

ROCKY VISTA UNIVERSITY

# EMPLOYEE GUIDE



## RETURNING TO CAMPUS

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## **MESSAGE FROM PRESIDENT**

The RVU vision for Achieving new Heights In Medical Education has never been challenged as directly as the recent and continuing confrontation with the worst pandemic since 1918. Additionally, we have also been awakened from an inexcusable slumber in our responsibility to confront the Nation's historic inability to understand, support and create the necessary environment for ALL Americans to have a safe and equal opportunity to prosper and share the freedoms our Founding Father's defined but did not implement.

My point being, Rocky Vista University has never been so tested as to the true embodiment of our core values: Compassion, Diversity, Collegiality, Service, Integrity, Excellence, Innovation. As we create our "New Normal" we will need to rely on those principles if we are to safely provide the instruction, guidance and role modeling necessary to serve our Mission and Vision. We love our students, we are so proud of their accomplishments and thrive on their success. None of this is possible if we do not care for each other, respect the guidance we have been given by the COVID-19 Response Team and communicate our concerns to our managers, administration and the Covid-19 Response Team. This document is another example of our commitment to share "all of our knowledge and understanding" with you.

Please be safe, be reassured and hopefully happy!

Clinton E. Adams, DO, FACHE  
President and CEO



## GUIDING PRINCIPLES

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The <b>safety, health, and well-being</b> of the RVU Community <b>comes first</b> , with respect to public health guidance and medical evidence	All decisions will be anchored in our <b>core values</b>	Our <b>commitment to excellence in medical education</b> will guide decisions as we adapt to the evolving situation	We will face challenges with <b>passion, perseverance, and patience</b> while seeking opportunities to innovate and emerge as a <b>stronger RVU</b>	We are <b>dedicated</b> to educating the RVU community with transparency and regular communications to promote <b>informed decisions</b> and <b>personal responsibility</b>

Rocky Vista University's policies and protocols for responding to the COVID-19 pandemic will be ingrained in the safety of our health care providers, safety of our staff, safety of our faculty and students and members of our RVU community.

The primary goals for Rocky Vista University's response to the COVID-19 pandemic are the protection of human life, support patient care and clinical staff at RVU, and continue the institution's vital missions of education and research.

The University's plans will be generally aligned and consistent with local laws and ordinances and will follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Department of Public Health, and the COVID-19 Response Team. Our related decisions and policies will focus on the health, safety and wellbeing of the RVU community in accord with our guiding principles. Overall, the University is committed to ensuring the safety of our employees, while also being in compliance with all applicable local and federal guidelines.

***Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated appropriately as important information becomes available.***

## **RETURN TO CAMPUS**

### **Workplace Expectations & Guidelines:**

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of RVU's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

### **Symptom Monitoring Requirement:**

Employees who have been instructed to return to the workplace must conduct symptom monitoring every day and follow the screening process before reporting to work. Employees should do self-temperature checks before coming to the workplace and to stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit. If symptoms are present through self-evaluation, please ensure evaluation and clearance by the COVID-19 Response Team (CRT) to be eligible to report to work.

At this time, these [symptoms](#) include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

Employees are encouraged to take precaution and not come to work if they show any symptom related to COVID-19.

If you have any symptoms, CO employees should utilize the [CO Department of Public Health & Environment](#) Symptom Checker website and UT employees should contact the COVID-19 hotline at 800-456-7707 or visit the [UT Coronavirus website](#).





Cough



Shortness of Breath  
or Difficulty Breathing



Fever



Chills



Muscle Pain



New Loss of  
Taste or Smell



Sore Throat



Other less common  
symptoms:  
Nausea, vomiting  
or diarrhea

According to the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/need-to-know.html), individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Liver disease
- Being immunocompromised

Employees who fall within one of the CDC High Risk Categories or is pregnant will be encouraged to continue working remotely. Please talk to your manager and /or Human Resources to make arrangements or to address any other concerns or needs you may have.

## Phased Staffing:

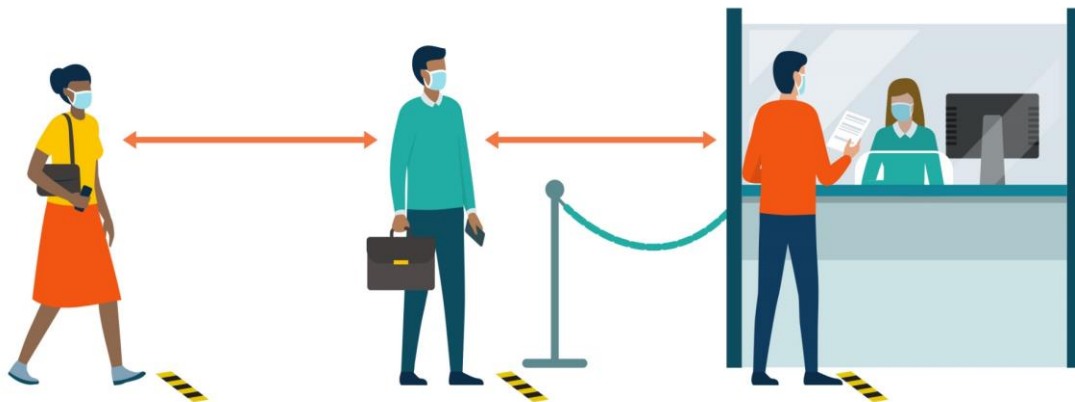
RVU will phase in the return of employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and screening.

RVU will assess expanded staffing based on mission-critical operations in support of student return, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated by the CRT.

The need to reduce the number of people on campus (density) to meet social distancing requirements may continue as long as necessary. We will support employees to continue to work remotely as we work through the phases of re-integration.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty, staff, and students as well as the communities we serve. The CRT must approve an increase of staffing levels in further support of critical on-site operations. Once decisions to expand on-site staffing in certain areas have been made, employees should follow the policies and protocols detailed in this guide for returning to work on campus.

As we phase in, the CRT will closely monitor and assess the status of the virus, as well as existing policies and procedures to mitigate it. If outbreaks re-emerge, or if local authorities release new guidance, directives, or orders, tighter staffing restrictions and reduced staffing may need to be implemented again. These actions will be reflected in the RVU reintegration phases, which are fluid and may be moved backward or forward.



## **Staffing Options:**

Once employees have been instructed to return to campus to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements must be approved in advance by the immediate manager and can be done in a full or partial day/week schedule as appropriate.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days and

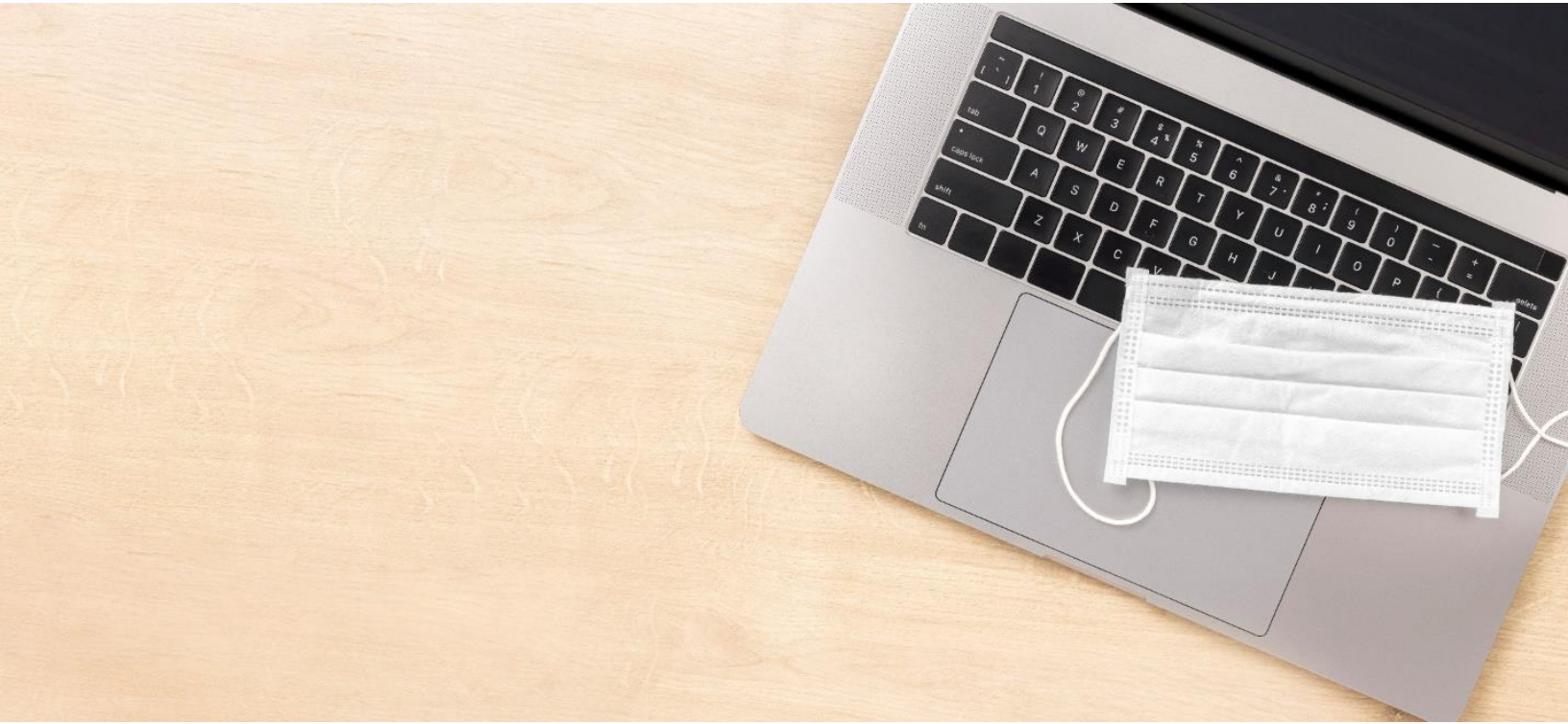
possibly various times. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by 10-15 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details as these efforts may need to be coordinated campus wide).





## HEALTH & SAFETY GUIDANCE







### **Personal Safety Practices:**

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all employees working on campus when in the presence of others, in public settings, common areas, and where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to yourself and others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing or frequent handwashing.

You are expected to have your own face coverings. Disposable masks will be provided by RVU, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You are encouraged to wear a cloth face covering, which will help RVU reduce the need to purchase additional masks, which are in short supply. Cloth face coverings should be worn for one day at a time, and must be properly laundered before use again. Having multiple cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

	Type and Intended Use of Face Coverings/Masks			
Type	<b>Cloth Face Covering</b> 	<b>Disposable Mask</b> 	<b>Medical-Grade Surgical Mask</b> 	<b>N95 Respirator</b> 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, community areas where 6' social distancing cannot be consistently maintained. Should be replaced daily. (Required for entry and exit, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by CRT.	

## Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



**Correct**



**Mask Necklace**



**Mask Goatee**



**Mask Visor**

## Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

## Care, storage and laundering:

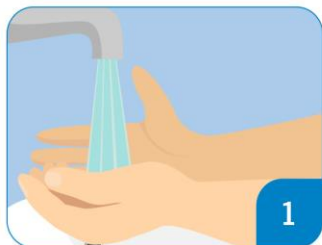
- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be [properly laundered](#) with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff working on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups unless able to social distance by at least 6 feet
- Stay out of crowded places and avoid mass gatherings

Handwashing: [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Soap and/or hand sanitizer will be readily available throughout the campus.

## What's the proper technique for hand washing?



**Wet your hands** with clean running water (warm or cold).



**Lather your hands** with soap. Rub together 20+ seconds. Don't forget wrists, back of hands, between fingers + under nails.



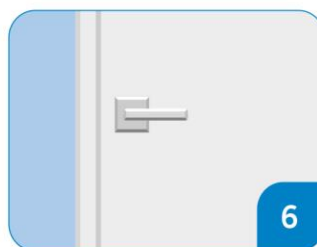
**Rinse your hands** well under running water.



**Turn off the water** with your elbow (or a clean towel).



**Dry your hands** with a clean towel or air dry them.



**Used a towel?** Use it to open the bathroom door.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment). However, disposable gloves should not be used for general purposes. To avoid cross-contamination, gloves should be worn then changed out after each task. Washing your hands often is the best practice for common everyday tasks.

**Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. However, they may be required for close contact situations (eg. certain labs). Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Cleaning/Disinfection:** Facilities and Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).



Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

## Employee Daily Health Check

1. **Bring and wear your personal protective equipment (PPE)** – You are expected to have your own face coverings. Disposable masks will be provided by RVU at the security desk, if needed.
2. **Self-health check** – Before you come to work, ensure you're healthy. If you are sick, have COVID-like symptoms, have been around someone with COVID or have reason to believe you may have the virus, call your manager and stay home.
3. **Expect to be temperature screened** – Based on your location, temperature or symptom screening and daily health checks may be required.
4. **Social distance at least six feet at all times.** This includes while in team meetings, hallways, restrooms, cafeterias and break areas. Other PPE or barriers are required if six feet separation is not possible.
5. **Say no to large gatherings or meetings** – Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines.
6. **Minimize carpool and public transport** – If you need to utilize carpooling and public transit to and from work, practice social distancing, wash or sanitize your hands, and consider wearing face coverings.
7. **Clean your PPE daily** – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.





## **Guidance for Specific Workplace Scenarios:**

Travel and Transit: Students, faculty and staff who use mass transit should consider using other transportation options (e.g., walking, biking, driving or riding by car- alone or with household members only) if feasible. If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

All business travel must be approved by leadership. Decisions will be made in accordance with state and local regulations and guidance.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments will implement policies regarding open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students, such as:

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

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. This includes common areas such as break rooms. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any RVU facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Skype, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 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 mask or face covering while sharing space in a common room.

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

Gatherings: Group events, gatherings, or meetings, should be held virtual when possible. If events are held, social distancing of at least 6 feet between people must take place. Limit group size to the extent possible.

All nonessential visitors, volunteers, and activities involving external groups or organizations are not allowed on campus unless approved by the CRT.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining (eating in designated café or areas) on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Break rooms must meet requirements to allow at least 6 feet of distance between each employee, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to



take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Food should never be shared.

Laboratory Work: Specific criteria have been developed for faculty and staff working in laboratory environments. Lab based courses and assessments may be permitted on campus with approved Departmental Reintegration Plan.

### **Mental and Emotional Well-being:**

EmployeeConnect, our Employee Assistance Program (EAP), is available to offer emotional support during this stressful time. Telephonic or video counseling is available by calling 888-628-4824 or visiting their website: [www.GuidanceResources.com](http://www.GuidanceResources.com)

username: LFGSupport password: LFGSupport1

### FEMA Resources: Crisis Counseling for Stress and Anxiety Related to Pandemic

Colorado and Utah:

- 2-1-1 is a confidential and multilingual service connecting people to vital resources:
  - Call 2-1-1 or 866-760-6489
  - Text your ZIP CODE to 898-211

The Crisis Counseling Assistance and Training Program is a program that assists individuals and communities in recovering from the psychological effects of natural and human caused disasters through community-based outreach and educational services. Call the disaster stress helpline at 800-985-5990 or text "TalkWithUs" to 66746.

#### Colorado Crisis Services:

Provides free, confidential, professional and immediate support on any mental health, substance use or emotional concerns, 24/7/365. 1-844-493-TALK (8255) or text TALK to 38255 to speak to a trained professional

#### Utah Mental Health Resources:

- Intermountain Health offers a [free hotline for mental health issues](#) related to COVID-19 at 833-442-2211.
- Resources related to the COVID-19 pandemic: [coronavirus.utah.gov/Mental-health/](http://coronavirus.utah.gov/Mental-health/)

# ROCKY VISTA UNIVERSITY

## Things you can do to support yourself:

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can cause undue stress, so consider taking a break from it.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.





**Exercise regularly.** Aerobic exercise (e.g., walking, running, hiking or playing with your kids/pets), can help release endorphins (natural substances that help you feel better and maintain a positive attitude).



**Maintain a healthy diet.** Stress can adversely affect your eating habits and your metabolism. The best way to combat stress or emotional eating is to be mindful of what triggers stress eating and to be ready to fight the urge.



**Connect with others.** Fear and isolation can lead to depression and anxiety. Reach out to family members, friends and colleagues regularly via phone, text, FaceTime or other virtual platforms.



**Take a break.** While it's important to stay informed of the latest news and developments, the evolving nature of the news can get overwhelming. Find a balance of exposure to news that works for you. Whenever reasonably possible, disconnect physically and mentally.



**Get enough sleep.** It's especially important that individuals get the recommended amount of sleep to help them stay focused on work and on managing the stress the current outbreak can bring. Experts recommend avoiding alcohol and stimulants like caffeine and nicotine before bed.

- Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.

## **ENTRY / EXIT CONTROL**

Entry to buildings will be regulated and monitored. A valid RVU badge is required for entry, and you may not hold or prop open exterior doors for any other person.

Departments, Facilities, and Security should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day. Employee arrival and departures should be scheduled in 10-15 minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors and guests will be limited during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Signage and Posters - Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

### **Employee Entry Requirements:**

1. If you feel sick, or have COVID symptoms, report to your manager and go home. If you have an immediate need while on campus, an isolation space will be identified on each campus for your use.
2. Face coverings are required to help prevent the spread of COVID-19.
3. Maintain a minimum six-foot distance from one another.
4. Cover your sneeze or cough with a tissue or your elbow.
5. Do not shake hands or engage in any physical contact with others.
6. Frequently wash hands for at least 20 seconds with soap and water and use hand sanitizers.



## References

- Adapted from Duke University's Staff Guide for Returning to the Workplace
- Images with permission from Cleveland Clinic: Return to Work Amid COVID-19 Guide
- CDC – Coronavirus COVID-19 Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- SHRM Return to Work Guide for Employees
- CUPA-HR
- RVU COVID-19 FAQs [Website](#)
- U.S. Department of Labor (DOL)
- U.S Equal Employment Opportunity Commission (EEOC)