JSU FACULTY AND STAFF
RETURN TO ON CAMPUS WORK

PRESENTED BY:
DEPARTMENT OF HUMAN RESOURCES AND FACILITIES MANAGEMENT
ROBIN PACK, EXECUTIVE DIRECTOR, HUMAN RESOURCES
JULIUS GREEN, HEALTH AND SAFETY OFFICER/EMERGENCY MANAGER
In the face of the worldwide COVID-19 outbreak, Jackson State University’s first priority is the health, safety, and well-being of our entire campus community. As we know, we are operating in an entirely different environment and we must carefully plan how we will return to the workplace.

Our plan will be strategic and aligned with the guidelines from the State of Mississippi, MS Institutions Higher Learning (IHL), Center for Disease Control (CDC), and the federal government.

In conjunction with JSU Reopening Task Force, the following three-phase plan has been developed to safely return faculty and staff to campus over the next several weeks. We anticipate our target date to initiate this phased process will be June 8, 2020, beginning with our Management Staff. The remainder of the return-to-campus process will continue gradually over the month of June as we start bringing in those critical business operations and end with the return of faculty and students at the beginning of the fall semester.
THREE PHASED APPROACH

Phase 1: Pre-Opening Phase- To train, prepare, and establish protocol in the units based on the published guidelines developed by the JSU Safe to Reopen Task Force.

Phase 2: Gradual Reopening Phase- To carefully and strategically bring employees back and continue to refine workspace habits on social distancing and sanitization.

Phase 3: Normal Operations – To remain flexible under the ‘New Norm’ as faculty and staff return to campus.
PHASE 1 – ADMINISTRATIVE COUNCIL

JUNE 8, 2020
PHASE 1 – PRE-OPENING
DEPARTMENT HEADS – CHECKLIST AND GUIDELINES

Checklist:

- Assess your work areas to determine if there is adequate spacing to maintain social distancing.
- Assess other common spaces i.e. conference rooms, break rooms and document the common space procedures.
- Develop a plan and work schedule based on the JSU Safe to Reopen Task Force guidelines.
- Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.
- Encourage employees to self-screen daily before leaving home.
- Post signage to encourage health hygiene and social distancing in the workplace.
- Remind employees to return any equipment that was used for telework to campus to be re-inventoried.
PHASE 1 – PRE-OPENING
DEPARTMENT HEADS – CHECKLIST AND GUIDELINES

Guidelines:

- If an employee voluntarily self-identifies as being high-risk for COVID-19, or are following self-quarantine protocol, refer the employee to P.A.W.S. to complete the Self-Reporting Form.
- Keep in person meetings to a minimum with no more than 10 people in a room to maintain social distances. Utilize Zoom or Google Hangouts for meetings.
- Be flexible with employees who show symptoms of COVID-19. Encourage them to go home or stay home.
- Report any known or potential absences due to COVID-19 immediately to HR to determine the next steps.
- Do not provide food or drinks unless individually packaged.
- Discourage employees from sharing other employees’ desks or equipment, and encourage employees to wipe down their desks and equipment throughout the day.
PHASE 2 – GRADUAL REOPENING BY DEPARTMENTS

JUNE 15, 2020
Employees in the following departments will return to the workplace based on a schedule determined by the Department Head:

- Human Resources/Payroll
- Enrollment Management/Student Success
- Division of Finance and Administration
- Division of Academic Affairs
- Departmental Chairs and Academic Program Coordinators
- Post Office
- Researchers – Those who are unable to conduct research remotely
- Information Technology

The Department Head in consultation with their Vice President may use:

- A combination of telework and on-campus presence
- Staggered shifts
- Alternating workdays
PHASE 2 – GRADUAL REOPENING BY DEPARTMENTS

JUNE 22, 2020
PHASE 2 – GRADUAL RETURN (GROUP III)

Employees in the following departments will return to the workplace based on a schedule determined by the Department Head:

- Division of Institutional Advancement
- Staff Employees in each College
- Student Affairs-All units
- Division of Athletics
- Division of General Counsel
- Internal Audit
- Institutional Research

The Department Head in consultation with their Vice President may use:

- A combination of telework and on-campus presence
- Staggered shifts
- Alternating workdays
PHASE 3 – NORMAL OPERATION

JULY 6, 2020
NORMAL OPERATION

All departments and campus buildings will be open and employees are expected to report to work at their pre-COVID-19 work schedule.

~ Limited visitors and students will be allowed to visit the campus prior to the start of the 2020 Fall Academic year.
HEALTH AND SAFETY MEASURES
PERSONAL SAFETY MEASURES

Our ability to sustain and increase our on-campus presence and activities depends on the commitment and cooperation of every member of our community.

- Wash your hands frequently.
- Stay home if you are sick.
- Check your temperature before coming to work.
TO ASSIST IN MITIGATING THE SPREAD OF COVID-19

The University will provide one cloth face mask for all employees.

A face mask or covering must be worn by all employees working on campus when in the presence of others, in common areas and places where social distancing measures are difficult to maintain.

- Examples include:
  - Classrooms
  - Conference rooms
  - Common areas
The University has developed an Enhanced Cleaning Protocol. Key components are:

- **Equipment and Budget**
  - Foaming sanitizer dispensers in all buildings (locations TBD by Facilities).
  - Use of Disinfecting Chemical Foggers throughout each building.
  - Disinfectant supplies will be provided for classrooms and common areas.

- **Department spaces will be sanitized twice daily.**
  - Once on the day shift and once on the night shift.
  - Trash removal at least 3 times daily.
  - Restrooms sanitized at least 3 times daily.
  - Schedules of cleanings will be posted on every restroom door.
Supplies provided by the University for classrooms and common areas will include:

- Disinfectant aerosols.
- Wipes.
- Hand sanitizers placed strategically through the buildings.

Additional cleanings and maintenance of all hand sanitizer dispensers will be provided by secondary janitorial service.
Employees must enter the campus at the North entrance of the Athletics and Assembly Center area (from Prentiss St.) if they work on the west side of Dalton Street.

Employees must enter the campus at the corner of University Blvd. and Walter Payton Dr. The checkpoint will be located in the parking lot of the Walter Payton Center.

Screening will consist of a touchless temperature check and questionnaire.

*For more information, please see the Enhanced Cleaning Protocol.
Employees who are returning to the workplace should conduct symptom monitoring before reporting to work. You should be free of ANY symptoms potentially related to COVID-19.

At this time, symptoms include one or more of the following:

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

Employees experiencing any of the above symptoms should not report to work. Instead, you should log in to P.A.W.S. and complete the COVID-19 Self-Reporting Form. Once the form has been received and reviewed you will receive a call from the JSU Health Center for an assessment of symptoms and COVID-19 Testing.
WELCOME BACK!