



**RETURN TO
ON-CAMPUS
WORK
PLAYBOOK
FOR
FACULTY
AND STAFF**

OVERVIEW

West Virginia University is committed to the safety and well-being of our students, faculty and staff. And as the University prepares to resume on-campus operations across the WVU System for the fall 2020 semester, the following plans and guidelines for faculty and staff have been developed. The goal is to reopen our campuses in as safe a manner as possible amidst the COVID-19 pandemic.

This playbook aligns with current Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and Occupational Safety and Health Administration (OSHA) guidelines as well as guidance from local, state and federal public health agencies. However, as circumstances related to the COVID-19 pandemic continue to rapidly evolve, WVU will update its plans and guidelines as additional information becomes available.

Each academic and administrative area has unique circumstances that should be factored into their individualized plans for returning to on-campus work, and these plans should adhere to the policies, procedures and guidelines included in this playbook.

However, plans specific to a department or unit also should consider the number of personnel for their area, the physical work settings needed to accommodate proper physical distancing, the prioritization of work activities and the level of service needed for key constituents.

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WORKPLACE EXPECTATIONS AND GUIDELINES

All WVU faculty and staff are expected to fully comply with the policies, procedures and guidelines described in this playbook. Failure to follow these safety protocols may result in counseling and/or disciplinary action — up to and including termination of employment — in accordance with WVU Board of Governors (BOG) Talent and Culture Rule 3.8 and BOG Faculty Rule 4.2.

SYMPTOM MONITORING REQUIREMENTS

All faculty and staff who have been instructed to return to their on-campus workplace are required to conduct symptom monitoring each day before reporting to work. Faculty and staff must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. At this time, these symptoms include one or more of the following:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Runny nose or new sinus congestion
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ Fatigue
- ✓ New gastrointestinal symptoms
- ✓ New loss of taste or smell

If a faculty or staff member is experiencing any of these symptoms, they must not come to work. Symptomatic employees should immediately contact their healthcare provider for guidance and notify their supervisor.

COVID-19 WORKPLACE ACCOMMODATIONS AND MODIFICATIONS

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. These conditions include:

- ✓ Older adults (aged 65 years and older)
- ✓ People with HIV
- ✓ Asthma (moderate to severe)
- ✓ Chronic lung disease
- ✓ Diabetes
- ✓ Serious heart conditions
- ✓ Chronic kidney disease being treated with dialysis
- ✓ Severe obesity
- ✓ Being immunocompromised

Currently, medical conditions that necessitate reasonable accommodations related to COVID-19 are being addressed as Americans with Disabilities Act (ADA) Accommodations. In accordance with the ADA Amendments Act, certain factors do not meet the definition of a disability (e.g., age, pregnancy and the caregiving of vulnerable family members). In these cases, employees will be referred to WVU Medical Management at go.wvu.edu/medical-management.

Reasonable modifications will be determined on a case-by-case basis. When applicable, other provisions may run concurrently with accommodations such as FMLA, FFCRA, leave and other University programs.

Faculty and staff who have been instructed to return to on-campus work and have concerns due to a medical condition that places them in a higher-risk group, those who have members of their household who are considered higher-risk, those who are pregnant, those who are unable to wear a face mask or cloth face covering or those who wish to seek ADA Accommodations should contact coronavirusmodification@mail.wvu.edu. Visit go.wvu.edu/coronavirus-modifications for more information.

PHASED RETURN TO ON-CAMPUS WORK FOR STAFF

WVU will return staff to on-campus work over time in a coordinated process to ensure appropriate physical distancing and availability of personal protective equipment (PPE).

The University will assess expanded staffing levels on campus based on operations that must be completed onsite, the ability to control and manage specific work environments and the necessity to access onsite resources.

The need to minimize the overall number of people on campus (i.e., density) to meet physical distancing requirements will continue for some time.

Departments and units that can effectively work remotely likely will continue to do so until restrictions are eased for larger gatherings. Expanded on-campus staffing will be controlled and coordinated to mitigate potential risks and ensure the safety of employees and WVU's broader campus community.

Faculty and staff who will be working on campus this fall will be required to complete COVID-19 testing. Employees who will be exclusively working remotely this fall will not be required to undergo testing at this time. Visit go.wvu.edu/COVID-19-testing for more information.

Departments and units should not increase staffing levels on campus beyond current needs to support onsite operations.

As on-campus staffing increases and operations expand, University officials will closely monitor and assess the potential spread of COVID-19 as well as existing policies and procedures to mitigate the spread of the virus.

If localized outbreaks emerge, tighter restrictions and reduced on-campus staffing levels may need to be implemented.

Once staff members have been instructed to return to on-campus work, there are several options departments and units should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces:

REMOTE WORK – Staff who can work remotely and fulfill their work duties should continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. These arrangements, which should be approved by the employee's immediate supervisor, can be done on a full or partial day/week schedule as appropriate. Employees who work remotely must complete a Telecommuting Agreement, go.wvu.edu/telecommuting-agreement, which is available on the Talent and Culture website and subject to the following terms and conditions:

Duration – The agreement will be reevaluated as the COVID-19 situation changes and additional guidance is issued from local, state and federal public health agencies.

Work Hours – A remote employee's work hours typically will replicate their standard working day. However, operational needs may necessitate modifications to work hours. Limited variations in work schedules must be approved by the supervisor in writing.

Overtime Eligibility – Employees will remain in "pay status" while working remotely:

Non-exempt positions – Any additional hours worked beyond the standard 37.5-hour work week require prior written approval from the supervisor. All worked hours must be reported appropriately through WVU's timekeeping system. Hours worked in a work week between 37.5 and 40 will be eligible for straight time pay. Hours worked in excess of 40 will receive pay at time and one-half the employee's regular pay rate.

Exempt Positions – The employee's time worked in excess of 37.5 hours per work week is not compensated nor considered overtime.

Business-Owned Equipment – While working remotely, the employee must be available via phone and email and have access to all necessary resources available at their on-campus work location. Any expenses incurred from working remotely are the sole responsibility of the employee. Any technology equipment used by the employee must comply with ITS and departmental standards for data encryption, security, anti-virus protection and other concerns.

Liability – WVU will not be liable for damages to the employee's property that result from participation in the telecommuting program.

Reimbursement – The University will not be responsible for operating costs, home maintenance or any other incidental cost (e.g., utilities) associated with the use of the employee’s residence. However, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for WVU.

Workers’ Compensation – The employee is covered under the Workers’ Compensation Law if injured in the course of performing official duties at the telecommuting location. Appropriate and prompt reporting of any occurrence is required.

Work Assignments – The employee will meet with their immediate supervisor via phone or meeting technology (e.g., Zoom or Microsoft Teams) to receive assignments and review completed work as necessary. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and their direct supervisor. Remote work will be evaluated through monitoring assignment and project deadlines, responsiveness to client communication and the volume of work completed.

Records – The employee will apply approved safeguards to protect WVU records from unauthorized disclosure or damage. Work performed at a remote location is considered University business. All records, papers, computer files and correspondence must be safeguarded for their return to the primary on-campus location.

ALTERNATING DAYS – To limit the number of individuals and interactions on campus, departments and units may consider scheduling partial staffing on alternating days. These schedules support physical distancing (especially in areas with large common workspaces).

STAGGERED REPORTING/DEPARTING – The beginning and end of the workday typically bring many people together at common entry/exit points of campus buildings. Staggering reporting and departure times by at least 30 minutes may reduce traffic in common areas, which would support physical distancing requirements.

PERSONAL SAFETY PRACTICES

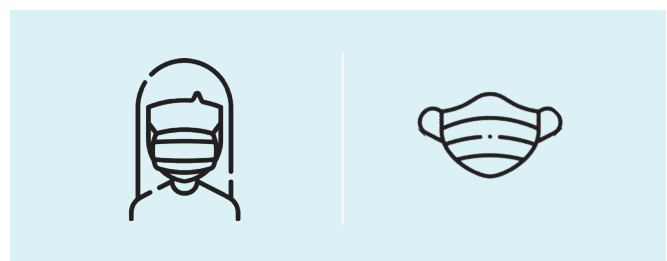
Face Masks/Cloth Face Coverings – Face masks or cloth face coverings must be worn by all faculty and staff working on campus when in the presence of others and in public settings where physical distancing measures may be difficult to maintain (e.g., common work spaces and classrooms).

The mask or cloth face covering does not eliminate the need to practice good physical distancing habits.

WVU will provide a cloth, washable gaiter or mask. The University also will provide disposable masks, if needed.

Cloth face coverings for employees working on campus should:

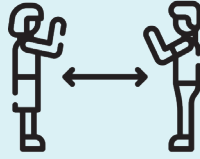
- ✓ Fit over the nose and mouth and fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops
- ✓ Include multiple layers of fabric
- ✓ Allow for breathing without restriction
- ✓ Only be worn for one day and must be properly cleaned before they are used again
- ✓ Not be used if they become wet or contaminated
- ✓ Be replaced with clean substitutes, as needed
- ✓ Be handled as little as possible
- ✓ Not be worn with or instead of respiratory protection when respirators are needed



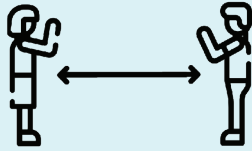
Intimate
Immediate Family
0 to 18 in.



Personal
Immediate
Co-workers
3 to 6 ft.



Physical
General Workplace,
Population and Public
More than 6 ft.



Physical Distancing – Keeping space between individuals is one of the best tools we have to avoid COVID-19 exposure and slow its spread. Faculty and staff working on campus should adhere to the following physical distancing practices:

- ✓ Whenever feasible, stay at least six feet (about two arms' length) from other people and wear a face covering at all times on campus
- ✓ Stay out of crowded places and avoid mass gatherings
- ✓ Eliminate contact with others, such as handshakes or embracing
- ✓ Avoid touching surfaces touched by others (to the extent feasible)
- ✓ Avoid anyone who is coughing, sneezing or appears to be sick

Handwashing – Individuals should wash their hands often with soap and water for at least 20 seconds (especially after they have been in a public place or after blowing their nose, coughing, sneezing or touching their face). If soap and water are not readily available, individuals should use a hand sanitizer that contains at least 60% alcohol.

Gloves – Healthcare workers and others in high-risk areas should use gloves as part of PPE. However, according to CDC guidance, gloves are not necessary for general use and do not replace good hand hygiene. In general, if the employee's on-campus work duties previously required the wearing of gloves, they should continue to wear them.

Goggles/Face Shields – Employees do not need to wear goggles or face shields during general activities on campus unless these items are required as part of their work duties (e.g., labs).

Personal Disinfection – While Facilities and Services crews will continue to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before leaving any room in which they have been working, employees must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene – If employees are in a private setting and do not have on their mask or face covering, they should always cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow. Employees then should throw used tissues in the trash and immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Working in Office Environments – If more than one person is in a room, employees should wear a face mask or cloth face covering at all times, including while in a shared workspace (e.g., cubicles, reception/receiving areas, hallways, break rooms, etc.).

Using Restrooms – Use of restrooms should be limited based on size to ensure at least six feet of distance between individuals. Employees should wash their hands thoroughly afterward to reduce the potential transmission of COVID-19.

Using Elevators – All riders should wear face masks or cloth face coverings, avoid overcrowding elevators and exercise extreme caution. Riders should only board elevators if they feel comfortable with occupancy. Additional signage will be placed to direct flow to stairwells.

Meetings – All meetings must include an option for remote participation (e.g., Zoom, Microsoft Teams, conference line, etc.). Additional considerations include the following:

- ✓ Employees should use personal discretion when deciding whether to attend a meeting in-person or remotely.
- ✓ Faculty should conduct all advising sessions with students via Zoom or Microsoft Teams.

Most conference rooms will remain closed for the fall semester. However, a small number of interview rooms will be available for faculty and staff recruitment. These rooms will be cleaned on an as-needed basis upon request.

Meals – Before and after eating, employees should wash their hands thoroughly. If dining on campus, employees should wear their mask or cloth face covering until they are ready to eat and then replace it afterward. Employees are encouraged to take food back to their office area or eat outside whenever possible. Employees also should wipe all surfaces (e.g., tables, refrigerator handles, coffee machines, etc.) after using common areas.

WVU/Mountain Line Bus Service – If employees use WVU/Mountain Line bus transportation, they should wear a face mask or cloth face covering before entering the bus and avoid touching surfaces with their hands. Upon

disembarking, employees should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask or cloth face covering.

Travel – University-related international and domestic business travel for WVU students and employees will be extremely limited and require prior approval by the unit's vice president or dean of the college/school.

Individuals who are returning to WVU campuses from any international/cruise ship travel are subject to a 14-day self-quarantine/self-monitoring period.

Anyone traveling domestically outside of West Virginia is subject to a 5-day self-quarantine/self-monitoring period. This does not include commuting to work.

Due to the nature of their work, WVU clinical faculty, residents and fellows will follow WVU Medicine guidelines on travel. go.wvu.edu/wvu-medicine-travel-policy

MENTAL AND EMOTIONAL WELL-BEING

The WVU Faculty and Staff Assistance Program (FSAP) office is open and accepting appointments. However, most appointments are being handled online or via a tele-health option. In-person appointments will be an approved exception.

Currently, an employee who urgently needs an appointment can be scheduled within 24-48 hours. Non-urgent appointments typically can be scheduled within a week.

FSAP is providing employees with COVID-19 information and resources related to managing stress and anxiety and coping, as well as parent resources and information for responders. Information also is available to assist employees released from self-quarantine.

FSAP is a free, confidential service offered to WVU employees and their dependents. Visit the FSAP website go.wvu.edu/fsap for more information or call 304-293-5590 for an appointment.

GUIDANCE FOR CAMPUS VISITORS

All non-essential visits to campus are strongly discouraged. Visitors whose physical presence is required on campus to perform certain services must follow recommended CDC and OSHA guidance as well as federal, state and local guidelines.

Compliance by visitors with the University's COVID-19 policies and procedures also is required, including but not limited to:

- ✓ Travel
- ✓ Self-quarantine guidelines
- ✓ Good hygiene practices, including frequent handwashing
- ✓ Wearing masks or cloth face coverings while in public spaces
- ✓ Physical distancing
- ✓ Remote working

All visits to campus must be coordinated with the appropriate WVU contact (host) with as much advance notice as possible.

The host is responsible for sending the Visitors and Contractors Self-Screening Checklist prior to the visit and asking the visitors to complete the checklist prior to their arrival. go.wvu.edu/visitors-and-contractors-self-screening-checklist

Interviews with Job Candidates – All initial candidate screenings should occur via telephone or video conference (e.g., Zoom or Microsoft Teams). In-person interviews should be limited to final candidate pools, with the following guidelines:

Employees should contact their HR partner if they decide to schedule onsite interviews for final candidate pools.

For onsite interviews with final candidate pools, employees should provide a “care package,” which includes appropriate PPE, physical distancing guidelines and interview room etiquette.

Employees should use small interview panels (e.g., one to three people), where appropriate, to allow adequate physical distancing measures. For larger committees, employees should encourage attendance via telephone or video conference.

For candidates who provide presentations as part of their onsite interview, employees should secure access to a room with technology capabilities to enable remote participation and minimize in-person attendees.

Meals with candidates (as well as campus tours) are allowable in accordance with WVU, CDC, OSHA and local, state and federal guidelines. However, proper physical distancing measures should be practiced during any meals with candidates.

Designated interview rooms will be identified in certain facilities to allow for limited travel and contact once inside the facility and provide appropriate space for physical distancing measures. These rooms also will be provided with cleaning wipes, hand sanitizer stations and other regular cleaning measures. Scheduling of interview rooms may be done via 25Live. go.wvu.edu/25live

Employees should encourage candidates to reschedule the interview if they feel sick.

Although it is customary to shake hands with candidates, employees should avoid doing so and maintain adequate space among interview participants.

Suppliers, Contractors and Vendors – All non-essential visits by suppliers, contractors and vendors to WVU's campus are strongly discouraged. Suppliers, contractors and vendors who are unsure of their company's presence onsite should reach out to their University point of contact or the Procurement, Contracting and Payment Services team at pcps@mail.wvu.edu or 304-239-5711. Discussions or interviews for bid proposals should be conducted via telephone or video conference and continue to follow procedures outlined by WVU procurement guidelines.

Contractors/Construction Workers – Contractors and construction workers engaged in new construction, renovation and capital improvement projects who have been approved to continue work onsite must complete the Visitors and Contractors Self-Screening Checklist and follow WVU's guidelines for visitors on campus. Contractors and construction workers also should follow the Guidance for the Construction Workforce go.wvu.edu/OSHA-guidance-for-the-construction-workforce and other federal, state and local guidelines.



RETURNING TO ON-CAMPUS WORK GUIDANCE AND CHECKLISTS

PRIOR TO RETURNING TO ON-CAMPUS WORK CHECKLIST (EMPLOYEES)

Pack all technology equipment used to work remotely, including cables and accessories, to bring back to campus. Note the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. ITS resources for reinstalling equipment will be limited.

Self-screen daily before going into work for any of the following new or worsening symptoms:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Runny nose or new sinus congestion
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ Fatigue
- ✓ New gastrointestinal symptoms
- ✓ New loss of taste or smell

If you are experiencing any of these symptoms, do not come to work. Contact your healthcare provider for guidance and notify your supervisor.

ON-CAMPUS WORK CHECKLIST (EMPLOYEES)

Face masks or cloth face coverings must be worn by all faculty and staff working on campus when in the presence of others and in public settings where physical distancing measures may be difficult to maintain (e.g., common workspaces and classrooms).

Rigorously practice hand hygiene, cough etiquette, cleanliness and sanitation.

Practice good physical distancing habits.

Continuously self-screen for any of the following new or worsening symptoms:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Runny nose or new sinus congestion
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ Fatigue
- ✓ New gastrointestinal symptoms
- ✓ New loss of taste or smell

If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.

Host and participate in online meetings (e.g., Zoom or Microsoft Teams) to maintain physical distancing.

Wash or disinfect your hands while at work and after any interaction with co-workers, other constituents or items in the workplace.

Maintain office cleanliness through the removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces.



PRIOR TO RETURNING TO ON-CAMPUS WORK CHECKLIST (SUPERVISORS)

Consider your area's workspace, workflow, constituent flow and work priorities to determine if there is adequate spacing to maintain physical distancing. If not, determine what changes need to be made, including which positions can work remotely, which roles are absolutely needed on campus and if flexible hours may be used to promote physical distancing.

Assess other common spaces (e.g., conference and break rooms). Document and communicate what the common area procedures are upon returning to the workplace.

Identify the need for signage to encourage healthy habits and physical distancing in the workplace. Ensure signage is posted in visible areas in the workspace.

Survey each employee to determine their ability to return to onsite work according to the established timeline within the department or unit.

Do not attempt to identify and target high-risk category employees. Communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with ADA protections, employees are not required to disclose if they are in a high-risk category based upon a pre-existing medical disability. If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on CDC guidelines or is following self-quarantine protocol, contact coronavirusmodification@mail.wvu.edu regarding possible workplace accommodations or modifications.

Note: If an employee voluntarily discloses this information, it will be kept confidential in accordance with WVU's personnel policies.

Develop a plan and schedule for who returns to on-campus work and when based on the University's timeline, the dates established by your department or unit for returning to on-campus work and employees' ability to return.

Communicate the return to on-campus work plan for your department or unit to your employees and ensure they understand their expected return date.

Remind employees to pack all IT equipment used to work remotely, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. ITS resources for reinstalling equipment will be limited.

Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Runny nose or new sinus congestion
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ Fatigue
- ✓ New gastrointestinal symptoms
- ✓ New loss of taste or smell

Employees with any of these symptoms should stay home until they have contacted their healthcare provider for further guidance.

ON-CAMPUS WORK CHECKLIST (SUPERVISORS)

Remind employees to wear a mask or cloth face coverings and other personal protective equipment specific to their job.

Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness and sanitation.

Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (e.g., copiers, printers, workstations, etc.).

Optimize the workspace to adhere to physical distancing guidelines.



Host meetings online (e.g., Zoom or Microsoft Teams) whenever possible to maintain physical distancing.

If an employee shows any symptoms of the following symptoms, they should leave work immediately:

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Runny nose or new sinus congestion
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ Fatigue
- ✓ New gastrointestinal symptoms
- ✓ New loss of taste or smell

Immediately limit the employee's contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.

Report any known or potential employee absence due to COVID-19 immediately to your HR partner to determine next steps and appropriate follow-up.

Allow employees to flexibility to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis. Supervisors should work with their HR partner to determine the best methods to achieve this flexibility.

Advise employees with new or worsening symptoms of illness that they are not permitted to return to work until:

- ✓ In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met. The individual also may be required to provide a fitness for duty certification from their healthcare provider:

- ✓ At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications).

- ✓ The individual has improvement in respiratory symptoms (e.g., cough and shortness of breath).

- ✓ At least ten days have passed since the individual's symptoms first appeared.

- ✓ In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and may not return to on-campus work until they have completed the same criteria listed above.

If the employee has symptoms that could be COVID-19 and wants to return to on-campus work before completing the above criteria, the individual must contact WVU Shared Services at **304-293-6006** or **CareServices@mail.wvu.edu**. A fitness for duty certification from the employee's healthcare provider may be required.

Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers). The individual may work remotely dependent upon the nature of their work and supervisor guidance.

Discourage employees from sharing desks or equipment with their co-workers and encourage employees to wipe down desks and equipment between uses.

Encourage employees to maintain office cleanliness through the removal of unnecessary debris, clean counter spaces and support of cleaning efforts on common surfaces.

Conduct regular check-ins with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact your HR partner for any additional assistance in addressing concerns or answering questions.



VISITORS AND CONTRACTORS SELF-SCREENING CHECKLIST

Available online at go.wvu.edu/visitors-and-contractors-self-screening-checklist.

The safety of West Virginia University's campus community remains our top priority. As the COVID-19 pandemic continues to evolve and spread, WVU is monitoring the situation closely and will periodically update its policies and procedures based on current guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and other federal, state and local agencies.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire.

Your participation is important to help us take precautionary measures to protect you and other members of our campus community.

Visitor's Name:

Visitor's Company/Organization:

Facility Name:

If the answer is "yes" to one or more of the following questions, access will be denied.

Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?

Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone displaying these symptoms?

Temperature of 100.4° F or higher

Cough

Shortness of breath

Difficulty breathing

Tiredness

GUIDANCE FOR SELF-QUARANTINING AND RETURNING TO WORK

Employees are requested to remain off WVU property for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19
- A positive COVID-19 test result

Employees should avoid leaving home if possible, but if necessary should practice exceedingly good hygiene and physical distancing. Working from home is expected to continue when possible.

Those asked to quarantine for 14 days will have the opportunity to shorten their quarantine time to 10 days if they:

- Have no symptoms during the 10-day period
- Receive a negative RT-PCR test result on day six or seven
- Follow all safety measures — including daily symptom monitoring — through day 14

If an employee is too ill to work for more than five consecutive work days due to COVID-19, they should contact WVU Medical Management at medicalmanagement@mail.wvu.edu or **304-293-5700 ext. 8**. A medical release will be required prior to resuming work activities.

ADDITIONAL SELF-QUARANTINE GUIDANCE

Remain at Home – Do not attend any gatherings and avoid public places until 14 days after leaving a hotspot or coming in contact with a symptomatic individual.

Contact Your Healthcare Provider – If you develop COVID-19 symptoms, have been exposed to a COVID-19 patient or recently have traveled to a high-risk area (domestic or internationally), contact your primary healthcare provider or call WVU Medicine at 304-598-6000 (option 4).

Stay Home Except to Get Medical Care – You should restrict activities outside your home, except for getting medical care. Do not go to work, school or public areas. Avoid using public transportation, ride-sharing services or taxis.



Separate yourself from other people and animals in your home:

✓ **People** – As much as possible, you should stay in a specific room and away from other people in your home. You also should use a separate bathroom, if available.

✓ **Animals** – You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it still is recommended that people with COVID-19 limit contact with animals until more information is known about the virus.

Call Ahead Before Visiting Your Doctor – If you have a medical appointment, call the healthcare provider and tell them you have or may have COVID-19. This will help the healthcare provider’s office take steps to keep others from getting infected or exposed.

Wear a Facemask – You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office. If you are unable to wear a facemask (e.g., because it causes trouble breathing), then people who live in your residence should not stay in the same room with you or they should wear a facemask if they enter your room.

Cover Your Coughs and Sneezes – Throw used tissues in a lined trash can. Immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Clean Your Hands Often – Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid Sharing Personal Household Items – You should not share dishes, drinking glasses, cups, eating utensils, towels or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean All “High-Touch” Surfaces Every Day – High-touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables. Also, clean any surfaces that may have blood, stool or body fluids on them.

Monitor Your Symptoms – Seek prompt medical attention if your illness is worsening. Before seeking care, call your healthcare provider and tell them that you have (or are being evaluated for) COVID-19. If you have a medical emergency and need to call 911, notify dispatch personnel that you have (or are being evaluated for) COVID-19.

Discontinuing Home Isolation – Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis in consultation with healthcare providers and state and local health departments.

RETURNING TO WORK AFTER HOME ISOLATION

People who have been under home isolation/quarantine can return to work under the following conditions, consistent with CDC and WHO guidelines:

If you will not be tested to determine if you are still contagious, you may leave home after the following have happened:

- ✓ You have had no fever for at least 24 hours without the use of medicine that reduces fevers.
- ✓ Other symptoms have improved (e.g., cough or shortness of breath).
- ✓ At least ten days have passed since your symptoms first appeared.

Note: WVU will not accept negative test results as a determination for return to work.

If an employee is off work for more than five consecutive days due to COVID-19, they should contact WVU Shared Services at **304-293-6006** or **CareServices@mail.wvu.edu** to develop a return-to-work plan tailored to their specific situation before resuming normal work activities (on campus or via an alternative work arrangement).