

IIHHS Program Staff Guidelines for Returning to the Workplace

Per the JMU e-mail from Human Resources dated June 1, 2020, JMU will begin to increase on-campus staffing and carefully resume some on-site functions and services starting June 15th. JMU is also encouraging a phased approach to returning to the workplace. This document serves as a supplement to the guidance offered by HR for IIHHS programs. The protocols described in the detailed [Return to the Workplace guide](#) prepared by HR should be carefully reviewed by all staff before returning to work.

The earliest time for program staff to return to regular office hours will be the week of June 29th with programs returning on a staggered schedule, as coordinated in conversation with the IIHHS Director and Associate/Assistant Directors. Your program director will be in conversation with you about what returning to the workplace will look like for your teams. However, staff are encouraged to continue teleworking throughout the summer as much as possible to allow time to coordinate protocols and work space use. Starting June 29th, staff would no longer be required to complete the Building Log when coming to the Campbell building.

As we gradually return to the workplace, each IIHHS program will need to submit a document that describes their return-to-workplace plan, that includes the following: timing for returning to the Campbell building; staff schedules (in the case of shared office space); protocols for maintaining maximum physical distance and other detailed safety procedures while conducting work and/or providing services (telehealth, filming, or providing in-person services), including alterations to work spaces (e.g., use of Plexiglas shields); protocols for preparing and training volunteers; and communication protocols for clients or other visitors to the Campbell building about required safety procedures; protocols for wearing masks, disinfecting work spaces, and conducting team meetings.

At a minimum, the following guidelines must be followed once the Campbell Building re-opens to a fuller staff presence:

1. First and foremost, do not come to the office if you:

- Have fever or respiratory symptoms, or have been in contact with anyone with these symptoms during the past 14 days; or
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official.
- Individuals at increased health risk from Covid-19 due to underlying health conditions are discouraged from working on-site.

2. Beginning June 15, employees will be required to wear masks in university buildings unless they are in a private space or office with the door closed. Faculty and staff must also practice physical distancing of at least six feet. (When students return in the fall, they will be required to wear masks and maintain physical distancing to attend classes.)

3. Fabric face masks will be distributed to all staff members by Facilities Management. Mary Walala will coordinate the distribution of masks to IIHHS staff. Each employee will receive two washable masks during the week of June 15, 2020. Three additional masks will be provided to each employee when more masks are available from the manufacturer. **Be prepared to provide your own personal scarf or mask until you receive your JMU-provided mask.**
4. If travel is required for work, staff should ride along in vehicles where operationally feasible. If more than one person is in a state vehicle, all occupants must wear a mask. If a driver is alone throughout the trip, a face covering is not necessary. And those using state-owned vehicles must clean them in accordance with Facilities Management guidelines. Be on the lookout for an email with these guidelines.
5. According to the Center for Disease Control, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands is considered the best practice for common everyday tasks.
6. Hand sanitizer stations are mounted throughout the building, and Mary Walala is working with Facilities Management to get Plexiglas barriers to use in our clinics.
7. If you share an office with a colleague, work with your supervisor to develop alternative work schedules or staggered shifts for when you are in the office. This will proceed throughout the summer, and likely into the fall, but will be re-examined periodically as guidance might change.
8. No more than one person should enter an elevator at a time (unless it's a family that has been living together), so use the stairs whenever possible. When staff are using the elevator, they must wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers, if possible. Staff and faculty must wash their hands or use hand sanitizer upon departing the elevator.
9. All bathrooms will become gender neutral, and no more than one person should use a bathroom at a time. Since the bathrooms do not have locks, we will post signs on the bathroom doors for you to indicate when the bathroom is in use. Staff and faculty must wipe down the bathroom after use, and thoroughly wash their hands.
10. Staff should regularly clean frequently touched areas in their personal workspaces, including tables, desktops, light switches, phones, keyboards and mice. Dry surfaces thoroughly to avoid pooling of liquids.
11. Staff should clean common spaces used in the building (e.g., conference rooms, copy machine, kitchen) after use.
12. Staff should avoid direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, water coolers/fountains, chairs, tables, etc. Staff are

encouraged to use a small cooler or lunch box to bring food, drink, and snacks to work to avoid storing food items in the refrigerator for now.

13. Staff should not generally be using the conference rooms for meetings, as we are to limit in-person meetings as much as possible. When in-person meetings are necessary, keep meetings as short as possible, limit the number of people in attendance, wear masks, and use physical distancing practices, i.e., six feet of separation for everyone in attendance.
14. Convening in groups increases the risk of viral transmission. Staff are encouraged to continue team meetings, supervisory sessions, and other meetings using WebEx, Zoom, MS Teams, phone, or some other virtual format.
15. Staff who handle and process mail should avoid touching their mouth, eyes or face when handling mail. Individuals may choose to wear gloves while handling mail. It is strongly encouraged that gloves be removed when they are not involved in mail-processing activities.
16. Employees should carefully read over the [Return to the Workplace guide](#) for more detailed guidance. Additional questions should be directed to their supervisors, and also to the IHHHS Director as appropriate.
17. Each program will have its own protocols covering, at minimum, the items described in the third paragraph of this guidance. Staff will be expected to follow those protocols.
18. Guidance may change as new guidance is issued by the Governor or JMU leadership. Furthermore, as we re-enter the workplace, we will discover areas that we did not address and additional guidance may need to be issued. We ask for the flexibility and patience of staff as we navigate this new territory.
19. Staff who have been instructed to return to work on site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant or those who wish to seek ADA Reasonable Accommodations should contact the appropriate HR Benefits Specialist by last name as listed in the [Return to the Workplace guide](#).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All health plans offered to state employees and their dependents have EAPs. EAP counselors are available to assist staff and faculty with problems related to anxiety, depression and other possible concerns related to the COVID-19 pandemic.

<https://www.jmu.edu/humanresources/balanced-dukes/staff-assistance-program.shtml>