

All RVU Employees,

We look forward to phasing employees back to campus. We appreciate faculty and staff who have maintained our facilities while most of us have supported the university and community by working remotely.

During this time period, you have demonstrated remarkable focus on our mission, the well-being of each other and those patients we serve, especially from the RVU Health Center, SU Veterans Home and various other clinics and healthcare institutions like Sky Ridge Medical Center.

The University has announced our multi-step and phased approach to reintegration including returning to campus and remote work. All decisions are informed by our guiding principles, state, local, and federal healthcare and public health data.

University leadership and the CRT remain committed to do our best to ensure the safety, well-being and health of our community.

We will now need an even greater effort from each of you to ensure your personal efforts to protect yourself and others both at our facilities, in the community, and in your homes. The coronavirus remains a difficult disease to manage. There is no definitive treatment or vaccine, so until available, safety precautions must continue with vigilance and utmost personal and professional consideration for each other.

We recognize that some of our employees are anxious, fearful, and desiring to return to campus. Also, some of the required health and safety practices are different or feel awkward or maybe even difficult. We are here to help and listen to those concerns. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.”

In all that we do or not do, we are preparing the way for our students, faculty and staff to return to campus. Here are some things we are implementing to help keep our workplace safe and to support you:

- Employee self-screening protocols.
- More frequent cleaning and sanitizing in the building.
- Increased access to hand sanitizer and cleaning supplies throughout the workplace.
- Staggered shifts so fewer people are on-site at one time.
- Limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time
- Masks or face coverings in public areas, common areas, and where social distancing is difficult to maintain.

Here are some things we expect you to implement to help keep our workplace safe:

- Do not come to campus if you are not feeling well and go home if you feel sick.
- Wash your hands often, properly and for the recommended 20 seconds.
- Practice social distancing by staying at least 6 feet apart when moving throughout the workplace.
- Wear a face mask or cloth face covering when in communal areas.
- Be professional and considerate of your co-workers. Practicing professionalism by not embarrassing others and compromising other's integrity (such as when an individual is unable to wear a face mask in public for personal health reasons or returns to campus after recovering from COVID-19 symptoms).
- When you see someone not following our safety protocols ask them to *'Please'* comply and *"Thank"* them. For the employee not in compliance and someone asks you for cooperation to be in compliance, then *"Thank"* them and correct the conduct immediately. If the employee not in compliance does not comply, then report the conduct to your manager.
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Adhere to the protocols and guidance, including reviewing the daily self-screening protocol and self-reporting if you have tested positive for COVID-19 or believe you have been exposed to someone with COVID-19.
- Minimize campus visitors as much as possible.
- Speak with your manager or HR, if you have questions or concerns.

**Mandatory Reporting** – Per OSHA guidance, faculty and staff who are being tested for COVID-19 because of symptoms or known exposure, who are presumed to have COVID-19 and are awaiting test results, or who have received a positive test result for COVID-19, are asked to immediately notify Human Resources, as this helps the University support you and assess the impact on our community.

### **Employee Return-to-Campus**

As an employee of Rocky Vista University, you are required to read, understand and comply with RVU's Return-To-Campus guidelines. Please review and acknowledge your understanding of the following information:

The Center for Disease Control (CDC) has identified older adults, 65 years of age and older, and individuals with certain serious underlying medical conditions, as being at higher risk for severe illness from COVID-19. If you fall into a high risk category, and have concerns regarding

returning to work, we encourage you to reach out to your supervisor or Human Resources. We will discuss those concerns with you and provide additional support or accommodations, if necessary.

My signature below acknowledges that (1) I understand and agree to follow the above RVU Return-To-Campus guidelines and all RVU policies; (2) I understand that RVU may make changes to Return-To-Campus guidelines, other policies, and/or adopt new guidelines or policies based on changing guidelines or needs; (3) I understand that, as with all work-related activities, there is inherent risk. I accept full responsibility by returning to work in-person at RVU; and (4) I understand my role as an employee to model and practice healthy habits to help maintain a safe work and learning environment for the University community, including myself. If I do not understand what is expected of me, I am encouraged to seek out my direct supervisor or a Human Resources representative. Although we are all learning and things change rapidly, in circumstances where employees are in clear violation of these workplace guidelines and policies, RVU may revoke access to campus, and/or take other disciplinary actions. Finally, my signature below in no-way changes the at-will nature of my employment with Rocky Vista University.

\_\_\_\_\_  
Name of Employee:

\_\_\_\_\_  
Signature of Employee:

\_\_\_\_\_  
Date:

Return this signed document to Terri Wilson, HR Coordinator, [twilson@rvu.edu](mailto:twilson@rvu.edu), by **June 26, 2020**.