions. During this unprecedented time, our university remains united to work together to provide a quality, Lasallian education in a safe and healthy environment.