



## Guidance and Healthy & Safety Compliance for a Pandemic Workforce

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# University Operations

While the University remains open, the campus is closed with limited operations. Campus buildings are designated as:

- Open
- Open with restrictions
- Closed
- Closed with restrictions

The University hours of operation will remain  
**8:00 am - 5:00 pm.**

Divisional Leadership will provide directives to departments for necessary work hours. Adjustments to work hours may be made to accommodate the health and safety of the staff, following the safety guidelines outlined by the University.



# On-Campus Staff

On July 31, 2020, President Wilson provided guidance regarding a planned staff return to campus. This includes **required testing for employees returning to campus from Administrative Leave and those who are ineligible for telework.**

Daily screening routines are being provided to employees who have returned to campus.

Additional testing guidance will be communicated from the *Morgan Campus Health Monitoring and Response Team (MCHMRT)*.

If you are not feeling well prior to your daily work schedule, immediately notify your supervisor for further directives. **DO NOT COME TO CAMPUS!**

According to the Safety Guidelines of Morgan State University and under the direction of the Governor of the State of Maryland Executive order 20-07-29-01, face coverings are required on campus.\*

\*See Safety Protocols for appropriate face coverings and guidelines.



# Teleworking Staff

Additional guidance from the July 31st communication indicates that employees who are eligible and successfully teleworking continue to do so in accordance with the temporary telework policy until further notice.

The **Pandemic Telework Form** [\[link doc\]](#) can be found at [www.morgan.edu/hr](http://www.morgan.edu/hr). Additional telework guidance is below:

- MSU Pandemic Teleworking Guide - a guide for teleworking staff [\[link doc\]](#)
- "Telworking & Virtual Learning" - a guide for teleworking parents [\[link doc\]](#)

If you are not feeling well, immediately notify your supervisor for further directives. Even in a teleworking environment, if you are unable to work, you may be eligible for applicable leave. Please email Monica Waters (Leave Coordinator - [monica.waters@morgan.edu](mailto:monica.waters@morgan.edu)) for assistance.





Some teleworking staff members need to come to campus periodically. If you need to return to campus for any operational need, follow the directives provided below:

[insert MCHMRT guidance]

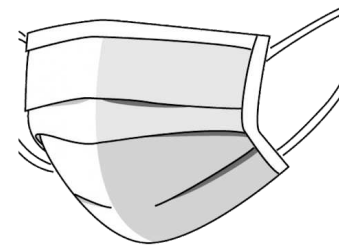
## Teleworking Staff (cont'd)

If you are not feeling well, immediately notify your supervisor for further directives. **DO NOT COME TO CAMPUS!**



# Safety Protocols

## [Face Masks]



**Face masks are required indoors where other people are present because keeping at least 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms, and elevators. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible.**

Employees should not report to work or come to the campus and will immediately contact the University's Office of Human Resources ([ohr@morgan.edu](mailto:ohr@morgan.edu) or 443-885-3195) if:

- You have been exposed and/or have reason to believe you have been exposed to COVID-19
- You have a temperature of 100.4 degrees Fahrenheit or higher;
- You are exhibiting other symptoms consistent with COVID-19 infection (e.g. cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath); or
- You have been advised by a healthcare professional not to report to work due to actual or possible COVID-19 infection or exposure.

Employees may be eligible for COVID-19 related leave. Contact [monica.waters@morgan.edu](mailto:monica.waters@morgan.edu) for more information.



# SAFETY PROTOCOLS

## [Self-Screening]

If you believe that you have been exposed and/or have concerns regarding your health, **DO NOT** report to campus; immediately contact your supervisor.

### **SELF-SCREENING SYMPTOM CHECK**

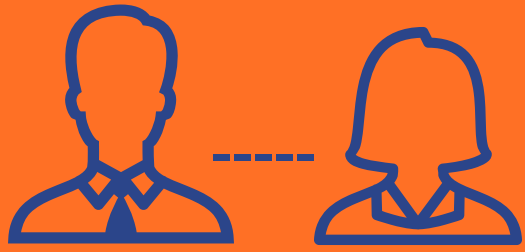
If you are experiencing any of the following related symptoms, you are required to stay home from work. **DO NOT REPORT TO CAMPUS**. In this case, you should notify your supervisor immediately AND the Office of Human Resources, so that applicable/eligible leave can be applied.

- 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

(note this list does not include all possible symptoms.)

For more self-screening guidelines, or to take an online self-screening test, please visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>





# SAFETY PROTOCOLS

## [Social Distancing]

**Social distancing measures will be enforced at all times.**

When coming to campus, it is important to follow the social distancing guidelines for the safety of yourself, University, and our community.

**Face masks are required on campus**



### 6 FEET DISTANT REQUIRED

Each staff member should keep a minimum 6-ft distance from others at all times.



### NO SHARED SPACES

If you have a shared office space with another staff member, you are to schedule your time to arrive on campus so social distancing guidelines can be followed.



### LIMIT OFFICE VISITORS

On-Campus employees should limit office visitor and follow social distancing guidelines.



### AVOID PHYSICAL CONTACT

Avoid physical contact such as shaking hands and touching high-traffic surfaces without sanitizing.



### NO SOCIALIZING

Do not congregate in break/lunch rooms, copier rooms, and highly socialized areas. If necessary, prepare to eat lunch at your desk and be sure to sanitize your space.



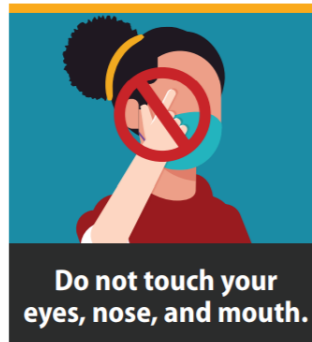
# SAFETY PROTOCOLS

## [Good Hygiene]

In order to prevent the spread of COVID-19, employees are expected to practice good hygiene.

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of used tissue.
- Secondary hand-washing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

If you need additional supplies, such as hand soap or hand sanitizer, please notify your supervisor immediately.





# **SAFETY PROTOCOL**

## **[Office Safety]**

**In alignment with the CDC guidelines for social distancing, the University has established ways to return to work with every opportunity of physically distant operations.**

### **COMMON AREA SAFETY**

- Removal of any reusable or shared products (i.e. reception area magazines, shared kitchen utensils, etc.)
- Using recyclable items that can be discharged after use
- Replacement or usage of individually used items. (i.e. personal coffee mugs, office supplies, kitchen utensils, etc.) It is recommended to keep these items in a closed secure container marked for that individual/staff member; OR keep personally used items after sanitizing at your desk.
- Staggered break schedules. This varies by department, however, staff members should have a rotated break schedule to avoid gathering in break rooms and/or common or social areas.

### **OFFICE SUPPLIES/WORKSPACE**

- There should be no sharing of standard office supplies (i.e. staplers, scissors, keyboards, etc.)
- Staff should periodically disinfect any used appliances within the office. For cleaning supplies please contact your supervisor.

### **OFFICE SANITATION MEASURES**

Offices, restrooms and high traffic areas will be equipped with sanitation materials such as soap and hand sanitizers. If you have a need for additional cleaning supplies, please notify your supervisor immediately. (see following page for good hygiene practices.)



# Health Benefits

The health and well-being of Staff are a priority to Morgan State University. We are dedicated to provide as many available resources that aid the awareness of mental, physical and emotional stability.

## HEALTH INSURANCE

Employees who are enrolled in **employer based health insurance** are able to access benefit resources through the Workday portal. Members should contact their medical provider for guidance related, but not limited to:

- COVID-19 Testing
- Behavioral Health Services (Mental Health)
- Health Provider Locations
- Medical Questions & Concerns
- and MUCH MORE!



# Leave Options

Employee's may be eligible for specific COVID-19 leave. Please contact the University's Leave Coordinator, Monica Waters, [monica.waters@morgan.edu](mailto:monica.waters@morgan.edu) for applicable leave.

## Emergency Paid Sick Leave

This leave is allotted to employees who meet the following requirements:

- Subject to a federal, state, or local quarantine or isolation order related to COVID-19
- Advised by a healthcare provider to self-quarantine
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis
- Caring for an individual who meets the requirements above
- Caring for a child under 18 whose school has been closed or daycare provider is unavailable due to COVID-19 precautions
- Experiencing a similar condition in relation to COVID-19

A maximum of 80 hours will be allotted to the employee who applies and meets the conditions above.

## Expanded FMLA

This leave can be granted to employees who meet the above requirements in relation to COVID-19. The first 10 days of the Expanded FMLA is unpaid (Emergency Paid Sick Leave can be used to cover these days) and is for a maximum of 12 weeks, similar to the regular FMLA. Under Expanded FMLA, employees are not required to use their time; if they have no time available, they will be paid 2/3 of their pay.

For eligibility, application of any of the above leave types, in addition to, but not limited, isolation/quarantine directives for your time sheet, please contact the University's Leave Coordinator, [monica.waters@morgan.edu](mailto:monica.waters@morgan.edu).)

# HUMAN RESOURCES CONTACTS

## COVID-19 Policy/Protocols

**Armada W. Grant**

Associate Vice President

[armada.grant@morgan.edu](mailto:armada.grant@morgan.edu)

## Leave Administration

**Monica Waters**

Leave Coordinator

[monica.waters@morgan.edu](mailto:monica.waters@morgan.edu)

## Health Benefits

**Marie Armstrong**

Benefits Coordinator

[marie.armstrong@morgan.edu](mailto:marie.armstrong@morgan.edu)



# Office of Safety, Health & Environment

[oshe@morgan.edu](mailto:oshe@morgan.edu)

**Christopher Evans**

Assistant Fire Marshall

**Laura O'Donnell**

Environmental Health & Safety  
Specialist

**Tanya Foster-Flack**

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