Pittsburg State University

GUIDE FOR RETURNING TO CAMPUS

July 30, 2020
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July 30, 2020
GUIDING PRINCIPLES

Pittsburg State University's return to an open and accessible campus includes open facilities, return of students to face-to-face classes and campus living, and resumption of activities and intercollegiate athletics. The degree to which we achieve this in 2020 and how we facilitate it going forward is dependent on the status of the COVID-19 pandemic in our state and region, and the guidelines set forth by public health officials.

What we know for certain is that it will be done following the principles that have guided us thus far in our response to the pandemic:

- Ensure the health and safety of our students, faculty, and staff
- Maintain transparency with thorough and frequent communication as the situation evolves
- Provide high-quality experiences for our students that preserve progress toward a degree

NOTE: While these guiding principles will endure, the information in this document will change as the pandemic evolves.

CURRENT STATUS

We intend to offer face to face classes in Fall 2020. Three working groups focused on academics, student life, and budget are tasked with how that will happen safely for our campus community.

Though for quite some time Crawford County had few cases, COVID-19 has now reached our region and the number of cases began to rise in June. As the county’s reopening progresses, our own preparations for fall are well underway. While we encourage supervisors to continue enabling work-from-home for employees, all facilities are now open. This means each department must have a plan for keeping offices open, even with minimal or staggered staffing to maintain distancing and reduce density. Timeline:

- All spring/summer: Essential functions continued to report to campus.
- July 20: All facilities were open and accessible to students, families.
- August 17: Fall coursework begins.
- November 20: Face-to-face classes end, commencement for fall semester.
- November 21: Commencement for May 2020 graduates.
- November 21-29: Fall break and Thanksgiving break.
- November 30: Classes resume via alternative delivery methods.
- December 11: Semester ends.
LOOKING AHEAD

Our institution will adhere closely to the guidelines set forth by the Centers for Disease Control and Prevention, the state of Kansas’s phased *Ad Astra: A Plan to Reopen Kansas*, local recommendations adopted by Crawford County, and the recommendations from our own healthcare professionals at the Bryant Student Health Center.

We will plan for the fall with these things in mind:

- **Community health.** As one of the region’s largest employers, Pitt State has a responsibility to ensure the way we work does not add risk of virus spread among not only our own employees, but also to the communities in which we live.

- **Students first.** We are committed to providing transformational experiences to our current and incoming students. We must be available in ways that work for them as they prepare for the fall semester.

- **Agility and flexibility for employees.** Rather than wholesale decisions about a return to campus for everyone at the same time, each department should make a plan to minimize contact between employees. This could mean staggered schedules or minimal staffing. This should be thoughtfully created to meet the community health and student needs described above. Maintaining as much flexibility as possible enables us to react quickly if needed.

- **Keeping work spaces safe.** We are preparing for personal work space disinfecting supplies, hygiene-related signage, social distancing reminders, sneeze guards, face masks, and directional signage in stairwells and hallways so that employees are enabled to take personal responsibility for keeping our campus safe.

Feedback is welcome. As we navigate our path back to campus in the fall, input from our employees is critical. Together we can make this work for our campus. Suggestions can be submitted via the Employee Suggestion Form at pittstate.edu/coronavirus.
PRACTICALITIES AT A GLANCE

• Pittsburg State University is preparing for a fall resumption of face-to-face classes and student life.
• Summer coursework will be online.
• Campus facilities reopened July 20.
• Face masks are required while on campus, with a few exceptions. Read the policy here.
• Procedures for employees with COVID-19, suspected infections, and close contacts are available.
• University-sponsored travel will be decided on a case-by-case basis by deans and directors.
• University-sponsored travel to high-risk areas is prohibited.
• If you work on campus, you must complete a daily health questionnaire.
• A Student Guide for Returning to Campus is available.

LINKS

Pitt State Coronavirus Web Page. Central information and announcement resource for the University's COVID-19 response.


Ad Astra: A Plan to Reopen Kansas. Governor Laura Kelly's phased approach to reopening the state with guidance for communities and individuals.

Crawford County Health Department. Information about COVID-19 in our county. Includes guidance on testing and treatment.


World Health Organization. Resource for the pandemic on a global scale, including travel advisories, evolving symptom and treatment guidance, and prevention techniques.
WORKING ON CAMPUS

When working on campus, you must comply with all policies, protocols, and guidelines issued by Pittsburg State University designed to prevent the spread of COVID-19 and protect the health and safety of our campus community. Failure to do so may result in disciplinary action.

REQUIRED

- Daily submission of COVID-19 health questionnaire. Each day when reporting to campus, assess your health and submit the online or PDF form available at pittstate.edu/coronavirus.
- Maintain social distancing. Unless your job does not allow for it, stay at least six feet away from others at all times.
- Face masks. Face masks that cover your mouth and nose are required for all faculty, staff, students, and visitors, with few exceptions. Read here. Two washable masks were made available to each employee.
- Minimize face-to-face meetings. All meetings should continue to take place via Microsoft Teams or Zoom unless face-to-face is absolutely required.
- Sanitize personal space. Use disinfecting wipes or other cleaner to sanitize your own personal workspace every day. Contact Custodial Services if sanitation supplies are needed.
- Follow all personal hygiene guidelines. Wash your hands frequently for 20 seconds each time, sneeze/cough into your elbow or a tissue (followed by hand washing), and avoid touching your eyes, nose, and mouth.

SUGGESTED

- Work from home as needed. If needed, create a minimal office staffing schedule that enables staggered schedules or other methods to reduce density while still making all facilities open and accessible.
- Reconsider personal travel to high-risk areas. This helps ensure we do not bring the virus back to our campus and our community.
- Stay away from large gatherings. Check the Ad Astra plan regularly to understand gathering limit guidelines.

Take personal responsibility for your health and safety

When on campus or in our community, follow all public health guidelines and the requirements for the campus of Pittsburg State University. Take ownership of keeping your work space clean and disinfected. Talk to your supervisor about the use of sneeze guards if needed. These are important actions we can all take to protect ourselves and others.
MONITOR YOUR HEALTH

It is important to understand the symptoms of COVID-19.

Watch for the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms

If you exhibit these symptoms, immediately self-isolate and contact your healthcare provider for further guidance. This can be your personal physician, or you can contact the Bryant Student Health Center at 620-235-4452.

DO NOT COME TO CAMPUS IF:
- You exhibit any of the symptoms above.
- You are a Person Under Investigation (PUI) for having COVID-19.
- You have made close contact with a person known to be infected with COVID-19.

Read the COVID-19 Guidance for Supervisors and Employees for complete information.

AT RISK INDIVIDUALS

The US Centers for Disease Control and Prevention has identified conditions that may put certain individuals at increased risk for poor COVID-19 outcomes. These conditions include:
- Age - 65 years or older
- Moderate to severe asthma
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease treated with dialysis
- Severe obesity
- Immunocompromised conditions of all kinds

If you are required to return to campus but these conditions apply to you, please talk to your supervisor about your concerns. Continued remote work could be a possibility, as is accrued leave, or you could qualify for COVID-19 paid leave. Contact HRS with questions.
WORK SPACES AND SCHEDULES

Supervisors should assess needs in their own departments and in/around the work spaces of their teams. Consider:

- **Social distancing.** Rearrange offices to better accommodate social distancing guidelines.
- **Safety protocols.** Work with your dean/director to install sneeze guards at high-traffic, public-facing spaces if not done so already. Make sure your employees have masks. Follow all hygiene- and distance-related signage around campus.
- **Stagger schedules.** For now, reduce density in offices by creating schedules that allow for staggered in-office work.
- **Close all break areas.** Reduce gatherings and close contact as much as possible by closing break rooms. Move necessary equipment (coffee makers!) to more open areas for employee use and discourage gathering at the new location.
- **Avoid face-to-face meetings.** Even if in the office, carefully maintain distance. For meetings, continue to use Microsoft Teams or Zoom.

FACILITIES

All facilities are open as of July 20.

- **Common area sanitation.** Sanitation and cleaning of common areas will happen daily.
- **Office and work space sanitation.** Each office is supplied with disinfecting supplies and should take responsibility for ensuring the cleanliness of common areas and individual work spaces.
- **Elevators.** Elevators are limited to one occupant at a time, and this restriction will continue in the fall. Please use the stairs unless you are mobility-impaired. Wash your hands after using the elevator or a stair rail.
- **Stairwells.** It is likely that one-way traffic will be established in stairwells. Please watch for and abide by posted signage.
- **Hallways.** It is likely that one-way traffic lanes will be established in many hallways. Please watch for and abide by posted signage.
As we progress through the summer, events and activities on campus will restart. We’ll be able to host the community on our campus with restrictions in place and if health and safety guidelines are followed carefully. The working groups for academics and student life, along with Intercollegiate Athletics leadership, are considering the status and viability of events and activities for the fall.

Events and activities allowed this summer and in the fall must adhere to state or University guidelines for gathering limits and must follow University-required health and safety guidelines established for that purpose.

The Student Rec Center reopened July 20. Given the increased risk associated with gyms, employees will likely be required to sign a waiver before using the facility.

**TRAVEL**

All University-sponsored travel in the summer will be approved on a case-by-case basis.

All travel for the summer and fall must be approved by a dean or vice president, and must book with a zero harm cancellation policy. Travel to high-risk areas as defined by the State of Kansas is prohibited until further notice.

The Kansas Department of Health and Environment (KDHE) mandates a quarantine for travel to high-risk areas. If you choose to take personal trips to these areas, understand the risks and be ready to take personal or COVID-19 leave.