INFORMATION FORUM
for employees returning to on-site work

Facilitated by
University Human Resources
Welcome!

- Our content today
- Please keep yourself muted unless called on
- Reserving time for questions at the end if possible
- Use Zoom to raise your hand in participant list or ask questions
- Focus today is on employees returning to on-site work within the next 14 days
- Units may have more specific information
- Slides available after presentation
- Follow-up survey
OSU’s Resumption Framework and Principles

- **Culture of Care**: The health and safety of the university community and those OSU serves, and the safety of the communities in which OSU is located, are the university’s first priority.

- **Physical distancing** — greater than 6 feet

- **Environmental cleaning and disinfection** — especially of high-touch surfaces

- **Hand hygiene** — wash hands or use hand sanitizer

- **Cohorts** — activities in small groups together over time, minimal mixing of groups

- **Protective equipment** — use of face coverings, barriers, etc.

- **Isolation** of those who are sick; quarantine those exposed

- **Outdoor activities** — safer than indoor activities
Before you return
Before you return: Onsite Work Readiness Checklist

- Have I reviewed [OSU Resumption Plan](#), including Section 2, Page 25?
- Has my return to onsite work been approved by my supervisor?
- Am I prepared to conduct daily self-screening for [symptoms of COVID-19](#)?
- Do I understand [What to do if I develop symptoms](#), including how to notify my supervisor if I need to stay home or return home?
- Have I reviewed and am I prepared to consistently comply with [OSU’s Face Covering Policy](#) and OSU’s [Physical Distancing Policy](#)?
- Is my workspace prepared for my return, including any physical barriers that might be necessary to achieve physical distancing and cleaning supplies to clean my individual space regularly?
- Do I understand who to go to with questions about return to onsite work within my college or unit, including any physical distancing protocols established for managing meetings, continued use of Zoom and use of conference rooms?
# Before you return: Health and safety standards

## What’s changed in our work environment?

<table>
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<tr>
<th>What to Do</th>
<th>Details</th>
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</thead>
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<tr>
<td>Daily self-screening</td>
<td><a href="https://is.oregonstate.edu/wams/mobile">https://is.oregonstate.edu/wams/mobile</a> or <a href="https://covid.oregonstate.edu/health-check">https://covid.oregonstate.edu/health-check</a></td>
</tr>
<tr>
<td>Wearing face coverings</td>
<td><a href="https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering">https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering</a></td>
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<tr>
<td>Physical distancing</td>
<td><a href="https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing">https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing</a></td>
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<tr>
<td>Hand washing</td>
<td><a href="https://extension.oregonstate.edu/collection/high-speed-hand-washing-resources">https://extension.oregonstate.edu/collection/high-speed-hand-washing-resources</a></td>
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</tbody>
</table>
OSU Mobile App with Self-Check Tool

https://is.oregonstate.edu/wams/mobile or https://covid.oregonstate.edu/health-check
If you believe you may have been exposed to COVID-19, or are experiencing symptoms

Stay home

Avoid close contact with others

Contact your primary health care provider for medical advice

Upon exposure, if symptomatic or if confirmed to have COVID-19, you are required to notify your supervisor that you can’t report to on-site work. You do not have to provide any detail about testing, diagnosis, symptoms or other specifics.

If you do test positive, are presumed positive or have likely been exposed, OSU asks that you use the Positive Case Communication tool to initiate contact testing as soon as possible. (https://hr.oregonstate.edu/covid-19-resources/positive-case-communication).
If you

Question: Who should I tell at OSU if I test positive, am presumed positive

Answer: Please use the new Positive Case Communication form (https://hr.oregonstate.edu/covid-19-resources/positive-case-communication).

Positive Case Communication

OSU is requesting that all faculty, staff, and students voluntarily notify the university of a positive COVID-19 diagnosis to ensure appropriate support and resources are provided to those who have been exposed or tested positive. This information will only be utilized for the specific purposes of providing support, resources and fulfilling the university's requirement to assist local public health authorities by reporting positive cases within our community. This confidential information will be protected to the fullest extent allowed by state and federal law and only disclosed for the purposes described above.

Positive COVID-19 Communication Form
### Key elements, as updated 8/10/20

- Requirement for all OSU faculty, staff, students, contractors, volunteers, visitors and community members across all OSU locations to use where physical distancing is not easily maintained.
- ...a face covering [includes] cloth garments that cover the nose and mouth, medical-grade masks, and face shields.

### University settings that require face coverings (for full list see the policy)

- Where physical distancing cannot be met
- In-person classroom settings
- Student health and counseling centers
- Shared lab spaces, including computer labs
- Dining centers, coffee shops, restaurants, and retail stores
- Common areas within university-owned and -leased buildings
- High-density shared outdoor spaces (e.g., MU Quad, Valley Library Quad, etc.)

### Exceptions (for full list see the policy)

- Use goes against documented industry best practices, law or regulation
- When working alone in an enclosed workspace
- When exercising and working outdoors as long as a distance of at least six (6) feet is maintained at all times
- When engaging in an activity that makes wearing a face covering not feasible
- When an individual is under the age of five
- In situations where face coverings for minors are advised against and not required for participation in youth activities
- Where space can be designed to provide for adequate barriers
- Case-by-case basis as approved by the Coronavirus Response Coordinator or designee.

### Disability-based exception requests

- Office of Equal Opportunity and Access for employees
- Disability Access Services for students.

### Enforcement

- Individuals who refuse or are unable to wear a face covering or alternative in designated university spaces may be referred to remote-only service.
Before you return: Focus on physical distancing

Familiarize yourself with the full policy: https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing

Applies to all university employees, students, contractors, volunteers and visitors on university-owned or -controlled property.

Whenever possible maintain a minimum of six (6) feet between people.

Supervisors, in consultation with their employees, must ensure that workspaces are set up for physical distancing to the greatest extent possible.

Conduct meetings using remote means wherever practical. Any in-person meetings must follow physical distancing practices.
Scenario 1: Face Coverings and Distancing

**Question:** What do I say to people who aren’t wearing a mask or staying far enough apart?

**Answer:** Faculty, staff and students should feel empowered to request that others comply with public health measures and university policy, including face coverings. If you are comfortable doing so, you may ask someone who isn’t wearing a face covering to do so or request that they leave the area where face coverings are required. Please do not ask the individual why they are not wearing a face covering.

If an individual becomes disruptive when asked to wear a face covering, it is appropriate to ask them to leave. If the situation escalates, notify your supervisor.

If you are not comfortable approaching the individual directly, notify your supervisor or a supervisor of the area.
Before you return: Connect with your supervisor

Confirm:

- That you need to return to on-site work, including the date
- Your IT return approach, including notifying your support team and returning computing materials to your office: (https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=109148)
- How to balance hybrid in-person and remote work (if applicable)
- Your schedule if it has changed
- Standards to use meetings via Zoom or Teams to limit in-person contact
- Which buildings are open to use: https://fa.oregonstate.edu/resumption-building-status
- How your day will be different
Exploring options: Protected leave

FMLA - FFCRA

- Families First Coronavirus Response Act (FFCRA) created Public Health Emergency Leave which works within the existing Family Medical Leave Act (FMLA)
- For eligible employees unable to work because they need to take care of a child when their school/childcare is closed due to coronavirus or where employee is unable to work due to quarantine and/or experiencing COVID-19 symptoms and seeking a diagnosis.
- Continuous and intermittent leave options based on the employee’s circumstances. Expanded FMLA to include a component of University paid leave.

OFLA

- Bureau of Labor and Industry (BOLI) expanded the Oregon Family Leave Act (OFLA)
- Temporarily extended the definition of "sick child" leave under OFLA. Added coverage for Oregonians caring for children whose school or place of care is closed in response to the statewide public health emergency declared in an effort to limit the spread of COVID-19. As with all other "sick child" leaves under OFLA, the leave may be taken as a continuous block or intermittently.

Paid Family Medical Leave

- Eligible Faculty can receive Paid Family and Medical Leave of 120 hours paid by OSU beginning September 16, 2020.
- Consult with fmla@oregonstate.edu with questions about these leave options.
- More information in slides near the end of presentation.
Scenario 2: On-site return

**Question:** “I’m nervous about returning to work on-site, especially because my partner is in a high-risk category. What are my options?”

**Answer:** First, check with your supervisor about whether your work needs to resume on-site work. If it does, you may be able to work out flexible schedules or use physical spaces differently. OSU continues to urge supervisors to be as flexible as possible.
Before you return: Logistics

In our buildings:

- Double-check how to enter and exit building(s) (including physical keys and keycards)
- Traffic flow (be sure to follow posted signage)
- Cleaning our work spaces

OSU Alerts

- All locations:
  https://oregonstate.edu/alerts/osu-alert-portal
- OSU-Cascades:
  https://osucascades.edu/emergency/campus-alert-system
When you return: Parking

- **Flexible permit duration** - Term, Monthly or Daily increments
- **Monthly permits** - prices have been reduced
- **Monthly permits for every zone** - A1, A2, A3, B1, B2, B3 and C, based on availability.
- **Fewer payroll deductions** - Term permits through a one-time payroll deduction until September 30, 2020
- **Limited advanced purchases** - Monthly permits can be purchased up to 15 days in advance
- **Beaver Bus** - operations are suspended
- **OSU-Cascades**: register online at https://osucascades.edu/parking/register-your-vehicle beginning Sept. 15
- **Refunds** - refunds due to the COVID-19 response will not be issued at any time.

More info: https://transportation.oregonstate.edu/covid-19-updates-and-resources
Scenario 3: On-site workspace safety

**Question:** How will I know if my workspace is prepared for me to return?

**Answer:** Talk with your supervisor. The university’s resumption guide requires units to comply with specific requirements for physical spaces before on-site work resumes. Your unit can purchase Resumption Startup Kits via BennyBuy.
When you return
When you return: Daily

WELCOME BACK!

- Self-screen for symptoms of COVID-19, as outlined in OSU’s self-screening guide
- Notify your supervisor if you’re unable to come to work
- Stay current on OSU’s Face Covering policy and OSU’s Physical Distancing policy
- Wear a clean face covering
- Adhere to building signage to direct traffic flow
- Consider whether common kitchens are available when planning meals
- Please be kind to yourself and others
When you return: Services

What’s open?

- Corvallis campus restaurants: https://food.oregonstate.edu/
- Dixon Recreation Center is open with modifications
- Memorial Union: Monday-Thursday 8:00am-9:00pm, Friday 8:00am-6:00pm, closed Saturday and Sunday. https://mu.oregonstate.edu
- OSU childcare centers: https://familyresources.oregonstate.edu/child-care
- OSU Libraries: https://guides.library.oregonstate.edu/coronavirus

OSU-Cascades

- Beaver Dam: https://osucascades.edu/dining
- Little Beavs Child Care opening soon https://osucascades.edu/little-beavs-child-care
- Study Grounds: https://osucascades.edu/dining
Possible challenges

**Face coverings and physical distancing**
- Assume best intent
- Familiarize yourself with policy
- Contact Equal Opportunity and Access if you need a disability accommodation
- Help others understand why flexibility is important

**Daily self screening**
- Familiarize yourself with the self-screening guide
- Remember to screen yourself daily
- Keep talking with your supervisor. Plans and options may change over time.

**Exposure and reporting**
- Stay calm
- Stay home and call your medical provider
  - Students call Student Health
  - Employees call your primary care physician
- Use the Positive Case Communication form
- Local public health will work with you on contact tracing and notification
When you need a hand

**Beyond Benefits: Employee Assistance Program**
- Phone 1-855-327-4722, guidanceresources.com
  - Organization web ID: OSUbeyond
- Available 24 hours a day, 7 days a week/Confidential
- Areas of focus include family needs, financial needs, mental/emotional support needs and legal needs.

**Care.com**
- Help finding childcare, eldercare, pet sitting, home care, tutors, pod teachers and more.
- Create a free profile using your ONID email at www.care.com/OSU

**Work Life at OSU**
- https://hr.oregonstate.edu/work-life
- https://hr.oregonstate.edu/work-life/health-wellness
Additional information: protected leaves

The Families First Coronavirus Response Act (FFCRA) created Public Health Emergency Leave which works within the existing Family Medical Leave Act (FMLA).

- Continuous and intermittent leave options.
  - (1) Where employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - (2) has been advised by a health care provider to self-quarantine related to COVID-19;
  - (3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - (4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  - (5) is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
  - (6) is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

- Expanded FMLA to include employer/university paid leave at 2/3 of regular rate after employees have exhausted their own paid leave options.

- Length of available leaves depend on the reason for taking leave. Consult with.fmla@oregonstate.edu for more details.
2. The Oregon Family Leave Act (OFLA) was expanded with a permanent rule to allow for:

- Protected leave coverage for Oregonians caring for children whose school or place of care is closed in response to the statewide public health emergency declared in an effort to limit the spread of COVID-19.

- **Example:** An eligible employee may request protected leave utilizing their own paid leave or unpaid leave to care for their children who are home due to school closure.
University Paid Family Medical Leave

- Eligible Faculty can receive Paid Family and Medical Leave of 120 hours paid by OSU beginning September 16, 2020.
- This leave is intended for multiple family and medical leave reasons.
  - Example: An employee has a serious health condition and needs to take time off for treatment.
  - Example: An employee’s qualifying family member has a serious health condition and needs care.
  - Example: An employee welcomes a new baby and needs parental leave.
- Consult with fmla@oregonstate.edu with questions about these leave options.
Helpful Tools and Resources

- Principles of Resumption: Culture of Care in detail
  https://oregonstate.app.box.com/s/raoi7dap1gm2vrnjeinpldiv5bnrchre, page 7

- OSU’s latest COVID-related updates
  https://covid.oregonstate.edu/latest-updates

- OSU’s COVID-related FAQs
  https://covid.oregonstate.edu/faq

- Find your building manager
  https://my.facilities.oregonstate.edu/buildingMgr/export/PDF/OSU-Building-Managers..20200826.121541.pdf

- OSU-Cascades Facilities: Submit a work order at https://facilities.osucascades.edu/ or contact Steve Pitman (steve.pitman@osucascades.edu)

- Environmental Health & Safety guidance on COVID-19 prevention in the workplace
Quick Reminders

- Each unit, location and college will adjust slightly for their needs; keep checking with your supervisor
- Try to be flexible
- Take care of yourself
THANK YOU!