

# Canisius College Return To Work on Campus Plan

Canisius College will follow a data-driven, three-stage plan to gradually return employees to work on campus beginning on June 29, 2020. Canisius will adhere to all New York State and local health authority guidelines as it implements the plan. Central to the plan's goals are the health and safety of employees, the well-being of the community, and careful preparations for the start of the fall semester.

This plan applies to all administrative and staff positions, faculty, and graduate assistants; it does not apply to any employees who are currently furloughed. Undergraduates not on the college's payroll, which includes CEEP students, are also excluded. As we progress through the stages of our return to workplace practices, all existing employment policies are still enforced as stated in Volume III of the Canisius College Policy Manual.

The plan will be updated as new guidance becomes available. Additional information will be provided from the Office of Human Resources to support this plan, including a Return to Campus Guide and information about the distribution of Canisius masks or other PPE (personal protective equipment).

## CORE CONCEPTS

- Be compassionate and flexible with our staff and colleagues.
- Proceed thoughtfully, carefully, and deliberately.
- Accommodate employees who are members of a vulnerable population, who may need to submit a formal request for an accommodation or who live with someone who is a member of a vulnerable population.
- Accommodate employees with young or school-aged children who are subject to school, camp and daycare closures.
- Allow remote work as much as practicable to adhere to phased occupancy plans.
- Incorporate flexibility into plans to facilitate compliance with guidance from the CDC and from state and local health officials.
- Emphasize social distancing, handwashing, staying home when sick, and use of cloth face coverings as required or needed.
- Continue and build on the remote work innovations developed in the last few months.

## STRATEGIES & STAGES

Four strategies will guide actions within each of the three stages leading to normal staffing and operations.

**Gradually Increase Staffing.** The college will increase staffing incrementally over the summer in stages as operations gradually increase and public safety for increased gatherings is approved.

**Academic and administrative departments will develop a three-stage staffing plan that will align with the following guidance and should have it approved by the appropriate divisional Vice President.** Supervisors or Chairs in each department will work closely with the Vice President or Dean on their individual plans. The return to work steps outlined below will be consistent with current guidance and data from the CDC and from state, local, and college health professionals.

**Promote Personal Hygiene.** Scale hygiene practices into cultural norms. Individuals will need to accept some personal accountability for self-care and care for colleagues, their workspaces and common areas.

- **Social distancing.** Physically stay at least six feet apart and be mindful of others while in enclosed spaces.
- **Handwashing.** Wash hands often and use hand sanitizers as needed.
- **Face coverings.** Wear cloth or disposable face coverings while in public and when social distancing is not possible.
- **Cleaning.** Regularly clean and disinfect frequently touched surfaces, including desks, keyboards, phones, and door handles.
- **Common areas.** Avoid common areas, group gatherings, and unnecessary walking around campus to support social distancing.

**Expand Workplace Innovation.** Continue and expand innovative work practices.

- **Remote Work.** Continue to allow remote work practices and utilize technology as required or appropriate to limit density on campus.
- **Alternative Scheduling.** Consider staggered days and hours to limit the number of people in work spaces.
- **Work spaces.** Consider changes in layout and design to create natural separation.
- **Processes.** Identify opportunities to digitize paper processes.

**Screen and Monitor Health.** Monitor health to ensure the well-being of our campus community.

- **Screenings.** Employees will be asked to complete a personal daily health screening online and confirm with their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms. This form will be emailed to you when it is finalized and posted daily on the My Canisius portal for your use. The Office of Human Resources will receive and review all reports. The college will not retain your personal health data.
- **Temperature checks.** As part of the health screening, employees will be asked to check it before coming to work and stay home if they have a fever. Normal temperature should not exceed 100 degrees Fahrenheit.

- **Self-isolation.** Those who report symptoms of illness will be asked to remain home and not report to work that day. You will be asked to contact your healthcare provider for guidance and contact your supervisor about your absence.

### **STAGE 1 - LIMITED OPENING - JUNE 29, 2020**

In Stage 1, Canisius College plans to return staff and faculty to campus at a maximum of 25% allowable capacity in work areas (i.e., If a building or area has capacity of 100 people, 25 people working are allowed in that space). Priorities include positions that are needed for campus safety or reopening functions, jobs that cannot be effectively completed from home, and are critical to ongoing operations.

The college will allow faculty access to their offices on campus as part of this limited reopening. Laboratory and research activities may resume in accordance with guidelines provided by the Office of Academic Affairs.

The Vice President for Academic Affairs will announce specific guidelines for faculty access to offices. All other personnel should await communication from their direct supervisor about staffing plans.

All employees should maintain social distancing and adhere to all of the hygiene and health monitoring protocols described above. Remote work will continue for positions that can perform work duties from home with approval from the supervisor. Gatherings up to 25 are allowable as long as physical distancing can be maintained and safety protocols (e.g., face masks/coverings) are followed.

The target date for Stage 1 is June 29. Canisius will maintain operations consistent with Governor Cuomo's Executive Orders as faculty and staff return to campus.

During this limited reopening period, the college will not have all permanent signage in place; however, departments and offices that are reopening will be provided approved signage to post about personal hygiene, health monitoring protocols, and social distancing requirements. The Office of Human Resources will distribute reusable face coverings as faculty and staff return to work.

### **STAGE 2 - RAMP UP - JULY 13, 2020**

In Stage 2, Canisius will bring back additional staff to increase capacity to 50% and functionality as needed. Employees will maintain work space habits on social distancing and hygiene and protocols described in Stage 1.

The target date is Monday, July 13. Supervisors need to be flexible to accommodate those in vulnerable populations and continue to implement process improvements, including digitizing paper processes and using technology to limit gatherings. To support the strategies in Stage 2, the College will:

- Provide face coverings to all employees when they return to campus
- Provide additional PPE to employees whose jobs require it
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing
- Enhance cleaning and provide additional cleaning products
- Maintain health logs of self-reported information to support contact tracing efforts of the local health department
- Provide guidance to improve work space design and
- Install signage to support social distancing and additional hygiene measures.

Department supervisors and the Vice President of Academic Affairs will communicate with staff and faculty about the increased staffing plans.

### **STAGE 3 - THE NEW NORMAL - AUGUST 3, 2020**

In Stage 3, Canisius will implement a “new normal” with a return to full-staffing levels, although, we may continue to utilize remote work arrangements, alternative scheduling, and other measures as needed to maintain social distancing and flexibility. The target date is Monday, August 3.

Those in vulnerable populations may return to campus, but supervisors retain the ability to make accommodations as needed. During this stage, Canisius will prepare for the arrival of students on campus for face-to-face instruction. Gatherings guidelines and other protocols may change.

Plan Dated June 16, 2020