



Guide for Employees Returning to Campus



Welcome Back to the Forty Acres

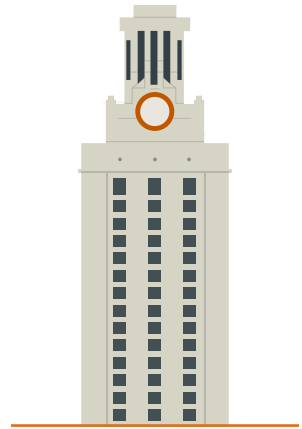
Whether you are a faculty member, staff member, or student employee, you have been asked to return to campus because doing your particular job on campus is critical to UT's mission. You might be a faculty member, teaching assistant or research scientist, a police officer, groundskeeper or custodian, a food service worker, student services administrator or animal caretaker. This guide presents crucial information every campus employee should have.

Campus is ready for you. Dedicated staff members have been working throughout the spring and summer planning your return to campus and making the necessary preparations, including thinking through issues such as building access and signs that will help us all navigate campus safely. Building managers have extensive checklists to enhance the safety of campus.

Before you come to campus, stop and ask yourself, "Do I really need to go in?" Either way, communicate with your supervisor. The thousands of your colleagues who are working remotely are helping to keep you safe by reducing the number of people on campus and therefore limiting everyone's exposure to COVID-19. They are grateful for what you are doing, just as you should be grateful for them staying away, as we all do our part for the university.

All faculty and staff must complete an online, interactive training called "Staying Healthy in a Changing Environment." This training will provide you with information to navigate the fall semester, protect your physical health and the health of fellow Longhorns, and maintain your mental well-being. You will receive a personalized email in the coming days with information on how to access the training. It is important that you keep up-to-date on the evolving information about COVID-19. Go to the following website to check on new and updated information:

protect.utexas.edu. No data about physical or mental health associated to you personally will be captured through this training.



Coming Back to Campus

Make sure you feel completely well.

It seems basic, but it's more important now than ever. Last year, you might have reported to work with a scratchy throat or runny nose, writing it off to allergies, or ascribing body aches to yardwork. Those days are gone.

We all must make an honest assessment of our health every day and note any symptoms. Now, there's an app for that, and it's called Protect Texas Together. If you don't have a smartphone, a phone-based application is also available. The phone-based application requires a unique access code; if you have access to a computer, get your access code here: utex.as/phone-survey. If you don't have a computer or need assistance, call the UT Service Desk at 512-475-9400.

Not feeling up to it? Here's what to do:

Do not come to campus if you feel sick. Take sick time if you have it. If you do not, explore options with your supervisor such as working from home, switching a shift, or working an alternative assignment.

You not only have the ability to stay home if you are feeling sick but an obligation to work with your supervisor so that you stay home. If you feel you are being pressured to work while sick by a supervisor, you should contact your department's HR representative.

On the other hand, if you report to work with symptoms, your supervisor can ask you to go home.



Might you have it?

People with COVID-19 have reported a wide range of symptoms from mild to severe. Symptoms may appear 2-14 days after exposure to the virus. They may include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

UT strongly encourages you to participate in proactive community testing if invited. Such testing will go a long way toward making the campus safer.

Report all testing.

In order to slow the spread of COVID-19 and to help keep our employees safe, it is important that employees and managers report symptoms and testing regardless of test results to the Occupational Health Program (OHP) as soon as possible.

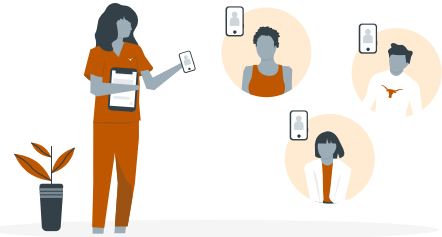
Contact 512-471-4647 or healthpoint.ohp@austin.utexas.edu to report COVID-19 symptoms or tests regardless results.

OHP values employee privacy and is following privacy guidelines that allow the university to keep our workplace and co-workers safe while still protecting individual privacy as much as possible.



Who should report to OHP?

- The individual employee can report on their own behalf
 - » Student employees should contact OHP or University Health Services
- The individual employee can contact their manager who can report on their own behalf
- Any member of the college, school, or unit (CSU) leadership can report if they hear of an employee who has symptoms or who has been tested



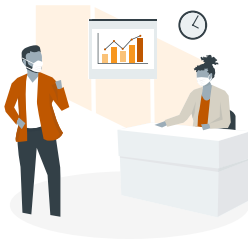
What is a close contact?

- Anyone who was closer than 6 feet
- For longer than 15 minutes
- Worked in a shared work space



OHP will then:

- Contact the employee, provide health and leave guidance, and work with the employee to identify **close contacts**
- Contact the employee's manager
- Contact Environmental Health and Safety (EHS) to evaluate the building for possible closure or deep cleaning if necessary



What should Colleges, Schools and Units (CSUs) do during this process?

- Work with OHP to determine if other employees should be sent home due to being a close contact
- Work with EHS on building safety before closing buildings or floors
- Follow OHP guidance on how to communicate with your CSU about positive cases in your area

No symptoms?

Great—let's go. Remember to grab your mask. You'll need it to enter any campus building. If it's your first time back, wear a [recommended protective face mask](#) and take a spare to leave at work in case you forget yours in the future or for any reason it becomes unwearable.

If you're taking a bus or train or carpooling please:

1. Put on your mask before entering the vehicle and keep it on during your commute.
2. Don't touch anything you don't absolutely need to.
3. And wash your hands or use hand sanitizer as soon as possible after getting to campus and before removing your mask if you are reporting to a private office.



Outside on Campus

Once you have reached campus, remember the guidance for being outside on the Forty Acres:

Recommended protective face masks, though not mandatory outside, still are highly recommended. Sunlight and fresh air are enemies of the virus, but even outside, it is difficult to maintain distance. You will constantly encounter other people on crosswalks, narrow sidewalks, stair steps, and suddenly at blind corners and in doorways. Wearing your mask outside will drastically reduce the chances of the virus spreading. Wearing a mask is a protection for yourself, a show of respect for others, and a sign of Texas spirit.

And of course, keeping distance means avoiding groups, even outdoors.

As you approach your building, look for signs directing you. Side doors and back entrances might be locked from the outside now to encourage one-way flow of foot traffic.

Inside on Campus

Wash your hands.

Now you're inside. (If your mask wasn't on before, it should be now.) Time to find a bathroom, staff kitchen or break room and wash your hands.



Restrooms

In smaller restrooms use the “one out, one in” model by calling out when entering a restroom. If the restroom is already in use, wait outside for the person to leave before reentering. For larger restrooms that can accommodate social distancing, follow the signs designating which sink, shower, stall and/or urinal is available. Remember to wash your hands with soap and water for at least 20 seconds as frequently as feasible. Trash cans will be placed near doors so you can open the door with the paper towel you used to dry your hands.

Other hand hygiene matters to keep in mind:

1. Cough and sneeze into your elbow, not your hands.
2. Avoid touching your face or mask.
3. Avoid shaking hands.
4. Refrain from touching doorknobs or other high-touch surfaces.

Mask on!

Multiple studies have shown that the virus that causes COVID-19 can linger in the air for three hours before finally falling to the ground. This is one reason UT has made the proper wearing of masks mandatory inside. Anyone in a university building must wear a face mask except:

1. When alone in private work space with the door closed (or for students, in their own residence hall room)
2. When eating or drinking somewhere where social distance is maintained
3. If younger than 5
4. Or where approved exceptions have been made by the Americans with Disabilities Act process, a religious observance consideration, or by a dean, vice president or their delegate



If you forgot your mask at home or for any reason it becomes unwearable, hopefully you brought a spare on your first day back and left it on campus. If not, departments may have a small number of one-time-use masks available.

Intentionally not wearing a mask in common areas will result in disciplinary action by your supervisor.

As we return to campus, remember we all are adjusting to big changes. Be kind. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of proper protocol with a smile. "Please wear a mask when you're in the office." "Thank you for wearing your mask inside," or "Oops! Mask time!" Assume it's forgetfulness unless they show you it is not.

If their answer indicates they have chosen to go without a mask, walk away and notify your supervisor. Do not escalate the situation.

The same goes if you see someone wearing a mask incorrectly or failing to maintain proper distance. Because this virus is primarily airborne, masks must fully cover the nose, mouth and chin to work. If the person is wearing it too loosely or leaving the mouth or nose uncovered, politely explain the importance of wearing masks correctly to help keep everyone healthy. If the person does not adjust the mask, walk away and notify your supervisor. Do not escalate the situation.

On the flip side, if you get reminded by someone, say "Thank you" and immediately fix the problem. People make mistakes and forget, but if we operate under the assumption that we are all working together to keep the community safe, we can continue to build our community.

Wipe it down, wipe it out.

The same studies that have shown the virus can float in the air for three hours have found that the virus can remain on hard surfaces like plastic or steel for 72 hours. This means frequent hand washing and using sanitary wipes on surfaces in common areas are equally critical to containing the spread.

Get in the habit of frequently disinfecting high-touch surfaces like buttons, door handles, counters, workstations, keyboards, telephones and handrails.

Faculty and staff members should avoid using other employees' phones, desks, offices, or other work tools and equipment, whenever possible. If you must use others' things, disinfect them before and after. If possible, have at least one empty workspace separating you from any other co-worker.

Meetings

Groups increase the risk of spread. So meetings should be held in whole or part using platforms such as Zoom, Microsoft Teams, or conference calls, even if all participants are on campus. When possible, communicate with your colleagues and supervisors by email, instant messages, telephone or other technology rather than in person.

By law, 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. Groups of more than 10 should be avoided.

Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. To request help, go to utexas.edu/facilities-services.

All attendees must wear a [recommended protective face mask](#) while sharing space in a common room. Your mask is not a substitute for social distancing. You must use both at all times. For a full list of meetings and events guidelines, go to utexas.edu/event-guidance.

Meals

- Wash your hands thoroughly before and after eating.
- If dining on campus, wear your face mask until you are ready to eat and then immediately put it back on.
- Don't sit facing one another.
- When possible, take food back to your office area or eat outside.
- Only remove your face covering to eat, then put it back on.
- Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using them.



Water Fountains/Water Bottle Stations

Instead of drinking straight from a fountain, put water into a bottle or cup. Avoid touching the mouth of your bottle or cup to the faucet.

Elevators

Use the stairs whenever possible, leaving the elevators free for those not physically able to use the stairs.

Follow the guidance on all signs indicating the maximum number of passengers. Maximize the distance between yourself and others on the elevator.

If you are in an elevator, you are inside and not alone in a private office, so you must wear your face covering. Avoid touching the elevator buttons with your exposed hand/fingers if possible. And remember to wash your hands or use hand sanitizer after exiting the elevator.

Heading Home

The virus doesn't care if you're on or off campus, so continue to take care of yourself and your loved ones by practicing preventive measures outside of work, too.

Mental Health

The university offers counseling services to help you face challenges and improve your health, well-being, and effectiveness. The services are confidential and free of charge to benefits-eligible employees. The Employee Assistance Program (EAP) provides short-term, confidential counseling with its experienced staff of licensed psychologists and social workers. In these sessions, the counselor assesses needs and makes a plan with you for addressing those needs, either at the EAP, through a community provider, or through other UT resources. Call 512-471-3366 or email: eap@austin.utexas.edu.



Help and Advice

The Behavior Concerns Advice Line (BCAL) is now the Behavior Concerns and COVID-19 Advice Line (BCCAL). In addition to the established 24/7 support for behavior concerns, BCCAL will help students, faculty and staff with the following areas related to COVID-19, in both English and Spanish:

- Protect Texas Together app malfunctions and questions
- Reporting positive COVID-19 tests
- International travel
- Assistance with self-isolation and self-quarantine
- Contact tracing
- Financial support
- Professor notifications for student class absences
- Student, faculty, staff, and visitor COVID-19 concerns

UT community members can call 512-232-5050 and indicate if their call is related to a behavior concern or COVID-19. From there, the caller will be welcomed by the appropriate team.