

INFORMATION FORUM

*for supervisors returning to
on-site work*

*Facilitated by
University Human Resources*

Best available information as of September 24, 2020



**Oregon State
University**



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 on supervisors returning to on-site work or whose direct reports return to on-site work within 14 days
- Units may have more specific information
- Slides available after presentation
- Follow-up survey

[President Alexander's COVID Health Message](#)



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 return



Before return: Supervisor's Work Readiness Checklist (1)

- I have read the [OSU Resumption Plan](#), OSU's policy on [face coverings](#) and OSU's policy on [physical distancing](#).
- I have reviewed [Oregon Health Authority General Guidance for Employers](#).
- I understand my college or unit's approach to onsite work resumption and have assessed required needs for onsite work.
- Working with my unit leaders, I have created a gradual return to onsite work plan, considering multiple options for lower density office occupancy, such as staggered schedules, phased-in return plans or alternating teams.
- I am allowing those employees who are able to effectively work remotely to continue to do so.
- I have confirmed individual arrangements for employees returning to on-site work.
- I am conducting meetings virtually when at all possible even if all attendees are onsite.
- I have encouraged employees to utilize the Center for Disease Control and Prevention [guidance on travel](#) to inform employee decisions about their personal travel.



Before return: Supervisor's Work Readiness Checklist (2)

- I am aware of the [symptoms of COVID-19](#) and have a plan in place to make sure employees who are ill remain at home.
- I have prepared the physical environment at the worksite to allow for at least 6 feet between workstations and have installed screening in areas where workers must face one another or where 6 feet of physical distancing cannot be maintained.
- I have ensured that appropriate Building Managers or facilities contacts are aware of employees in my unit who are returning to onsite work.
- I am aware of my departmental facility and cleaning procedures during COVID-19 and know how to report any concerns to facility and cleaning staff supervisors.
- I have communicated with employees about the expectation that they regularly clean their individual workspaces as well as in between shifts when workspaces are shared.
- I am aware of specific building access, cleaning and security needs based on requirements of our operation.
- I know who to consult within my college/unit regarding questions on any of the above.



Before return: *Employee's* 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](#), as available in [OSU's Mobile App](#)?
- 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 remote meeting technology and use of conference rooms?

If you don't know the answer, ask!

Your own supervisor

Few of us are more than two supervisors away from a dean, unit head or other leader. Keep asking!

Your building manager or facilities contact

Building managers and facilities contacts have been deeply involved in resumption planning, including physical changes, traffic flow, signage, security and much more.

Your IT support team

Can connect you with best practices for technology-based return to work needs.





Before return: Health and safety standards

What's changed in our work environment?



Daily self-screening

<https://is.oregonstate.edu/wams/mobile> or
<https://covid.oregonstate.edu/health-check>

Wearing face coverings

https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Physical distancing

https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing

Hand washing:

<https://extension.oregonstate.edu/collection/high-speed-hand-washing-resources>



Self-Check Tools



COVID-19 Safety & Success

[HOME](#) [PREVALENCE DASHBOARD](#) [STUDENTS](#) [EMPLOYEES](#) [TEACHING FACULTY](#) [RESEARCHERS](#) [EXTENSION](#)

Resumption Plan: Testing

OSU continues to explore and expand capacity in the provision of COVID-19 testing on OSU campus locations. National standards and changing technology will continue to shape planning as access and improvements to COVID-19 continue to emerge. This includes diagnostic testing in a medical setting, screening for specified high-risk areas, arrival testing for on-campus residential students, and OSU's comprehensive prevalence testing. For detailed information, see the OSU Testing Strategy & Summary tab below.

- Self-Screening

All OSU community members must self-screen for COVID-19 [symptoms](#) before coming to any OSU location. Symptom checker tools are available on the [OSU Mobile app](#) (available for iOS and Android) and [online](#) via the Centers for Disease Control and Prevention.

+ Students

+ Employees

<https://is.oregonstate.edu/wams/mobile> or <https://covid.oregonstate.edu/health-check>

If you or one of your direct reports may have been exposed to COVID-19, or are experiencing symptoms

Stay home

Avoid close contact
with others

Contact primary
health care
provider for
medical advice

- Upon exposure, if symptomatic or if confirmed to have COVID-19, employees are required to notify their supervisor that they cannot report to on-site work. Don't ask about testing, symptoms, or otherwise inquire about medical status.
- If the person's work can be performed remotely, discuss with the employee whether they will work or take the day off and utilize leave as with any illness.
- If an OSU employee does test positive, is presumed positive or has likely been exposed, OSU asks that we use the Positive Case Communication tool to initiate contact testing as soon as possible.
(<https://hr.oregonstate.edu/covid-19-resources/positive-case-communication>).



Before return: Focus on face coverings

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

- Refer team members to the Office of Equal Opportunity and Access if they believe they may have a disability
- Refer students to Disability Access Services.

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.
- **Remember that these OSU policies are not voluntary. Contact Employee & Labor Relations or your HR Strategic Partner for assistance if an individual refuses to follow the policy.**



Before return: Focus on physical distancing

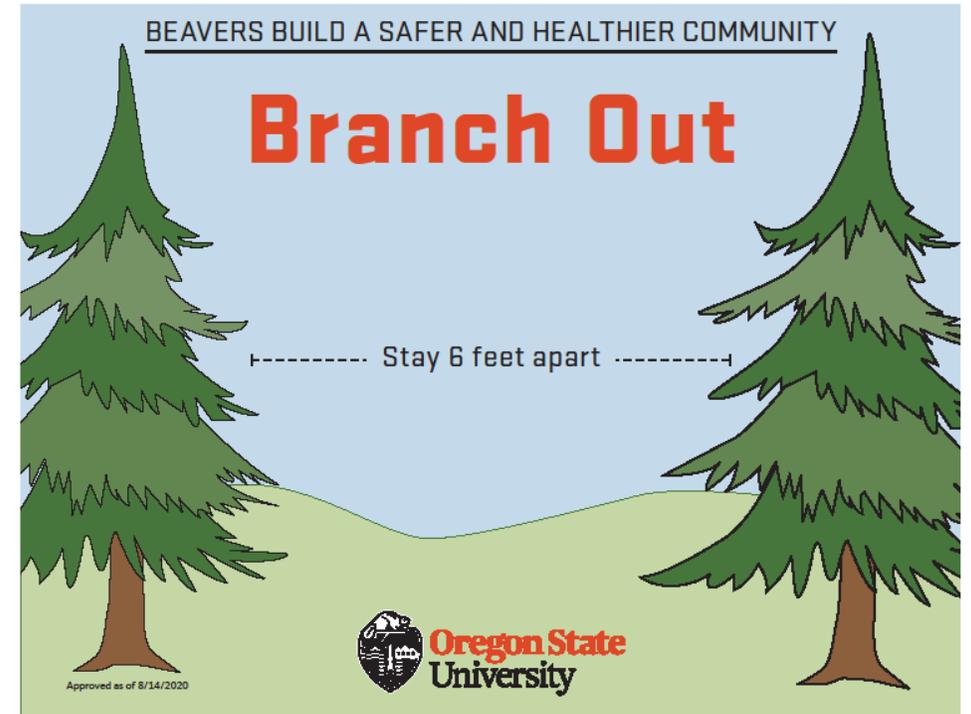
Familiarize yourself with the full policy:
https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing

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.



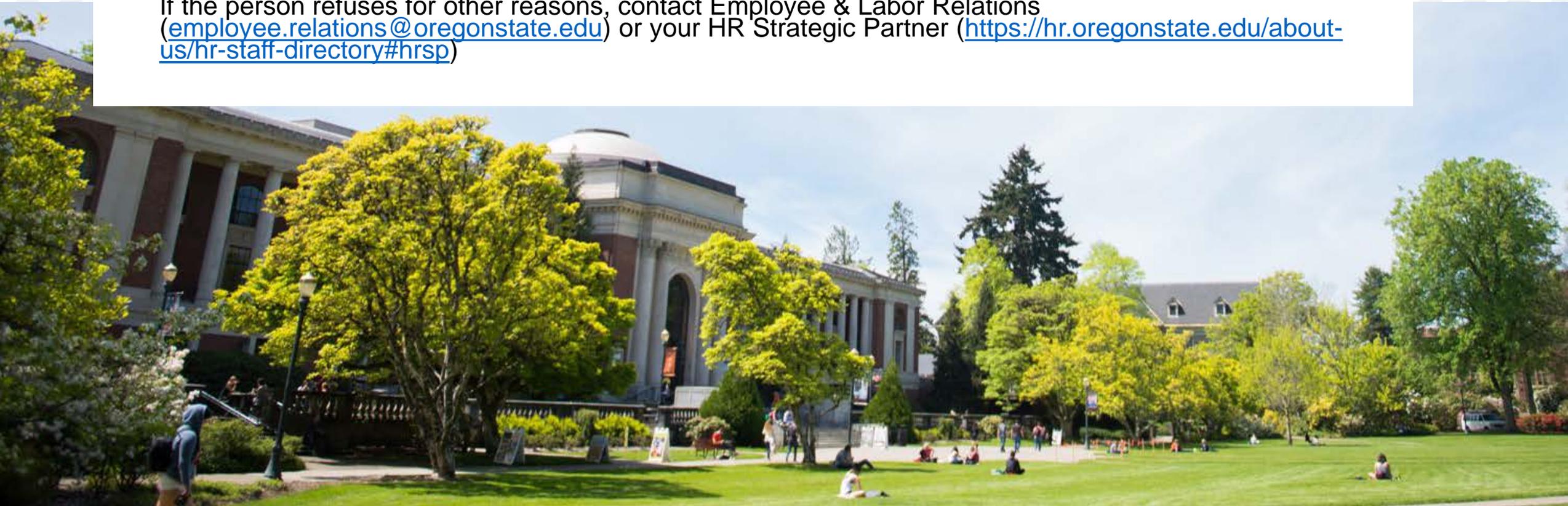
Scenario 1: Face coverings and distancing



Question: A member of my team refuses to wear a face covering or maintain appropriate physical distance. What should I do?

Answer: If the person believes they have a disability, ask the person to initiate a request with Equal Opportunity & Access at <https://eoa.oregonstate.edu/request-accommodation>. Then politely ask the person to leave the workspace for the day. Offer remote work for that day if possible.

If the person refuses for other reasons, contact Employee & Labor Relations (employee.relations@oregonstate.edu) or your HR Strategic Partner (<https://hr.oregonstate.edu/about-us/hr-staff-directory#hrsp>)



Scenario 2: Face Coverings and Distancing



Question: My department serves community members who walk in for service. Some of these community members refuse to wear face coverings or practice physical distancing. My team is worried. What should I do?

Answer: Talk about this with your team **before** an event occurs. If the employee is comfortable doing so, they may ask the person to put on a face covering or leave the area where coverings are required. **Empower your team by practicing** ahead of time and reinforcing that you will support them in asking others to adhere to the policies. Consider ordering disposable face coverings to have on hand for walk-ins and use this as a way to enter into the conversation.

You as a supervisor should be prepared to ask the person to comply with university policy. If the person becomes disruptive, ask the person to leave. If the situation escalates, follow your department's safety protocols. Neither you nor your team member should ask the individual why they are not wearing a face covering.





Before return: Connect with your team

Checking in

- Who will return on-site, including the date, and the work schedule
- What work may still be completed remotely and what must be completed on-site
- How the person's work day may be different than before. Help the team visualize their day from beginning to end.
- How to contact you if the person has symptoms or is otherwise unable to come to work
- Review the steps your department has taken to prepare for on-site work, including physical re-sets, changes in traffic flow, cleaning kits, face covering availability and other health and safety changes.
- Any changes in job duties or priorities
- How you and the person will know that their return has been successful
- What the person still needs from you to feel supported in their return
- Your plan to check in over the next few weeks to make sure they continue to receive support



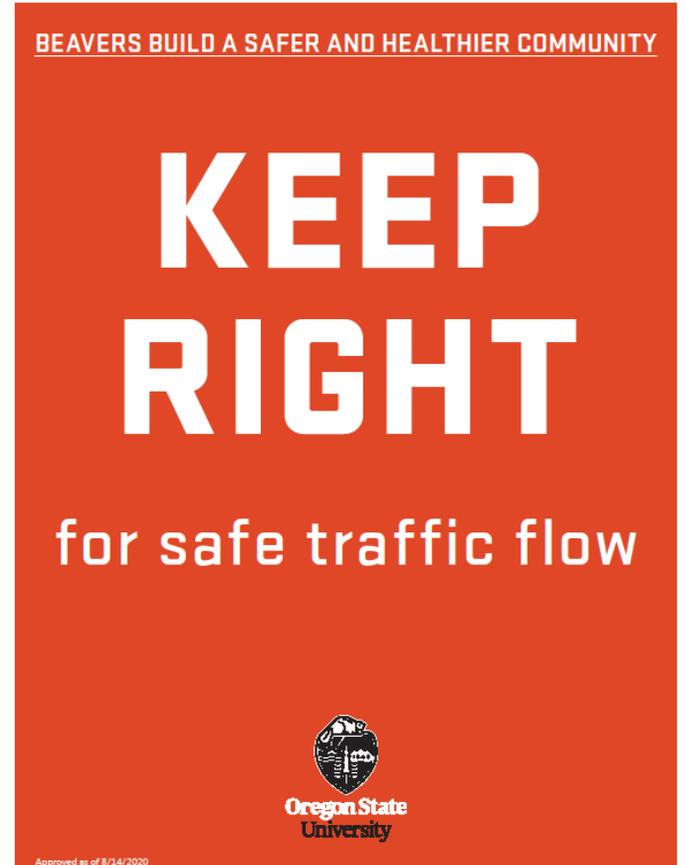
Before return: Logistics

In our buildings

- **Managing Space and Operations Guide:** If you oversee physical spaces and employee operations, use the [guidance document](#) has been developed to assist you in planning. Further detail is available on the [Building Operations Resumption page](#).
- Units should create a process for addressing requests, tracking who is on-site, and notifying [Finance & Administration](#) to ensure proper cleaning is in place.
- Double-check how to enter and exit building(s) (including physical keys and keycards)
- Traffic flow (following posted signage)
- Cleaning our work spaces
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

OSU Alerts

- All locations:
<https://oregonstate.edu/alerts/osu-alert-portal>
- OSU-Cascades:
<https://osucascades.edu/emergency/campus-alert-system>



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.



When we return



At return: Daily

WELCOME BACK!

- Review the [OSU's Face Covering](#) policy and OSU's [Physical Distancing policy](#) with your team. Talk about it together and encourage questions.
- Remind your team:
 - Self-screen for [symptoms of COVID-19](#) daily
 - Wear a clean face covering
 - Adhere to building signage to direct traffic flow
 - Availability of OSU services (e.g., restaurants)
- Be a role model! Wear your face covering and keep your physical distance.
- Be ready to adapt if a team member [develops symptoms](#)
- Be kind to yourself and others





At return: Connect with your team

Be ready to help your team

- Acknowledge that our home and professional lives have changed
- Be patient. People need time to re-acclimate and adjust
- Be flexible. People still have evolving needs, especially for children, elders and loved ones who are in high-risk categories. Recognize that returning to on-site work does not mean that “everything goes back to how it was before.”
- Continue to meet via Zoom or Teams to limit in-person contact, even if people are on-site
- Consider celebrating team members who are particularly mindful of the new health and safety standards

Scenario 4: On-site return



Question: One of my team came back to work on-site, but they seem distracted and their work quality isn't as good as it was before. What should I do?

Answer: Let the person know that you've noticed a change and ask if there's anything they'd like to share with you. If there are health or personal concerns, connect the person with resources that can help, such as *Beyond Benefits*, Care.com or OSU Work Life.

If behavior or performance concerns remain, contact Employee & Labor Relations or your HR Strategic Partner to explore additional options.



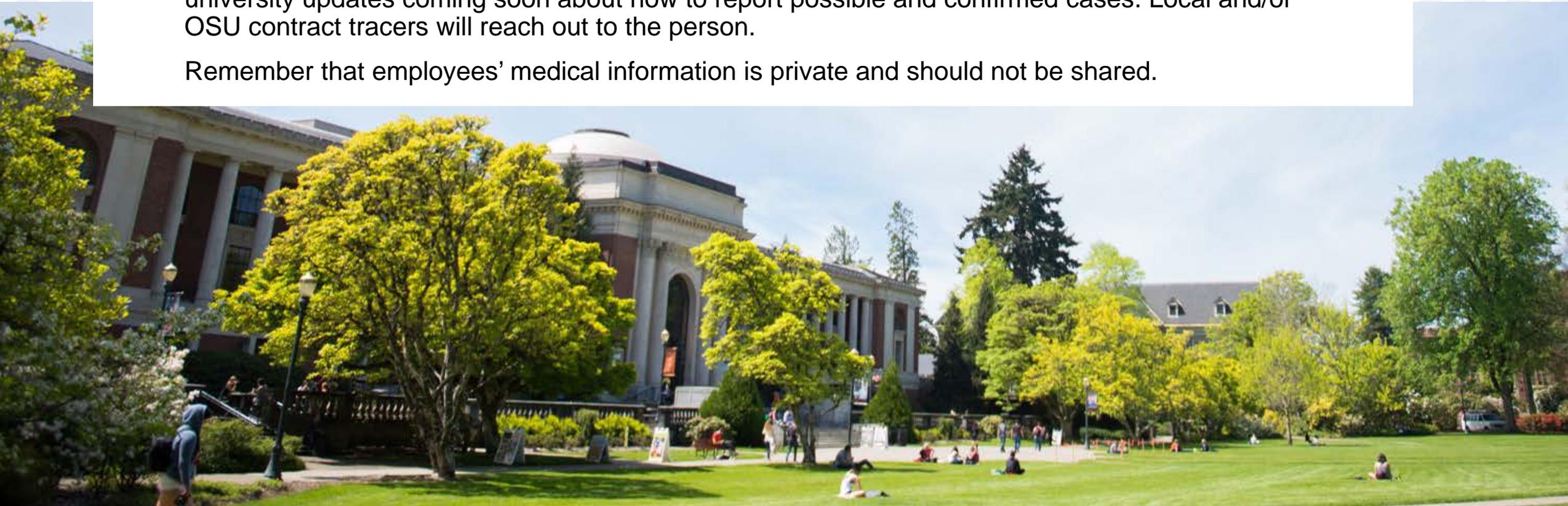
Scenario 5: Possible exposure



Question: A team member just told me they may have been exposed to COVID-19. What should I do?

Answer: The person should stay home from work, or go home, and call their medical provider. For now, they should also reach out to the OSU Point of Contact (on the main COVID website). Look for university updates coming soon about how to report possible and confirmed cases. Local and/or OSU contract tracers will reach out to the person.

Remember that employees' medical information is private and should not be shared.





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>



Before 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>

When someone needs a hand (including you!)



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

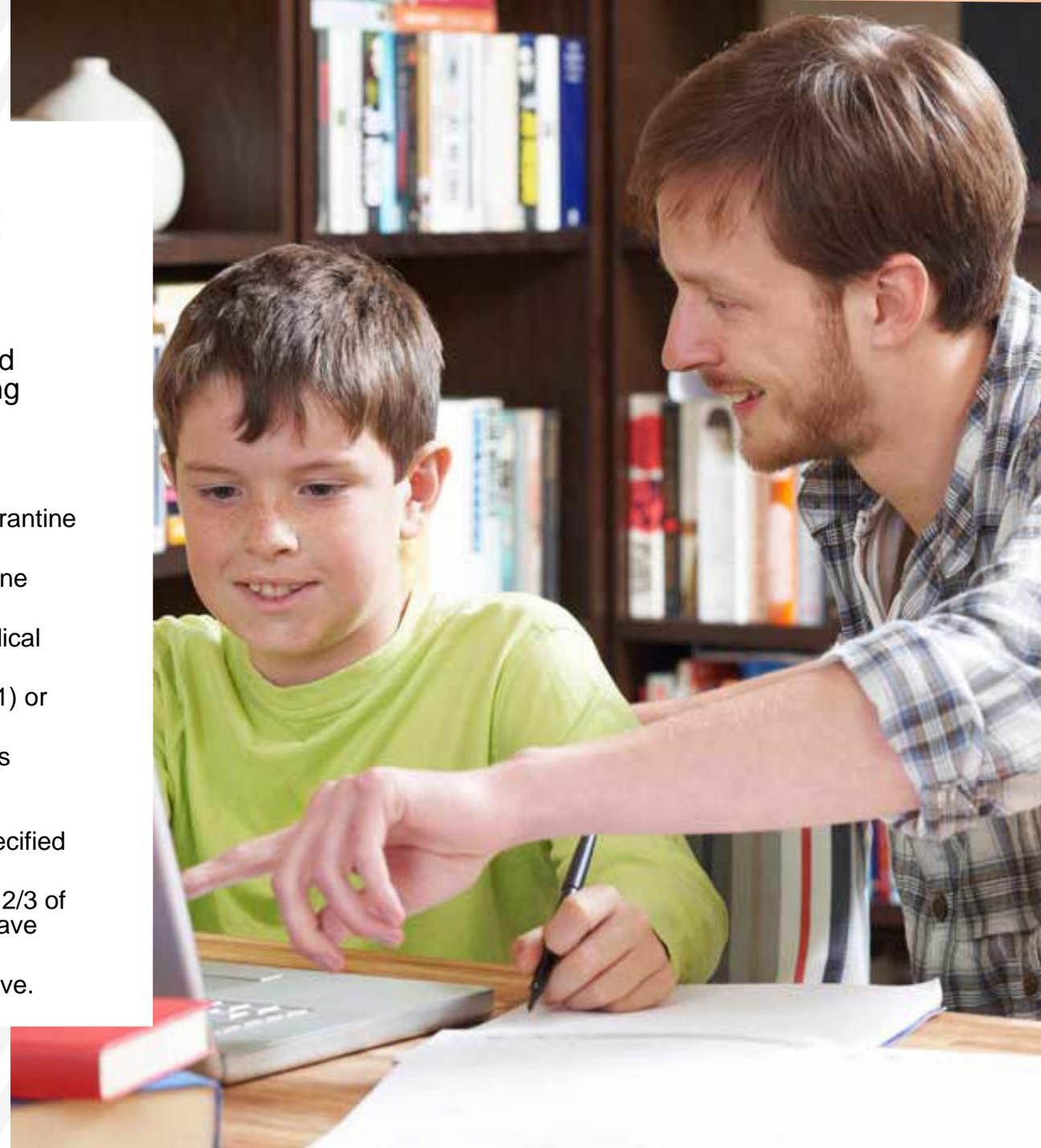
- <https://hr.oregonstate.edu/work-life>
- <https://hr.oregonstate.edu/work-life/health-wellness>



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.





Expanded Leave Options Continued

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
https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/prevention_workplace_covid19_v2_4june_2020.pdf

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!



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University**