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Employee Information - Fall Protocols, July 11, 2020

University of Northern Iowa

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University of Northern Iowa

Employee Information - Fall Protocols

Dear faculty and staff,

Preparations for the fall semester and the return to campus of our students, staff, and faculty are well underway. Thank you for the commitment and flexibility you've demonstrated during the past few months. Through unprecedented disruption we were able to continue serving students and meeting our mission because of the incredible effort and creativity each of you contributed.

The [UNI Forward Together web site](#) is regularly updated and serves as the starting point for information you need for your safety and the success of the approaching academic year. The most recent addition to the site is the [Fall Protocols](#) document referenced in President Nook's July 6 email. All faculty and staff must review these protocols prior to August 3.

Specific information from the Fall Protocols we wish to call to your attention includes the following:

- All offices are being provided two transaction barriers, signs, and floor markings to assist with safe in-person interactions. These supplies are being delivered to all offices prior to August 3. Offices in need of additional supplies should contact [Jeff Van Gelder](#), UNI Warehouse, for a space assessment. Additional supplies can be requested through FAMIS.
- As of July 7, face coverings are required to be worn by employees and students in all university buildings. Exceptions are made for private offices and designated areas for eating. Face coverings can be masks or shields; employees can receive two masks and one shield at no cost from the UNI Bookstore by presenting their UNI ID. These face coverings can also be picked up at Essentials in Maucker Union beginning August 10.
- All employees, including student employees, are required to complete the COVID-19 [Slow the Spread Training](#) by the start of the fall semester. Staff responsible for cleaning and disinfecting, such as custodians, must complete the enhanced version of this course. Students also have informational training they will complete when they return to campus.
- All employees, including student employees, are required to conduct daily self-screening before coming to campus. If you have COVID-like symptoms beyond your normal baseline, do not report to work and call your healthcare provider or

go to the [Testlowa](#) site to determine eligibility to be tested. Student employees who have COVID-like symptoms or a known exposure to a positive case COVID-19 should call the Student Health Clinic, 319-273-2009, to discuss testing options.

- You should not report to work if you've been in close contact (within 6 feet for 15 minutes or more) with someone who tested positive, if you have had symptoms of COVID-19 and you're awaiting your own COVID-19 test results, or if you've received confirmation of a positive COVID-19 test result. If you need to be away from campus for any of these reasons, contact your supervisor to see if you can continue to work remotely, or if you need to take COVID-related leave. You should complete the [Employee COVID-19 Reporting & Leaves Survey](#) in any of these cases.
- Beginning August 3, staff requesting to telework one day per week or more on an ongoing basis must be approved through the [Telework Policy](#). Temporary, non-recurring out-of-office work arrangements may be approved on a case-by-case basis by an employee's director or department head without the need for a formal telework agreement. For example, staff requesting to telework until August 24 (the expected start date of some K-12 schools) may work with their director or department head without a formal telework agreement. Alternate work accommodations beyond those covered by the telework policy should be directed to the [Workplace Accommodations page](#). For the fall 2020 semester, faculty who have received approval to teach online courses are not required to establish a formal telework agreement.

With the revised fall semester schedule, classes will take place on Labor Day, September 7. Many administrative offices will remain closed, consistent with their standard Labor Day practices. Non-exempt staff (hourly and hourly-paid-salary) who work on September 7 should refer to the applicable [Hours Types](#) link on the payroll website for information on time card coding for holiday pay. Exempt staff (salaried) working on September 7 may work with their supervisors to take an alternate day off within the same week in lieu of the September 7 paid holiday.

Thank you in advance for taking time to carefully review the [Fall Protocols document](#) and for adhering to these measures in support of health and safety for our campus.

Please continue to visit the [UNI Forward Together website](#) for the regular campus updates for faculty, staff, students and guests.

Regards,

Michelle Byers
SPHR Asst Vice President & Director
Human Resource Services