



As we approach the beginning of a new academic year, we want to provide an update as to what employees may expect regarding the operations of the University.

The health and safety of our employees and students remains our priority. The University's operations are governed by the [Campus Reopening Guide](#) provisions issued by the Governor. These guidelines were developed by the Higher Education Re-Opening Workgroup which included representatives of higher education, the Council of Presidents, the Department of Labor and Industries, the Washington Department of Health, and various health districts.

During fall quarter and semester, the majority of classes will remain online. Nevertheless, the University will be reopening some operations to meet the needs of students who will be residing on campus or require services on campus. The University has established a formal protocol to review and assess "reopening" programs, activities, and services. Pursuant to this process, plans are reviewed to confirm that the "reopening" complies with the Campus Reopening Guide. It is important to note that due to the continually changing nature of the COVID-19 pandemic that procedures may be subject to change.

What should I currently expect for fall 2020?

Return to Campus Training:

- Before returning to campus or within the first week of work after returning physically to campus, all employees and students must review an online training module on Canvas. A link to this required training is available at: <https://inside.ewu.edu/rcp/risk-management/covid-phaseii-operations/>. The training provides information on the signs, symptoms, and risk factors associated with COVID-19; how to prevent the spread of the coronavirus at work; process for daily screening and sick employee protocols; and mask requirements, how to wear a mask, and how to properly care for a cloth mask.

Daily Attestation:

- Employees and students must complete a daily attestation verifying they do not have any COVID-19 symptoms before coming to campus or as soon as they arrive on campus. The attestation can be accessed on InsideEWU at <https://inside.ewu.edu/>. Alternatively, some buildings on campus have a QR code that directly links to the daily attestation. Employees and students can use either the online form or the QR code to fill out the symptom questionnaire.

Masks:

- Employees must wear a mask unless they are working alone which means:
 - Working by yourselves in an office with 4 walls and a door;
 - Working in a cubicle with 4 walls that are at least 6 feet high (one with an opening for an entryway);
 - Working outside in an open area with no anticipated contact with others;
 - Working behind a plexiglass barrier when not servicing clients/customers and safely distanced; or
 - Working outside when proper social distancing (at least 6 feet) can be maintained.
- Students are required to wear masks whenever they are inside university buildings unless they are inside their own dorm rooms or involved in strenuous exercise in a university athletic or recreational facility. If a student is not wearing a mask or practicing social distancing, you can remind them of the requirements and, if necessary, report the incident to Student Rights & Responsibilities.
- Employees can obtain masks from their supervisors.
- Employees with a medical and disability issues, that prevent the use of cloth mask, must contact Caren Lincoln, Senior Director of Human Resources to request an accommodation. Students with medical or disability issues that prevent the use of a mask should contact Disability Support Services.

Social Distancing Requirements:

- Employees and students are required to keep six feet of distance from any other individual, except when performing activities where distancing is impossible (e.g. cash register, law enforcement).
- Workspaces must be rearranged, if necessary, to ensure there is six feet of distance between work spaces.
- In-person meetings are discouraged. If a meeting is held in-person, the room must be arranged in such a way to assure that at least six feet of space separates all participants.
- Supervisors must work with staff to alternate break schedules to minimize the chance that more than one person will be present in the lunchroom at a time.
- As needed, supervisors should stagger work schedules to minimize the number of employees arriving or leaving work at the same time.
- Buildings that have larger numbers of students accessing the services and classrooms will have directional signage to control the traffic flow and minimize congestion. Please follow these directional signs whenever there is a significant number of people in your building.

Hand Washing and Routine Sanitization:

- Employees and students must ensure frequent and adequate handwashing.
- The University will continue heighten levels of cleaning and sanitizing of buildings including continuing routine sanitization of high-touch surfaces and shared resources such as doorknobs, elevators, vending machines.

COVID-19 Symptoms, Positive Tests, Quarantine & Isolation

- The University has created a COVID-19 Response Team. If an employee or student tests positive, the University will follow up with the employee or student to determine if they had any “close contacts” on campus and what facilities they have been in. This information is used to conduct contact tracing and to alert custodial for the need for extra cleaning.
- If you are aware of a university community member, including yourself, who has symptoms associated with COVID-19, is being tested, has tested positive, or who is a close contact to someone who has tested positive, immediately report this information to our COVID-19 Response Team at www.ewu.edu/reportcovid. This information is used to conduct contact tracing, notify custodial, and take proactive steps to quarantine potentially infectious individuals from the university community.
- If you are experiencing any symptoms associated with COVID-19, please stay home and seek advice from your health care provider.
- If an employee or student tests positive for COVID-19, the employee/student will be required to self-isolate at home or in a dorm room identified for isolation purposes. The employee/student must isolate for a minimum of 10 days after the onset of symptoms and until symptoms are improving and the person has not experienced a fever for the past 24 hours without the use of medication.
- If an employee or student is identified as a close contact or household member of someone who has COVID-19, the University will instruct the person to quarantine for 14 days after exposure to the person with COVID-19.

Teleworking

- If employees have a current COVID-19 telework plan that expires on or about August 31, 2020, they should work with their supervisor to evaluate whether they continue to qualify for an interim telework plan for fall. If so, the plan can be extended for a mutually agreed upon period not to exceed the end of fall quarter/semester. It is not necessary to complete a new plan, a written communication confirming the extension e.g. an email or memo will suffice.
- In some cases a full-time telework plan will no longer be feasible, as certain operations are open or will be reopening in September. Telework plans may be flexible. For example, a telework plan may allow for partial day teleworking e.g. 8 to noon or for alternate days e.g. Tuesday and Thursday.

Online School

If your child’s school is online for fall and you are unsure of what to do, consider:

- Checking with your school district to confirm whether they will provide child care for working parents
- Checking with local day care and community centers for child care options that will be available for fall
- Review the childcare referral center website: [Child Care COVID-19 Communications, Response and Referral Center](#)

- Our Employment Assistance Program (EAP) is a great resource; [the WorkLife site](#) has extensive COVID-related resources in a variety of topic areas, including physical health, emotional health, financial tips, parenting and more. See the “COVID-19” page after you [logon to the EAP WorkLife website](#) by using our Org Code: EWU.

School or Day Care Closure

- You should first explore with your supervisor whether telework is an option. If you are unable to work because your child’s school or daycare is closed, you may use available accrued sick leave, COVID-19 sick leave, COVID-19 FMLA, vacation leave, personal holiday, compensatory leave, or leave without pay.

Protocols for Locations other than Cheney Campus

- Programs that are offered on other campuses/locations like Spokane, Bellevue, etc. may be subject to additional or different requirements for those locations.

Safety Concerns or Questions

- For those university operations that can be performed from a remote location, EWU continues to encourage employees to explore telecommuting options. Requests for telecommuting are evaluated in accordance with EWU Policy 401-09 (Telecommuting). If an employee does not feel like working on campus is safe, is not in a high-risk group as described in the Governor’s Proclamation 20-46, and is unable to telecommute, the employee may use applicable accrued leave or apply for unemployment benefits.
- For those employees who identify themselves as being in a high-risk group, as described in the Governor’s Proclamation 20-46, and do not feel safe returning to campus, employees should contact Human resources to explore available options such as teleworking, reassignment, or social distancing measures. You can contact Human Resources at (509) 359-2381.
- If you have questions or concerns about EWU's these protocols you can submit them online at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/. You can also contact Trent Lutey, Director of Risk Management, at riskmanager@ewu.edu or (509) 359-6618.

Additional Information

- The University is interested in keeping you up-to-date regarding COVID-19. You are encouraged to consult the University’s COVID-19 Website for more information <https://www.ewu.edu/coronavirus/>.
- EWU’s Exposure Control, Mitigation, and Response Plan is available at: <https://inside.ewu.edu/rcp/risk-management/covid-phaseii-operations/>.
- Statistics about the number of positive cases EWU has had on campus are available at: <https://inside.ewu.edu/rcp/risk-management/covid-19-stats/>.