Return to Campus Planning for Employees
July 23, 2020, revised November 4, 2020

I. Primary Purpose

Luther College is committed to providing a safe and healthy workplace for its employees, students, and visitors. Our plans are aligned with local, state, and federal guidelines. As our knowledge and understanding of the COVID-19 global pandemic continues to evolve, our policies and plans may be updated, as appropriate.

II. Expectations

All faculty and staff are expected to comply with the guidelines outlined in this document.

III. Scenarios

To prepare for the safe return of students, faculty, and staff to campus for the fall semester, directors and heads of academic and administrative departments will prepare staffing plans for the three scenarios described below.

- **Scenario 1: Few students on campus, classes not in session.** This is the scenario for June 2020 through August 2020.

- **Scenario 2: Students on campus, in-person classes in session.** This is the planned scenario beginning September 2020.

- **Scenario 3: Few students on campus, most classes remote.** This is the contingency scenario for the fall semester that may be used depending on the unfolding conditions of the pandemic and/or directives from governmental agencies.

IV. Staffing

In Scenario 1, staff should work remotely, as approved by their respective vice president, provided that the service expectations of the position and department can be maintained in a remote work environment. Faculty are not required to be on campus, as they are not on appointment. Faculty, as approved by the Dean of the College, may work on campus in order to teach summer courses, work on scholarly projects, and/or participate in departmental or committee meetings.

In Scenario 2, staff should work on campus, as approved by their respective vice president, unless requirements for physical distancing in departmental work spaces require some staff to work remotely. Faculty must work on campus for class periods that involve in-person instruction. Faculty may work remotely, as approved by the Dean of the College, for all activities that do not involve
in-person instruction. Faculty must remain available for interactions with students when working remotely.

In Scenario 3, staff and faculty should work remotely, as approved by their respective vice president, provided that the service expectations of the position and department can be maintained in a remote work environment. Faculty, as approved by the Dean of the College, may work on campus in order to teach courses, work on scholarly projects, and/or participate in departmental or committee meetings. Faculty must remain available for interactions with students when working remotely.

Supervisors, as approved by their respective vice president, may accommodate flexibility in work scheduling if the pandemic interrupts regular child care or schooling schedules of the children of employees, requiring parents to supervise their children at home during regular work hours. Academic course schedules will not be adjusted in the event of interruptions to regular child care or schooling schedules of the children of faculty.

The Emergency Response Team (ERT) will closely monitor and assess the potential spread of the COVID-19 virus and re-evaluate the policies described above prior to the beginning of each term in the fall semester (September Term, First Fall Quarter, Second Fall Quarter). As conditions warrant, the scenarios and policies may be modified to mitigate the potential spread of the COVID-19 virus.

V. Essential Employees and Office Presence

An essential employee is a designated employee who is required to physically report to work on campus during a pandemic in order to meet operational requirements, except as directed by their supervisor. Cabinet will determine which positions across campus should be labeled as “essential” for business continuity. Additionally, on a case-by-case basis, employees may be designated as essential based on the nature of the emergency and/or the availability of other personnel. In some instances, physical presence by department will be managed on a rotational basis. In Scenario 2, all faculty are considered essential employees.

VI. Employees at Increased Risk

Faculty and staff who are at increased risk due to COVID-19, as evidenced by a doctor’s note, may either work remotely or may be eligible for limited disability leave, as determined by Human Resources.

Faculty and staff who live with family members who are at elevated risk due to COVID-19, as evidenced by a doctor’s note, may either work remotely or may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA), as determined by Human Resources.
VII. Personal Safety Practices

All employees should consult the Centers for Disease Control and Prevention (CDC) webpage to learn key facts about coronavirus, including:

- How to Protect Yourself and Others
- What to Do if You Are Sick
- Symptoms of COVID-19
- Self Check Symptoms
- People at Increased Risk
- Testing for COVID-19

A. Face Coverings

All faculty, staff, students, outside contractors, and visitors are required to wear a face covering until further notice in both indoor and outdoor spaces on campus, as described below. Face coverings must cover the mouth and nose and must not have exhalation vents. The CDC provides guidance on how to wear, make, and clean cloth face coverings. Anyone needing assistance obtaining a face covering should contact Facilities Services at 563-387-1146.

The CDC notes that while face coverings are not considered personal protective equipment (PPE), they may help prevent people who unknowingly have COVID-19 from spreading it to others. Face coverings, in combination with physical distancing, may help protect others around you and are one of the preventative measures recommended by the CDC to reduce the spread of COVID-19.

Employees who are unable to wear a face covering for medical reasons should contact Human Resources (563-387-1134; hr@luther.edu). In consultation with Human Resources, a face shield may be considered an appropriate substitute for a cloth or disposable face covering. Facilities Services has a limited number of face shields available for employees.

Indoor Spaces

Face coverings are required in all indoor spaces, including offices, common workspaces, meeting rooms, classrooms, laboratories, residence hall lounges, restrooms, elevators, hallways, stairwells, and athletic and recreational facilities. Face coverings may be removed while indoors in limited scenarios, including

- When alone in a private office, common workspace, meeting room, classroom, or laboratory; in all cases, the space must be fully enclosed and the door must be closed. Face coverings must be worn when leaving these spaces to enter shared or public spaces.
- While swimming in the Aquatic Center.
• While eating indoors, provided that physical distancing is possible when in the presence of others, including at tables.

Outdoor Spaces

Face coverings are required in all outdoor spaces while in the presence of others and when physical distancing of six feet or greater cannot be maintained.

B. Physical Distancing

Avoiding close contact with others is one of the preventative measures recommended by the CDC to reduce the spread of COVID-19. Because people can spread the virus while they are asymptomatic, it is important to practice physical distancing at all times by staying at least 6 feet (about two arms' length) from other people, especially those who are sick or live outside of your household. Physical distancing is best used in combination with face coverings.

VIII. Accommodating Physical Distancing in Work Areas

All Departments

Department and committee meetings should be held remotely, if possible. In-person meetings must observe physical distancing expectations and must not exceed modified room capacities, as determined by Facilities Services. Campus Programming maintains records of modified capacities for all meeting spaces.

Directors and department heads should consider any needed physical modifications to employees' personal work spaces, including those for student workers, in order to maintain expectations for physical distancing (six feet of distance from others). When physical distancing expectations cannot be maintained, for example in vehicles or points of service, directors and department heads should request the installation of barriers from Facilities Services.

Administrative Departments

Directors and department heads should consider any needed adjustments, including physical modifications, to the following in order to maintain service expectations and physical distancing in work areas:

• Employee work schedules (e.g., staggered hours, alternate days or weeks)
• Departmental traffic patterns
Academic Departments

Classroom meetings in Scenario 2 may use a mixture of in-person and online modalities in order to promote physical distancing. Online modalities may be used when they are pedagogically advantageous, such as for small group work. For a given course, in a given week, up to 50% of class meeting time per student may be online. Individual faculty have the agency to make decisions regarding the use of online pedagogies, under the guidelines described above.

Facilities Services and the Registrar’s Office have identified modified room capacities for all classrooms. Classroom furniture will be pre-arranged to allow for physical distancing and to avoid air handling intake, and it should not be moved for any reason by faculty, staff, or students. A limited number of outdoor spaces may be reserved through Campus Programming for in-person class meetings.

Staggering students in groups is recommended to promote physical distancing in laboratory sessions. Physical distancing may not be possible for all laboratory spaces or sessions. Laboratory partners should be especially attentive to other preventative measures when physical distancing is limited in laboratory spaces and/or sessions.

IX. Visitors and Guests

External visitors and guests should be limited and avoided, when possible. All external visitors and guests must wear face coverings and observe physical distancing, as described above.

In Scenarios 1 and 3, allowed external visitors include:

- Outside contractors and vendors
- Prospective students and their families who have scheduled appointments with Admissions
- Alumni, donors, and friends of the college who have scheduled appointments with Alumni and Development

In Scenario 2, allowed external visitors include:

- Outside contractors and vendors
- Prospective students and their families
- Alumni, donors, and friends of the college
- Community members with business at the college, including visiting the library, Book Shop, and Regents Center
- Athletic teams participating in scheduled competitions
- Distinguished lecturers and speakers

Unless granted an exception by the President and the Cabinet, external groups are not permitted to reserve or use campus facilities for private and/or public events in Scenarios 1 through 3.
X. Travel

College-sponsored travel in Scenarios 1 through 3 is limited to recruiting, fundraising, and travel to varsity and junior varsity athletic competitions, in cooperation with the American Rivers Conference. Employees are encouraged to review the CDC’s considerations for travel within the United States prior to any personal travel.

As noted by the IDPH, “there is no longer a recommendation to self-isolate for 14 days after returning from travel outside of Iowa and within the United States (as long as the traveler remains well and has not been identified as a close contact of an ill individual).” Employees must consult with their supervisor prior to and after any business-related travel. Employees are requested to consult with their supervisor and/or Human Resources prior to and after any personal travel. Employees that need to self-isolate following travel should work remotely, if possible.

XI. Employees with Symptoms of COVID-19

Employees should not physically report to work on campus if they are exhibiting COVID-19 symptoms. Employees should also not physically report to work on campus if they are sick with any other illness. Supervisors may send an employee home if they physically come to work on campus and exhibit symptoms of respiratory illness.

- Contact your supervisor and the director of human resources if you are staying home with COVID-19 symptoms.

In accordance with guidance from the Iowa Department of Public Health (IDPH) and the Centers for Disease Controls and Prevention (CDC), employees with symptoms of COVID-19 who have not been tested should self-isolate until after these three things have happened:

- They have had no fever for at least 24 hours (one full day of no fever without the use of medicine that reduces fevers) AND
- Their other symptoms have improved (for example, when their cough or shortness of breath has improved) AND
- At least 10 days have passed since their symptoms first appeared.

Employees with symptoms of COVID-19 who have been tested and test PCR negative AND who are NOT a close contact of a person who tested positive for COVID-19 can go back to daily activities 24 hours after their fever and other symptoms resolve.

Employees with symptoms of COVID-19 who have been tested and test PCR negative AND who ARE a close contact of a person who tested positive for COVID-19 should continue to self-quarantine until 10 days after symptoms first appeared.
XII. Employees Diagnosed with COVID-19

Employees diagnosed with COVID-19 are asked to notify their supervisor and the director of human resources. Public health officials will interview employees, notify close contacts of the employee, give them direction on self-isolation, and release employees from isolation. When released from isolation, employees must notify the director of human resources before returning to campus.

In accordance with guidance from the Iowa Department of Public Health (IDPH) and the Centers for Disease Controls and Prevention (CDC), employees with symptoms of COVID-19 who have been tested and test PCR positive should self-isolate until after these three things have happened:

- They have had no fever for at least 24 hours (one full day of no fever without the use of medicine that reduces fevers) AND
- Their other symptoms have improved (for example, when their cough or shortness of breath has improved) AND
- At least 10 days have passed since their symptoms first appeared.

Employees without symptoms of COVID-19 who have been tested and test PCR positive should self-isolate until at least 10 days have passed since the date of the first positive test AND they continue to have no symptoms (no cough or shortness of breath) since the test. Employees must notify the director of human resources before returning to campus.

XIII. Employees Exposed to COVID-19

State or local public health officials will notify close contacts of those diagnosed with COVID-19 and give them direction as to whether they need to self-quarantine. Employees who have reason to believe that they have been exposed to COVID-19 but have not been contacted by public health officials may work remotely, as approved by their supervisor and vice president, or continue to physically report to work on campus, provided that they self-monitor their temperature (temperature must not exceed 100.4 degrees Fahrenheit) and do not exhibit COVID-19 symptoms.

XIV. Cleaning and Disinfecting Protocols for Work Areas of Diagnosed and Exposed Employees

Facilities Services will provide routine cleaning (defined as standard cleaning and disinfecting) of all restrooms, classrooms, and common spaces once daily, Monday through Friday. Facilities Services will also provide enhanced cleaning (defined as disinfecting high-touch surfaces such as door knobs, door push plates, water fountains, elevator buttons, handrails, and light switches) at least once daily, Monday through Friday. Commonly touched surfaces and/or objects in a work area that are not included in Facilities Services enhanced cleaning protocols should be regularly sanitized by office members. Directors and department heads should contact Facilities Services for cleaning supplies.

Human Resources will immediately notify the director and assistant director of
facilities services upon receiving a report that an employee has been diagnosed with COVID-19. Upon being notified, Facilities Services will:

- Change the key core on the office/office suite of the employee. No access to the office/office suite will be permitted for 72 hours.
- After the 72-hour waiting period, custodians will clean and disinfect the office/office suite, including furniture and equipment. The office/office suite will then be relocked for an additional 24 hours. Finally, the original key core will be replaced and the office/office suite will be opened.
- Common and public spaces used by the employee, including classrooms, will be cleaned and disinfected, including both routine and enhanced protocols.

Exposed employees that are symptom-free, have not been directed to self-quarantine by public health officials, and continue to work physically on campus should clean and disinfect their personal work areas at the end of each workday. Employees should contact Facilities Services for cleaning supplies.

Exposed employees who are working physically on campus should go home immediately if they become ill during the day. Employees should contact their supervisor and Human Resources, who will request that Facilities Services conduct additional routine and enhanced cleaning of the employee’s work area. The employee should forward to Human Resources the names of all employees and/or students that had close contact (less than six feet) with the ill employee during the time period beginning two days prior to the emergence of symptoms and ending when the ill employee left campus; these employees and students will be considered to be exposed and may be contacted by Human Resources or Student Life, respectively.