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Spring Semester Update - Supervisors, January 20, 2021

University of Northern Iowa

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Spring Semester Update - Supervisors

Dear UNI supervisors,

With the start of the spring semester just around the corner, it's a good time to review the workplace public health and safety measures we have in place at UNI. Please take a moment to review the Spring Protocols, several of which are highlighted below.

- 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. Employees who did not obtain their free masks from the UNI Bookstore last fall can do so at no cost by presenting their UNI ID.
- All employees, including student employees, are required to complete the COVID-19 [Slow the Spread Training](#) by the start of the spring 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 via [PantherHealth](#) before coming to campus. If you have COVID-like symptoms beyond your normal baseline, do not report to work and call your healthcare provider, the Student Health Clinic or the TestIowa site to determine eligibility to be tested. The Student Health Clinic COVID-19 hotline can be reached at 319-273-2100 between 8 a.m. - 4:30 p.m., Monday-Friday. Student employees who have COVID-like symptoms or a known exposure to a positive case COVID-19 should do the same.
- You should not report to work if you've been in [close contact](#) (within 6 feet for 15 minutes or more without masks) 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 PantherHealth survey in any of these cases.
- In late January each department will receive one bottle of hand sanitizer per employee.
- Beginning January 19, 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

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formal telework agreement. Alternate work accommodations beyond those covered by the telework policy should be directed to the [Workplace Accommodations page](#). For the spring 2021 semester, faculty who have received approval to teach online courses are not required to establish a formal telework agreement.

Thank you in advance for your commitment and flexibility during this time 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
Human Resource Services