STETSON UNIVERSITY GUIDE FOR
RETURNING TO ON-CAMPUS WORK
EFFECTIVE JUNE 8, 2020 | REVISED SEPTEMBER 24, 2020
STETSON.EDU/COVID-19
SAFER STETSON CONTENTS

Please note: This guide will be continuously revised to reflect the most up-to-date information available. Please refer to this online document to ensure current information. If you have comments/questions/suggestions, please email SaferStetson@stetson.edu. While we are not able to respond to every email, we do read all of them and appreciate your feedback.

All community members are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Stetson's Guide for Returning to On-Campus Work. Failure to do so may result in corrective action.

This document was created by Stetson's Safer Campus Task Force Summer 2020 with assistance from Christina Kulpa, associate director of Wellness & Recreation, and Erin Lamich, graduate assistant of Wellness & Recreation.
Stetson University is committed to a safe environment that fosters collaborative learning and intellectual pursuits for its community. As we begin the transition to having more people on our campuses, the health and wellbeing of our employees and students is of paramount importance. To support this transition, we have developed this Guide for Returning to On-Campus Work, which outlines important policies, protocols and guidelines with which all community members are expected to fully comply. This guide covers a variety of topics, including our phased return-to-campus plan, prevention basics, self-screening, physical distancing and group events, Stetson's cleaning process, HR issues, visitor screening process, and other resources available. All employees are required to read the guide and submit the Returning to the Workplace Acknowledgment Form.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as more information becomes available.
Phased Approach
Stetson University is committed to a safe environment that fosters collaborative learning and intellectual pursuits for its community. The health and well-being of our employees and students are of paramount importance. This document clarifies guidance to assist our community in returning to campus following a move to both learning and working remotely in Spring 2020 due to the COVID-19 pandemic. Stetson's Safer Campus Task Force, the Emergency Management Team and university executive leadership are committed to a continual re-evaluation of the safety of all on-campus employees.

It has been shown that measures, including physical distancing, face coverings, hand washing, restricted travel, self-screening, increased cleaning and other preventive actions can be very effective when they are used in combination. We are guided by, and base our decisions as an institution on, recommendations that come from these state and federal agencies, including the Centers for Disease Control and Prevention (CDC), Florida Department of Health (DOH), American College Health Association (ACHA) and others. This guide will be updated as emerging medical and public health information changes. The community will be notified when changes are made. In line with recommendations from the American College Health Association (2020), Stetson is using a phased return-to-campus plan with no more than 30% of the workforce returning to each campus location at a time, staggering every 2-4 weeks for full return.

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Stetson cannot prevent community members from becoming exposed to, contracting, or spreading COVID-19 on or off campus. Through the work of the Safer Campus Task Force and other members of the campus community, controls are being implemented to slow the transmission of COVID-19. The most effective protection measures on campuses are engineering controls, administrative controls, safe work practices and personal proactive equipment. There is currently no vaccine to prevent COVID-19. If you feel that you may have been in contact with someone positive for COVID-19, are experiencing symptoms or are concerned for someone’s health in the Stetson community, please let us know right away at the COVID-19 REPORTING FORM.

**Screening Your Return to Campus**

We will be using an application from Everbridge to provide an additional layer to our COVID-19 response plan to keep us informed about the overall health of our community. Android users can find the application on Google Play and Apple users can find it at the Apple Store. After you download the app, search for Stetson and you will find “Stetson University.” After you select “Stetson University,” you will be able to login with your Stetson email credentials.

Everbridge will allow you to send us a daily “Wellness Check” before you come to or move about campus. You will receive a reminder message each day to complete the Wellness Check and your responses will remain confidential. Find more information on the app and how to complete your Wellness Check on the Safer Stetson website under the Healthy Hatters button.

It is important to be able to backtrack your interactions with others for the last 14 days at any given point in time. Limiting who you have direct contact with and where you go helps make this manageable.

Employees must be free of any symptoms potentially related to COVID-19, or have had evaluation and clearance through the return-to-campus process, to be eligible to report to on-campus work. The return-to-campus process is coordinated through Human Resources, in consultation with Stetson Health Service, and is used to confirm that employees meet established criteria to return to work based on their individual COVID-19 concern.
Prevention and Safety Precautions

- Wash your hands often with running, soapy water for at least 20 seconds. Washing with water and soap is always preferred. If this is not an option, a hand sanitizer with at least 60% alcohol may be used.
- Eat well, stay hydrated and get plenty of sleep. Taking care of your body during this time is one of the best ways to prevent getting sick.
- Clean frequently touched surfaces and objects (cell phone, door handle, light switch, laptop).
- Avoid touching your face and cover your cough or sneeze with a tissue or the crook of your elbow. Wash your hands afterward and throw away tissues immediately.
- Practice physical distancing. Stay at least 6 feet apart from another person and avoid unnecessary outings or social gatherings.
- STAY HOME. Whenever possible, limit exposure to other people, even in small groups. Any non-essential travel or contact with others should be avoided.

Common Signs and Symptoms of COVID-19

As of June 1, the CDC states symptoms may appear 2-14 days after exposure, and lists COVID-19 symptoms as:

- Fever of 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have any symptoms:
1. Do not report to work on campus.
2. Contact your supervisor.
3. Complete the Stetson University COVID-19 Report a Concern Form.
All members of the Stetson community (DeLand, Gulfport and Tampa) who feel they may have come into direct contact with the virus causing COVID-19 or are experiencing COVID-19-like symptoms, can contact Stetson Health Service for assistance.

- During business hours call Stetson Health Service: 386-822-8150
- After hours, call the Office of Public Safety DeLand: 386-822-7300
- After hours, call the Office of Public Safety Gulfport/Tampa: 727-343-1262

Masks and Other Face Coverings

How Wearing a Cloth Face Covering Helps
Since the first week in April, the Centers for Disease Control and Prevention (CDC) has advised the use of cloth face coverings for everyone. Recent studies show that a significant amount of COVID-19 cases are asymptomatic, meaning an individual is carrying the virus without displaying any symptoms or appearing sick. These individuals can still transmit the virus, as can people who are pre-symptomatic, meaning they have not begun to show symptoms yet. Wearing a cloth face covering when in close proximity of others (e.g., work, grocery shopping) can help prevent the spread of COVID-19 through coughing, sneezing and breathing.

It is important to note that:
- Maintaining physical distancing (6 feet away from another person) is still important to slowing the spread.
- Recommended face coverings are not surgical masks or N-95 respirators, as those are critical supplies that should be reserved for healthcare workers.
- Wearing a mask does not replace advice provided in The President's Coronavirus Guidelines for America, 30 Days to Slow the Spread.

Cloth face coverings can be made with household products. To create your own cloth face covering, you can refer to the CDC's video from the U.S. Surgeon General, How to Make Your own Face Covering.
Stetson University Policy on Face Coverings

Effective June 19, 2020, the wearing of a cloth face covering is required on all Stetson University campuses, including all indoor and outdoor spaces, except in the following areas:

- In an office alone with the door closed;
- In your residential room (when no guests are present);
- While eating or drinking, but community members should seek to physically distance and should return to use of face coverings when no longer eating or drinking;
- In the gyms or athletic facilities if participants are able to physically distance (at least 6 feet) and other protective measures are in place (such as plexiglass separators, not sharing equipment, ability to disinfect equipment between users in addition to regular cleanings of facility);
- In residential hall bathrooms, but those using the bathrooms should seek to physically distance while in the space.

Things to keep in mind when using masks or face coverings:

- They should fit snugly but comfortably against the side of the face.
- They should be secured with ties or ear loops.
- Cloth masks should include multiple layers of fabric.
- They should allow for breathing without restriction.
- They should be washed after each use.
- When removing, avoid touching your eyes, nose or mouth and wash your hands immediately afterward.
- You should machine wash or hand wash reusable masks and clean any type of face covering between uses.

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**Prevention Basics and Symptom Screening**

**Disposable Mask**
Commercially manufactured masks that help contain wearer’s respiratory emissions

**Cloth Face Covering**
Homemade or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions

**Medical-Grade Surgical Mask**
FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions

**N-95 Respirator Mask**
Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions

Required for campus community use in non-health care settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced/washed daily.

These masks are reserved for health care workers and other approved areas with task-specific hazards determined by OESO.
OSHA Prescribed Personal Protective Equipment (PPE)
Issuance of additional personal protective equipment is based on OSHA guidelines. Gloves, gowns, face shields, goggles, face masks and/or respirators are provided based on job tasks and the identified level of exposure risks. (OSHA, 2020)

Domestic and International Travel
The CDC indicates that travel increases your chances of contracting and spreading COVID-19, and that staying home is the best way to protect yourself and others from getting sick (CDC, May 28, 2020). All Stetson-sponsored domestic and international travel is significantly restricted through the end of the calendar year 2020. The university cabinet, which includes vice presidents, the athletics director, deans and the president are responsible for defining required travel for their areas and questions should be directed to them. Resources for personal travel are available on the CDC’s COVID-19 Travel site.

People at Increased Risk
According to the CDC, based on the information currently available about COVID-19, those at high risk for severe illness include:

- Older Adults
- People of any age with the following conditions are at increased risk of severe illness from COVID-19: Cancer, chronic kidney disease, COPD (chronic obstructive pulmonary disease), immunocompromised state (weakened immune system) from solid organ transplant, obesity (body mass index [BMI] of 30 or higher), serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies, sickle cell disease. Type 2 diabetes mellitus
- People with the following conditions might be at an increased risk for severe illness from COVID-19: Asthma (moderate-to-severe), Cerebrovascular disease (affects blood vessels and blood supply to the brain), Cystic fibrosis, Hypertension or high blood pressure, Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines, Neurologic conditions, such as dementia, Liver disease, Pregnancy, Pulmonary fibrosis (having damaged or scarred lung tissues), smoking, Thalassemia (a type of blood disorder), Type 1 diabetes mellitus.

If you are not included on this list, does that mean you’re less likely to contract it? No.
- The CDC specifies that people are at higher risk for “severe illness,” which means that if someone who falls into a category on that list does become ill with COVID-19, it could be much more harmful to them than someone not included on that list.
- No information suggests that one type of person is less likely to get sick or show
symptoms. In fact, data from the [CDC’s March 16 report](https://www.cdc.gov) shows that 38% of 508 people hospitalized in the U.S. for COVID-19 were between the ages of 20 and 54.

- Remember, COVID-19 is easily spread, as it can be carried by an individual and passed onto another person, even if that individual does not show any symptoms. So, wash your hands often, clean frequently used surfaces as much as possible and stay home whenever you can.

According to the CDC: “COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [hand washing](https://www.cdc.gov), [staying home when sick](https://www.cdc.gov)) and environmental prevention practices (such as [cleaning and disinfection](https://www.cdc.gov)) are important principles that are covered in this document. Fortunately, there are a number of actions Institute of Higher Education administrators can take to help lower the risk of COVID-19 exposure and spread.”

**Response to Illness or Exposure to COVID-19**

Staff from Human Resources on both campuses are prepared to work directly with you, with the help of Health Service if you feel you may have come into direct contact with the virus causing COVID-19, or if you are experiencing symptoms. Our goal is to support you. Health Service will consult by phone at no charge to any member of the Stetson community (student, faculty, staff, DeLand, Tampa or Gulfport). Stetson also has an after-hours protocol in place to mitigate immediate risk and allow for follow up during business hours as appropriate through contacting Public Safety. Stay home (or leave the workplace) and notify your supervisor if symptoms develop. (ACHA, 2020)

**What does Stetson do when someone is sick?**

Stetson University has a detailed protocol to respond to anyone in our community who shows signs of COVID-19. Stetson put an Infectious Disease Protocol in place in fall of 2019. We follow guidance from the Florida Department of Health (DOH), Centers for Disease Control and Prevention (CDC), and American College Health Association (ACHA).

**Step 1:** Anyone who has symptoms of COVID-19 should call Stetson Health Service (SHS), **386-822-8150** for a consultation. Our team at Stetson Health Service is supported by staff from both Stetson and AdventHealth (a major hospital and health care group). This phone consultation is FREE and available to any community member (staff, students and faculty from any of our campuses).
Stetson community members can use their insurance or self-pay at Stetson Health Service visits (in person or formal telehealth visit); but we want to emphasize that a phone consultation for COVID-19 is FREE. Human Resources staff at the College of Law (COL) can provide a local community referral resource list to anyone who needs it.

**Step 2:** Stetson Health Service will conduct a risk assessment for COVID-19 over the phone. This involves answering a number of health and exposure questions. Health Service consults with the Florida Department of Health (DOH) regularly on cases and strategy. If Health Service believes the community member needs to take further medical steps regarding COVID-19, Health Service will move to the next step. If not, Health Service will assess the individual's need and work to help them.

**Step 3:** The community member will be strongly encouraged to sign a Release of Information (ROI) for Stetson Health Service to communicate with relevant Stetson support staff regarding their needs and exposure. Personal health information is not shared. The main point-people at Stetson are:
- For DeLand Students: Lynn Schoenberg, Dean of Students
- For DeLand Employees: Betty Whiteman, Director of Human Resources
- For Gulfport Students: JoCynda Hudson, Assistant Dean for Student Affairs and Michael Pridemore, Director of Public Safety and Emergency Management Coordinator
- For Gulfport Employees: Pam Skoularakos, Director for Human Resources

**Step 4:** The community member will answer questions about their current living and working situation, including where they have been in the last 14 days and with whom they have had close contact with.

**Step 5:** Stetson Health Service is assisted by additional staff to get the community member the care they need. This includes access to COVID-19 testing.

For residential students, staff is equipped to support self-isolation in their living space if they choose not to go home for their isolation period. Depending on their residential space, they may be able to stay in their space during the isolation period. For other spaces, we can temporarily move the student (they just take what they need with them). Residential students in DeLand who are in isolation and do not have other access to food in their rooms/apartments will be offered meal delivery through Dining.
Services. There is no extra financial charge to the student in these situations. Students who live off campus also are supported in talking through their living needs. For example, we can’t move off-campus students but we can advise on best options for things like shared bathroom space with collaboration from DOH. Staff are available if requested to assist students in helping their parents understand what is happening. At the College of Law, students can take advantage of food bank supplies, or Student Affairs staff can go grocery shopping for them. Funds can be made available for groceries to be delivered through a service such as Instacart, and gift card can be provided for meal delivery through Uber Eats. Also, students in on-campus housing can have meals delivered from the cafetera when it is open. If students at the COL require other essentials, they can contact Student Affairs at 727-562-7808.

For employees, Stetson Health Service will assist in finding medical care as needed. Health Service will connect the employee to Human Resources for support if the employee cannot physically be on campus or cannot work. Human Resources will notify supervisors as needed and will share options with the individual.

All community members are cleared to come back to campus physically through the help of the Florida DOH and Health Service. The clearance is communicated to staff who can help, such as Human Resources and Residential Life.

**Step 6:** To gauge community impact, all new potential cases of exposure or illness related to COVID-19 are appropriately tracked and traced with help from the Florida DOH. Stetson staff have also developed a complex tracking system to help identify overlap of locations or concern on campus. We have specially designed contact questions based on how we know our community interacts with our campus. For example, in DeLand, we don’t just ask, “Have you been to the dining hall?” We ask, “Have you been to the Commons, coffee shop or Hatrack.”

We follow up on each of these potential exposures or contacts. For direct exposure, the Florida DOH and Stetson Health Service do direct and immediate follow up with other individuals who may have been exposed, and then those individuals are supported with all of the steps in this document. For indirect contact (for example, being in a classroom together but not touching or sharing items), an email notice is sent to highly encourage individual(s) to socially distance and monitor their health.
Step 7: Many staff members, including those mentioned in this document, provide continued support to individuals who need it based on circumstance. Often, this is a connection to resources like health care providers, academic success, the COVID financial relief fund and much more. Anyone who needs this support should not hesitate to reach out to the appropriate staff listed above in Step 3.

Frequently Asked Questions About Handling Illness on Campus

1. What about roommates/suitemates?
We are prepared to move on-campus students to an isolated space with their own sleeping space and bathroom, as needed. This may require moving roommates/suitemates. Students may have to move immediately and without assistance in order to limit exposure. They can choose to leave some of their belongings in their former spaces. If a student lives off-campus, we can advise on best practice for moving for isolation. There is no cost to residential students for these moves.

2. What about cleaning/disinfecting residence halls, classrooms and/or offices?
Spaces are cleaned as soon as possible by our Facilities staff based on best practices set out by the CDC. EPA-registered disinfectant is utilized with a focus on commonly touched items.

3. Will Stetson tell us about COVID-19 positive community members?
Stetson is committed to informing the community if an individual tests positive for COVID-19 and may have interacted with other members of the Stetson community within the window of exposure set by current CDC and DOH guidelines. This notification will be by email. We will do everything possible to protect privacy of individuals.

4. What about missing class because someone is sick while in isolation?
The student support contact described above will help connect student with their associate dean for specific academic needs of students sick and/or in isolation due to COVID-19.

5. What about after business hours?
A full after-hours protocol is in place. We know people don't just become symptomatic during business hours. Please call DeLand Public Safety at 386-822-7300 or College of Law Public Safety at 727-343-1262 if you have urgent needs to initiate our protocol after hours. Urgent needs would include that you are a residential student who is symptomatic or exposed. Your need is urgent because we need to discuss isolating your room. Community members can also fill out the COVID-19 reporting form at stetson.edu/reportit. These forms are checked regularly, including weekends, and screened for urgency. If you need immediate medical attention, always call 911.
6. What if I use a doctor’s office off campus?
All members of the entire Stetson community (students, staff, faculty, Chartwells dining employees, Gulfport, DeLand, Tampa, etc.) are highly encouraged to call Stetson Health Service for a consult regarding COVID-19. Your off-campus doctor may treat you, but we still need to know what is going on and respond to potential exposure concerns. We also are here to help. You don't need to figure out these details alone.

7. What if I or someone else is sick or fears exposure?
Any member of the Stetson community who has been to campus in the last 14 days and feels they may have come into direct contact with the virus causing COVID-19 or is experiencing flu-like symptoms (fever over 100.4, cough, shortness of breath, possible nausea/diarrhea, possible loss of taste/smell) should alert Stetson immediately. Fill out the Stetson University: COVID-19 Report a Concern Form. During business hours, call Stetson Health Service at 386-822-8150. After business hours, call DeLand Public Safety at 386-822-7300, or College of Law Public Safety at 727-343-1262. If you are concerned about someone else’s exposure, also let us know – don't just tell them to do so.
Stetson’s Cleaning Process

Daily routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Using the appropriate Personal Protective Equipment (PPE), all surfaces and objects will be cleaned to remove visible and invisible soiling and prepare the surface or item for disinfection.

Stetson will use Environmental Protection Agency (EPA)-approved cleaning solutions with label claims against the coronavirus. We will increase the cleaning frequency of surfaces that are frequently touched by multiple people such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks in all common areas, classrooms and labs. Some surfaces and objects that are not frequently touched should be cleaned and may not require additional disinfection. All offices and other spaces that have been unoccupied longer than seven days will receive normal routine cleaning.

The Facilities custodial staff will clean as follows:

Restrooms
- Restock supplies, empty wastebaskets
- Spray surfaces and wipe dry
- Scrub toilets, sinks and urinals
- Mop floors
- High and low dust
- Clean walls and partitions
- Clean showers and tubs
- Inspect

Classrooms/Lab (Frequently touched areas will be cleaned between classes/labs)
- Clean white boards
- Clean desks
- Mop floors
- High and low dust
- Clean graffiti, damp-wipe desks
- Vacuum carpets with HEPA-filtered vacuums
- Inspect
CLEANING PROCESS

**Offices**
- Clean desks
- Empty trash
- Mop floors
- Vacuum carpets with HEPA-filtered vacuums
- Clean kitchens and break rooms regularly
- Add signage in shared employee kitchens making them departmental only
- Inspect

**Common Areas**
- Clean all high-touch surfaces
- High and low dust
- Empty trash
- Mop floors or vacuum carpets with HEPA-filtered vacuums

For cleaning concerns, please submit a work order through SchoolDude or contact the Facilities Work Desk at **386-822-8810** (DeLand) or **727-562-7373** (College of Law).

**Cleaning/disinfecting a suspected coronavirus space (dorm room, classroom or office)**
1. Personal Protective Equipment (PPE) will be worn to minimize exposure: gloves, foot and eye protection, respirators and full body suits.
2. All personal items should be removed prior to cleaning
3. Discard all trash
4. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
5. Use an EPA-registered disinfectant with label claims against the coronavirus. Clean and disinfect high-touch surfaces in all common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, bed frames and mattresses). Allow appropriate dwell time for EPA-registered disinfectant (usually 5-10 minutes, depending on manufacturer’s instructions for use).

“**Dwell time**” (or “contact time”) is the amount of time the surface must remain visibly wet in order to kill pathogenic microorganisms before the disinfectant is wiped off.
**YOUR WORKSPACE**

**Drinking Water Systems**
Water quality decreases with stagnation and age. A Drinking Water Flush Protocol for fountains and lavatories has been established and is being implemented prior to re-occupancy of buildings that have been unoccupied.

**Drinking Water Fountains**
The valves at all drinking water fountains will be opened to allow water to run for roughly 30 seconds to one minute or until cold.

**Faucets**
The faucet farthest away from the service line on each wing and floor of the unoccupied building will be opened wide to allow the water to run for a minimum of 10 minutes.

**Your Workspace**
Students, faculty and staff are encouraged to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Use disinfectant wipes to wipe down shared desks, lab equipment and other shared objects and surfaces before use.

- Do not share items that are difficult to clean or disinfect. Adequate supplies and equipment are available to minimize sharing of high-touch materials to the extent possible (e.g., art supplies, lab equipment, computers) or are limited to use by one group of students at a time and cleaned and disinfected between use.
- Avoid sharing electronic devices, books, pens and other learning aids.
- Allow for at least 6 feet between workstations and coworkers.
- Departmental microwaves, kitchens and refrigerators are restricted to employees in your direct area. Request that students do not use these items during this time.
- Avoid office gatherings, break rooms and unnecessary visitors in the workplace.
How to clean your workspace

• Evaluate your workplace to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning.
• Frequently touched surfaces need to be disinfected to reduce the risk of germs on surfaces and objects. Use an EPA-approved disinfectant on all frequently touched surfaces and objects (examples: tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards).
• Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people.
• If your workplace has been unoccupied for seven days or more, it will only need your normal routine cleaning. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Physical Distancing and Group Events

An asymptomatic individual can pass COVID-19 to another person, which is why practicing physical distancing as much as possible can slow the spread of this highly contagious virus. “Physical distancing” is a term applied to actions taken by public health officials to stop or slow down the spread of a highly contagious disease. Avoiding any nonessential activity that involves close contact with others is the best way to slow the spread of COVID-19 at this moment.

• Groups, meetings, and events must abide by the gathering limit set for the current tier and physical distancing.
• Avoid office gatherings, break rooms and unnecessary visitors in the workplace.
• Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation within the gathering limit set for the current tier, enforce appropriate physical distancing and wear masks or face coverings.
• Consider staggered shifts to reduce the number of people in the workplace at the same time. Encourage single occupancy in work rooms.

If you will be around others, maintain good hygiene by washing your hands frequently for at least 20 seconds with soap and water. Maintain at least 6 feet from individuals at all times and move meetings outside or to a room that will allow 6 feet of space between attendees.
Human Resources Things to Know

Returning to Work Guidelines
The following considerations will guide vice presidents, athletic director, deans and department heads as they coordinate the employees' return to campus. University leadership will assess what is needed in each area to maintain continuity of service and schedule work locations accordingly.

• Throughout the phasing back to on-campus work process, remote work should continue where possible.
• Alternating on-campus work days or staggered on-campus work hours should be implemented to continue to manage the volume of employees on-campus at a time.
• Ensure physical distance in the workplace. This could include adjustments to office set-ups; adjusting arrival, departure and break times; continuing to meet virtually; wearing face coverings; physical distancing through spacing (minimum of 6 feet); no face-to-face meetings or gatherings that exceed the guidelines set by the current tier; and removing excess seating in offices and conference rooms.
• All employees will be required to complete a university coronavirus educational session and review the Guide for Returning to On-Campus Work prior to returning to campus.
• Whenever possible, employees will be provided at least one week's notice before returning to campus. Supervisors are encouraged to be flexible with return dates to allow ample time for their employees to prepare.

Employees who have been instructed to return to work on campus and have concerns about doing so due to a medical condition that places them in a higher-risk group, or those who wish to seek ADA Reasonable Accommodations related to the return to on-campus work, should contact the director of Human Resources for their primary campus for more information.

Employees who are primary caregivers to dependents currently impacted by the closure of schools, camps and childcare should work with their vice president, athletic director, dean or department head to address their situations while still maintaining university services.

Manager/Supervisor Responsibilities
Managers and supervisors play a critical role in supporting their employees' return to work and coordinating the operational priorities of the university. Managers and supervisors should:
**THINGS TO KNOW**

- Continue to stay informed about COVID-19, university policies and protocols, and potential impacts on employees.
- Identify strategies to stagger employees’ work schedules and support remote work where feasible.
- Insist that employees are staying home if there is potential COVID-19 exposure or symptoms, and direct them to Health Services if there are concerns.
- Monitor and report absenteeism that may be related to a COVID-19 situation.
- Direct employees to Human Resources if they are concerned about their return-to-work plan.

For many employees, the supervisor and manager is the direct link to the organization. Please recognize that employees may be feeling challenged for any number of reasons and demonstrate compassionate and flexible leadership. As always, contact Human Resources to work through any employee issues.

**Employee Resources**
Stetson’s Employee Assistance Program is a great resource for all employees during these uncertain times. You can contact the EAP at 800-272-7252 or resourcesforliving.com, DeLand username: STET, password: STET; College of Law username: SUSTP, password: SUSTP.

**Isolation Information**
Based on the current guidelines from the Department of Health, members of the Stetson Community should isolate:

- If they had “close contact” with someone who is COVID-19 positive. Please know that a negative COVID-19 test does NOT remove the need for a 14-day isolation if close contact occurred. Close contact is defined by the CDC as being within 6 feet of someone for 15 minutes or more.
- For 10 days from the onset of sick symptoms matching our criteria. (See Health Response Protocol)
- For 10 days from the date of a COVID-19 test if they receive a positive test result.
- After return from travel to an area that requires isolation by Florida Department of Health guidance.

For more information about what happens when someone is required to isolate, please consult the FAQ’s on Stetson’s Safer Campus website. (See Isolation category)
VISITORS

Visitors

Campus visits are restricted to necessary visitors only. The university cabinet remains responsible for defining what is necessary visitor for their areas. Questions on what is necessary in each division, school, and college should be directed to the supervising university cabinet member. Campus hosts are responsible for communicating the current visitor policy to their guests prior to the guests’ arrival on campus. This includes informing visitors that they will not be permitted on-campus if they are experiencing COVID-19 like symptoms or have a known COVID-19 exposure. This process does not apply to spectators at intercollegiate athletic events nor visitors in residential buildings. Please defer to the guidance issued by those respective departments.

All approved visitors must follow Stetson's physical-distancing requirements.

• Stay at least 6 feet (about two arm’s length) from other people.
• Do not gather in groups larger than nine.
• Stay out of crowded places and avoid mass gatherings.
• Wearing masks or face coverings on all Stetson University campuses, including all indoor and outdoor spaces. If a visitor does not have their own covering, one will be provided to them at the check-in station.

All visitors must check in a campus Wellness Station and show a valid photo ID. A COVID-19 screening, including a brief questionnaire and a non-invasive temperature check, is required for all visitors. The questionnaire responses will be reviewed and compared to the current screening rubric. If a visitor indicates potential COVID-19 symptoms or a potential COVID-19 exposure, they will be asked to leave campus. Campus staff will record the visitor’s name, contact information, and the name of their campus host.

Visitors will receive day badges and are required to display them on their person. Badges will be color coded by day. Before- and after-hours visitors must visit Public Safety for screening. Campus hosts are responsible for greeting their guests at the exterior door of their building and granting access.

Please note: At this time, employees are not permitted to bring their children into campus buildings.
Resources for this document include the Centers for Disease Control and Prevention (CDC), Florida Department of Health (DOH), American College Health Association (ACHA) and Occupational Safety and Health Administration (OSHA) among others.


APPENDIX A

More on Cloth Face Coverings

CDC: How to Make Cloth Face Coverings

Please note: Children under age two, and anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance should not wear a cloth face covering. Cloth face coverings are NOT surgical masks or N-95 respirators. Surgical masks and N-95 respirators must be reserved for health care workers and other medical first responders, as recommended in CDC guidance.

Simple cloth face coverings can be made at home and may help prevent the spread of COVID-19.

- Written instructions and diagram for sewn and non-sewn cloth face coverings.
- Video instructions for making cloth face coverings.

CDC Guidelines on Cleaning Reusable Masks

Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Hand Wash

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room-temperature water.
- Make sure to completely dry cloth face covering after washing.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry

Air Dry

- Lay flat and allow to dry completely. If possible, place the cloth face covering in direct sunlight.
Record of Revisions

The following revisions have been approved by the Stetson Safer Campus Task Force in concert with the Emergency Management Team and university executive leadership:

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