

## FRANCISCAN UNIVERSITY WORKPLACE PROTOCOLS

Revised 5.22.20

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- Social distancing of six (6) feet between co-workers or members of the public must always be observed.
  - All employees and supervisors are encouraged to consider having employees work remotely from home (if feasible to do so), alternate scheduling, staggered arrivals, multi-shift scheduling, evening or weekend scheduling, or other flexible scheduling options which enhance social distancing while maximizing the number of personnel able to work safely on campus.
  - Employees should work individually and generally not in teams, maintaining at least 6 feet of social distancing always. Employees should reduce the sharing of work materials and papers. Employees should not congregate in office spaces.
  - Employees should minimize unnecessary in-person meetings. If possible, employees should conduct meetings via the telephone or video conferencing consistent with the protocols established by the University's Office of Information Technology Services.
  - Employees should not eat lunch or take breaks together/in the same area if 6 feet of social distancing cannot always be maintained.
- Events and social gatherings are not permitted. Necessary in-person meetings related to essential business operations may occur with no more than 10 participants - provided that 6 feet of social distancing is maintained.
- Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. A face covering is not required if an employee is working alone in an enclosed office space. [Individually homemade face coverings](#) or purchased masks that comply with CDC guidelines (cover the nose and mouth) are permitted.
- Employees must perform a personal symptom assessment daily before reporting to work. If you are sick, you must stay home! Do not report to work on campus with symptoms of COVID-19 or any other communicable illness, for that matter. Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If you experience any of these COVID-19 symptoms or any other symptoms of illness, please contact your Supervisor or Human Resources immediately. Those who develop any signs or symptoms of COVID-19 should call their primary care provider or other health care provider for further instructions. Please be advised that under the Responsible Restart Ohio plan, the University is required to work with the local Health Department to identify potentially infected or exposed individuals and to help facilitate effective contact tracing/notifications.
- Those who report to work on campus must continue to take their temperature before coming to campus. The CDC considers a person to have a [fever](#) when he or she has a measured temperature of

100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish. If you would like assistance (weekdays, 8:15 a.m.-9:30 a.m.), visit the Wellness Center nurse in the lobby of Ss. Cosmas and Damian Science Hall. If you have a fever as defined above, you must stay at home.

- Employees who have contracted COVID-19; are demonstrating symptoms of the disease; or are providing direct care to someone with the disease are prohibited from reporting to campus until cleared per public health requirements.
- If you have an underlying medical condition or vulnerability (such as heart disease, diabetes, lung disease, or other conditions) or are living in the same household as someone who does, please discuss the risks with your health care providers and follow their orders.
- Travel restrictions remain in effect – but are revised from earlier. The State of Ohio has eliminated its travel restriction. However, the [CDC international travel restrictions remain in place](#).
- Keep up with the basic CDC hygiene recommendations including:
  - Regularly wash your hands with soap and water for at least 20 seconds, especially after coughing or sneezing. If soap and water are not available, the CDC recommends using a hand sanitizer made with at least 60 percent alcohol but warns that these solutions do not kill all germs.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Avoid close contact with those who are ill or think they may be ill.
  - Practice respiratory etiquette: If you do not have a tissue, you should cough or sneeze into your elbow or shoulder, not your hands. Throw used tissues in the trash.
- Regularly disinfect surfaces that may have been contaminated. Clean and disinfect **frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, etc. If surfaces are dirty, clean them. Employees should not allow others to use their phone, computer, laptop, office, tools and other work instruments. If necessary, these items should be cleaned before and after being shared.
- Known or suspected cases of COVID-19 should be reported to Human Resources. The University is required to share this information with local public health officials and facilitate their efforts to conduct contact tracing.
- Employees are encouraged to contact Human Resources with any questions (Brenan Pergi, Vice President of Human Resources, [bpergi@franciscan.edu](mailto:bpergi@franciscan.edu), 740-283-6445) and to report any safety concerns (John Pizzuti, Director of Campus Safety and Compliance, [jpizzuti@franciscan.edu](mailto:jpizzuti@franciscan.edu), 740-283-6238).