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UNT System Headquarters Team Members:

UNT World has done an incredible job of adjusting and being nimble during the COVID-19 pandemic – we have not missed a beat while the great majority of our employees have worked remotely. As our campuses prepare for the fall semester, we will begin to open UNT System Administration office facilities and bring much of our workforce back to the physical workplace.

As we prepare for our reopening of the physical workplace, your health and safety remains the top priority. To help ensure everyone has critical information to safely return to the office, we have created the **UNT System’s Guide for UNT System Administration Employees Return to the Office** – this booklet pulls together necessary resources and information for personal safety practices and guidelines for staff. Additionally, we have created online training sessions that will be required to help ensure safety across all of our facilities.

Please note that each UNT System Headquarters team may have different requirements for working in the physical office. Because each Office or Department in UNT System Administration is different, we will not have a singular Return to Office policy. Rather, each department’s Vice Chancellor or Chief Officer will create and manage a work plan specific to your area. Your supervisor will provide specific guidelines as it relates to your role and work location.

This booklet is specific to UNT System Administration employees only – faculty and staff from our universities will continue to follow plans and policies specific to their respective campuses that are communicated by the campuses. For campus plans, please click the appropriate links: [University of North Texas](https://www.unt.edu), [University of North Texas Health Science Center](https://www.uthscdallas.edu), [University of North Texas at Dallas](https://www.utdallas.edu).

As we move into the fall, UNT World will continue to face ever-changing conditions related to coronavirus, and we will continue to respond with care and caution – following federal and state guidelines, as well as recommendations from the Centers for Disease Control & Prevention and local health officials. We are committed to remaining flexible and meeting each new challenges head-on, while keeping our students, faculty and staff safe.

Like our member institutions, the UNT System prides itself on being a caring, resilient community – let’s continue to respect and care for one another and show social responsibility in helping keep our community safe. We will get through this, and it will make our system stronger in the future.

Stay healthy and safe,

Lesa Roe
To ensure UNT System’s community members understand the safety guidelines and expectations for returning to the physical office, the COVID-19 Action Team worked with the Chancellor’s Cabinet to develop a two-part training course specific to UNT System Administration staff members.

The COVID-19 Safety Training for UNT System training modules are available through UNT World Learning. The training is required of system administration staff, including temporary hourly employees, and should be completed before returning to the physical office. Student employees will be required to take the student version of the training for their respective member institution. For those essential personnel and those who returned to the physical workplace earlier, the training should be completed as soon as possible.

The deadline to complete the first module of this training is August 7, 2020. UNT System leadership will inform you when the second module is available and its due date.

The first part of the training includes information on the UNT System’s goals during this time, social distancing, personal protective equipment (PPE) requirements, and other important guidelines to help keep our workplace safe. The second module contains guidance on assessing your health each morning for potential COVID-19 symptoms and provides guidance on resources for any employees who may be ill or self-isolated due to potential COVID-19 exposure.

The first module of the COVID-19 Safety Training for UNT System Administration employees is available now through the UNT World Learning.
To help keep our community healthy and safe, UNT System is implementing several protocols to identify people within our community who have been exposed to COVID-19 or are experiencing symptoms. All of UNT System’s protocols are in accordance with guidelines provided by the CDC and local health authorities.
WORKPLACE EXPECTATIONS & GUIDELINES

All system administration staff are fully expected to comply with the policies, protocols, and guidelines outlined in this document. To maintain health and safety in the physical workplace, staff members will have a shared responsibility to help prevent the spread of the COVID-19 virus, which can be spread from person to person even if an infected individual does not feel sick. It is important that UNT System Administration team members be mindful of the needs of each other and appropriately follow the UNT System’s health and safety guidelines. Failure to do so may result in corrective action.

Please note that security or campus police are not responsible for enforcing social-distancing or face covering guidelines. Do not call the police to report these types of behaviors. Staff members are expected to behave courteously toward each other and kindly remind each other of the safety precautions, as necessary and appropriate.

SYMPTOM MONITORING REQUIREMENTS

All system administration staff are required to self-monitor their health daily for the following COVID-19 symptoms, starting 14 days prior to returning to campus:

- Fever of 100.4 degrees or higher, as recommended by the Center for Disease Control (CDC)
- Persistent cough
- Shortness of breath
- Muscle aches or chills
- Sore throat
- Diarrhea or vomiting
- Loss of taste or smell

NOT FEELING SUPER?

Stay at home — and get some rest.


untsystem.edu/covid-response-guidelines
UNT System Administration staff who are experiencing any of the above symptoms should:
• NOT come on-site if you have ANY potential COVID-19 symptoms
• Call the COVID Hotline at 844.366.5892 or email covid@untsystem.edu to report symptoms
• Notify their supervisor
• Do not return to the physical workplace until all of the following criteria have been met:
  • It has been at least 10 days since symptoms appeared
  • Your respiratory symptoms have improved
  • You are fever-free (without the use of fever-reducing medication) for at least 72 hours (3 days)

• You also may return to work if you have been evaluated by a medical professional and it is determined that your symptoms are not due to COVID-19.

If you are not experiencing severe symptoms that require medical attention, you should self-isolate at home. Please contact your medical provider if you have any symptoms that are concerning to you. If you are experiencing a medical emergency, call 911.

Visit the CDC website for information that may be helpful in deciding if you need to see a doctor.

Visit the CDC for information on how COVID-19 spreads and how to protect yourself and others.

IF YOU HAVE HAD KNOWN CLOSE CONTACT WITH A PERSON WHO IS LAB CONFIRMED TO HAVE COVID-19, CONTACT THE COVID HOTLINE AT 844.366.5892 OR EMAIL covid@untsystem.edu.
PERSONAL SAFETY PRACTICES

It will be important for each UNT System Administration staff member to understand what safety practices are recommended and how to best put those in practice.

Again, staff are expected to behave courteously toward each other and consider the safety of those around them. If a colleague is not following the safety practices, it is recommended that they be kindly reminded of the safety precautions, as necessary and appropriate. Again, please note that security or campus police are not responsible for enforcing social-distancing or face-covering guidelines. Do not call the police to report these types of behaviors.

SOCIAL DISTANCING

Social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home. The practice encourages people to reduce the number of times they come into close contact with others. This guideline is intended to be consistent with the CDC, as well as federal, state, and local guidelines, and does not supersede any established regulatory requirements regarding personal protective equipment in the workplace for regular daily work.

Maintaining space between yourself and others is a simple way to slow the spread of the COVID-19 virus. People can spread the virus whether they have symptoms or not, so it is important to keep your distance from others when possible.
Social distancing helps protect everyone, especially people who are at a higher risk of getting very sick.

All staff are required to adhere to the following social distancing practices:
• Stay at least six feet from other people at all times.
• Continue to conduct meetings virtually whenever possible.
• Disinfect shared electronic devices such as presentation clickers, coffee makers or other equipment.
• Limit your gatherings on campus and do not gather in large groups (Wear face coverings, especially if you are unable to keep six feet of distance between you and others in meetings or gatherings.).
• Stay out of crowded places and avoid mass gatherings.
• Limit elevator occupancy to the number listed on the elevator signage and wear a face covering while on the elevator. Take the stairs if you are able.
It is important to have general awareness of the guidelines for the UNT System’s primary spaces.

- **Workspace:** Adjust workspace seating and office capacities to have minimum of six feet of separation between individuals to ensure the minimum physical separation is accommodated.
- **Conference Rooms/Classrooms:** Adjust classroom seating and capacities to ensure the minimum physical separation is accommodated.
- **Shared Spaces:** For areas like lobbies, conference spaces and other common areas, please be mindful of posted signage and rearranged furniture to accommodate social distancing minimum of six feet of separation.

## FACE COVERINGS

The UNT System requires the use of face coverings (cloth face coverings, disposable masks, etc.) for all students, faculty, staff, contractors, tenants and visitors at all UNT System locations and campuses.

**Details of the mask requirement are as follows:**
- Face coverings are required in all of our facilities.
- Face coverings are also required when outside and unable to maintain a consistent minimum of 6 feet separation from others; in vehicles with multiple occupants; and on public transportation.
- Faculty must use face coverings, shields or barriers during lectures. Faculty may temporarily remove their face covering while lecturing for demonstration purposes (e.g. when playing an instrument).
- Face covering requirements may vary in campus facilities due to instructional requirements, occupancy, and/or activities that occur within those spaces (e.g. classrooms, clinics, recreation facilities, some labs, etc.). Any facilities or areas that require an alternative to face coverings must request approval from their campus safety group.
- Please be aware that some individuals are unable to wear masks for various reasons. Employees who believe they require an exception to this requirement should contact Human Resources.
• Face coverings are not required in single occupancy offices when no one else is present.
• Face coverings should fit snugly but comfortably against the front of the face, covering the nose and mouth. It should allow for breathing without restriction.
• Cloth face coverings should be routinely washed depending on the frequency of use. A washing machine should suffice in properly washing a face covering.
• When removing any type of face covering, individuals should not touch their eyes, nose, and mouth and wash hands immediately after removing.
• Wearing a face covering is not a substitute for appropriate social distancing.

UNT System staff members are encouraged to follow CDC guidelines for the care and use of cloth face coverings, which only should be worn for one day at a time before being properly laundered prior to the next use.

How to Safely Wear and Take Off a Cloth Face Covering


WEAR YOUR FACE COVERING CORRECTLY
• Wash your hands before putting on your face covering
• Put it over your nose and mouth and secure it under your chin
• Try to fit it snugly against the sides of your face
• Make sure you can breathe easily
• Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS
• Wear cloth face coverings in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain
• Don’t put the covering around your neck or up on your forehead
• Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
• Stay at least 6 feet away from others
• Avoid contact with people who are sick
• Wash your hands often, with soap and water, for at least 20 seconds each time
• Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
• Untie the strings behind your head or stretch the ear loops
• Handle only by the ear loops or ties
• Fold outside corners together
• Place covering in the washing machine
• Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
HANDWASHING
Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains alcohol – the recommended 70% for isopropanol-based hand sanitizer or at least 60% ethanol-based hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose and mouth, and always wash your hands after spending time in a public place, blowing your nose, coughing, sneezing, or touching your face. The university has sanitization stations located throughout campus for your use.

GLOVES
Gloves also can play a part in reducing the spread of COVID-19. You should wear disposable gloves when cleaning and disinfecting surfaces. Some jobs may have special requirements that require the use of disposable gloves, such as research, food preparation and health care. Your supervisor will notify you of any special requirements related to your job on campus.

In most other situations, like running errands or regular office work, wearing gloves is not necessary. Instead, practice everyday preventive actions such as keeping social distance (at least six feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) and wearing a cloth face covering.

When using disposable gloves, remember to:
• Wash your hands before you put on your gloves.
• Remove your gloves properly when you are finished using them.
• Wash your hands thoroughly after taking your gloves off.
• Be sure to discard your gloves after each cleaning.

Wash Hands Thoroughly

Wear PPE
CLEANING/DISINFECTING
Facilities’ Custodial Services staff members clean inside buildings each evening.

This service includes:
- Cleaning and disinfecting all restrooms
- Disinfecting touch surfaces such as door handles to restrooms and entrance doors
- Disinfecting common use areas

Additionally, restrooms in high-traffic buildings are serviced twice each business day. That service includes replacing supplies and disinfecting counter tops. Bathroom dispensers are stocked with anti-bacterial soap, and there are several sanitation stations located across campus.

All tables and hard surface chairs in classrooms and public areas of buildings have been disinfected during the facility closure and will continue to be cleaned/disinfected on an ongoing basis. Upon occupancy in addition to the routine cleaning, all high touch surfaces within occupied areas will be regularly disinfected.

COUGHING/SNEEZING HYGIENE
If you are in a private setting and are not wearing your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If you do not have access to soap and water, clean your hands with a hand sanitizer that contains at least 60% alcohol.
The UNT System’s primary goal as employees return to work is to help keep everyone as safe as possible and work to minimize the spread of COVID-19. Social distancing (maintaining at least six feet apart) will be key as individuals go about their work day. Wearing cloth face coverings also will be key when individuals are in a shared or small workspace.

During your time on-site, individuals will be encouraged to communicate with colleagues and supervisors as needed by email, instant message, phone or other available technology rather than face-to-face. You also can use a range of available collaboration tools (e.g., Zoom, Skype, Microsoft Teams, etc.).

**Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers and customers, such as:**

- Place visual cues such as floor decals, colored tape or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

**MAINTAIN SOCIAL DISTANCING**
RESTROOMS
Use of restrooms should be limited based on size to ensure at least six feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

ELEVATORS
Elevators are limited based on their size with a maximum occupancy of one individual, so please use the escalator whenever possible to reserve the elevators for those who need to use them. If you are using the elevator, wear your face covering. Wash your hands and use disinfectant alcohol after contacting with elevator buttons or handrails. Do not lean on walls of elevator.

ESCALATORS
If possible, escalators should be used instead of the elevators. Maintain three steps apart on the escalator or stairs.

STAY 3 STEPS APART ON THE ESCALATOR OR STAIRS

untsystem.edu/covid-response-guidelines
WATER FOUNTAINS & BOTTLE REFILL STATIONS
To help keep you safe and prevent the spread of COVID-19, some water fountains will be turned off and unavailable for use. Bottle refill stations still will be available – if they are not connected to the water fountain.

MEETINGS
Where feasible, meetings should be hosted in whole or in part using the extensive range of available collaboration tools (e.g., Microsoft Teams, Zoom, Skype, telephone, etc.).

In-person meetings should be limited, assuming individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a face covering while sharing space in a common room.

MEALS
Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. For maximum safety, you should wear your face covering until you are ready to eat and then replace it afterward.

System administration staff are encouraged to take food back to their office area, if possible, or eat outside whenever possible. If you are eating in your work environment (break room, office, etc.), maintain six feet distance between yourself and others. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees.
The UNT System Office of Marketing & Communications is developing an integrated communication campaign to advise employees and visitors about safety measures and expectations. The overall goal of the campaign is to create constant awareness of safety measures and requirements for UNT System employees to stay as safe as possible. A community that is aware of and understands the required guidelines will be able to better abide by the safety precautions established to help prevent the spread of COVID-19.

A key component of the campaign will be to provide office facilities with resources to ensure appropriate information and signage to encourage staff members to properly adhere to social distancing requirements, wear face coverings, maintain proper hand-washing, and avoid large public gatherings, etc.

The campaign will:
- Ensure that all UNT System employees are aware of the health and safety measures we are taking and understand what is expected of them when they are in the physical workplace.
- Promote health and safety measures to the point that these behaviors become second nature to UNT System employees, allowing them to be as comfortable as possible with the new expectations as our system adopts a “new normal” for life in the physical workplace.
- Communicate these expectations through messages that also convey caring and concern for the health and well-being of our community while showing the UNT System’s resilience.
- Help all employees understand that adherence to these health and safety measures is on the honor basis and that everyone needs to do their part.

If you need additional print of your own signage or use of imagery visit, UNT System - COVID-19 Resources. The site includes signage, icons and a digital copy of the UNT System’s Guide for Returning to the Workplace.
UNT System leadership recognizes that the COVID-19 situation can be stressful. There are many resources available for system administration staff members in need. Individuals are encouraged to reach out for assistance, if needed.

General Helpful Phone Numbers
• COVID Hotline: 844.366.5892 or covid@untsystem.edu
• Always call 911 in an emergency

Employee Assistance Program
The Employee Assistance Program (EAP) is a free, confidential service available to help employees with family, legal or financial issues, substance abuse, or other stressful events. EAP programs are available to retirement-eligible employees, retirees, household members, and dependents. In addition, the EAP has developed resources specific to COVID-19.

Telecommuting Resources
• Working Remotely: A LinkedIn Learning online video course that will help you learn how to work remotely and remain connected to your team and organization

Manager’s Toolkit
• Managing Virtual Teams: A LinkedIn Learning online video course with tips and strategies to help you successfully manage your remote staff
• Guide to Managing Remote Staff: A detailed guide on best practices for keeping a remote team focused, productive and engaged

Other Important Resources/Tools
HR FAQ for COVID-19
Center for Disease Control and Prevention
UNT World COVID-19 Response Guidelines
UNT System FMLA
Employee Assistance Program
Leave Policies/Scenarios
WELCOME BACK.

STAY SMART. STAY STRONG. STAY SAFE.

UNTSystem.edu/return-office-guide