



**Guidelines and Protocols
for Returning to Work
on Campus**

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Guiding Principles

Northern Arizona University's guidelines and protocols for responding to the COVID-19 pandemic will be rooted in safety for our students, faculty and staff and for the public we interact with.

The primary goals for NAU's response to the COVID-19 pandemic are to care for the health of our community and continue the institution's vital missions of education, research, and student success.

NAU's plans will align with recommendations from federal and state resources, including the Centers for Disease Control and Prevention, Arizona Department of Health Services, and Coconino County Health and Human Services.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our guidelines and protocols will be updated appropriately as more information becomes available.

Return to On-Campus Work

Workplace Expectations & Guidelines:

All employees are expected to strictly comply with the NAU Guidelines and Protocols set forth in this document, as part of NAU’s work expectations. Failure to do so may result in corrective action, up to and including termination of employment.

All Faculty, Staff, and Students must complete an online training about their role in helping to reduce the risks of COVID-19 outbreak on campus.

[Return to Campus Safety Training](#) - Access now on bblearn!

Symptom Monitoring Requirement:

Employees who have been instructed to return to on campus work must conduct symptom monitoring every day before reporting to work. An employee must be free of ANY symptoms potentially related to COVID-19 prior to reporting to work. At this time, these symptoms include one or more of the following:

- Cough
- Fever greater than 100.4 degrees Fahrenheit
- Chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Muscle pain
- Sore throat



According to the CDC, everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

More information can be found on the [CDC website](#).

Employees who have been instructed to return to work on campus and have concerns about doing so should discuss their concerns and options with their supervisor. Employees who have concerns about returning to on-site work due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should visit the [Disability Resources website](#) or call (928) 523-8773.

Phased Staffing:

NAU will phase in a return of employees in a coordinated process over time, to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and implementation of other COVID-19 related protocols.

NAU will assess expanded staffing based on the institution's mission-critical operations and the ability to control and manage specific work environments, as well as the need to access on campus resources. These decisions, once approved, will be communicated through the employee's respective Vice President, Dean, or designated senior administrator.

The need to reduce the number of people on campus (i.e., our campus density) to meet physical distancing requirements will probably continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased and/or additional protocols and mitigation strategies are recommended and implemented.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks to our community and support the safety of faculty and staff, as well as the communities we serve. Increases to staffing levels beyond current needs to support critical on-site operations will be coordinated through an employee's respective Vice President, Dean, or designated senior administrator. Once decisions to expand on campus staffing in certain areas have been made, employees must follow the guidelines and protocols detailed in this guide for returning to work on campus.

As staffing on campus increases and operations expand, NAU will closely monitor and assess the potential spread of the virus, as well as existing guidelines and protocols to mitigate it.

Staffing Options:

Once employees have been instructed to return to work on-site, there are several options departments should consider in order to maintain physical distancing and reduce population density within buildings and workspaces.

Remote Work: These arrangements, which must be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate. See links below.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces. Alternating schedules of employees within work teams can also help reduce the risk of multiple team members impacted by single exposure to COVID-19 and the resulting impacts of having multiple members of the same team needing to be away from work at the same time.

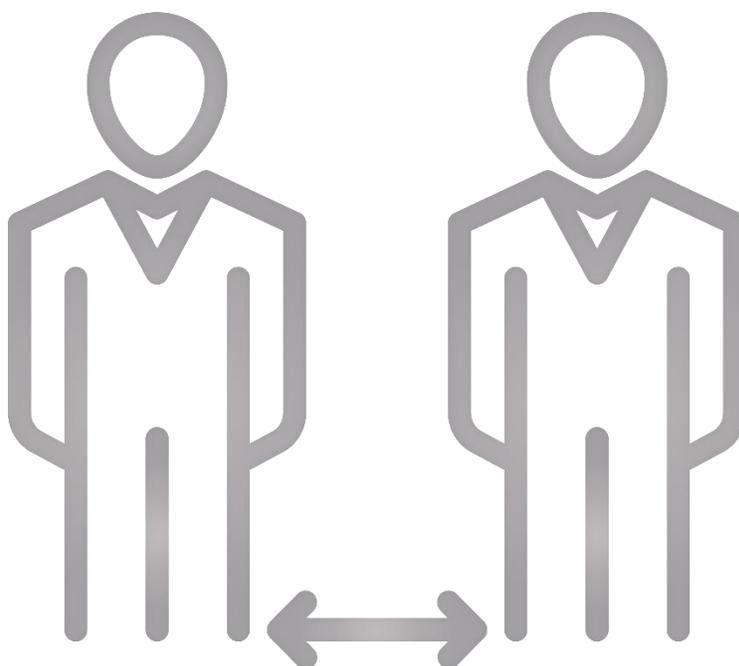
Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to help meet physical distancing requirements. (See Building Access Points for further details).

Personal Safety Practices

Physical Distancing:

Keeping space between an employee and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if a person has no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees at work on-site must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Eliminate contact with others such as handshakes or embracing coworkers, visitors, or friends.
- Avoid touching surfaces touched by others to the extent feasible.
- Avoid anyone who appears to be sick (coughing or sneezing).



Face masks/Cloth Face Coverings:

Face masks or cloth face coverings must be worn by all employees working on campus when in the presence of others and where physical distancing measures can be difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or cloth face coverings is critical in minimizing risks to other members of our campus community. An employee could spread COVID-19 to others even in the absence of any symptoms. The mask or cloth face covering is not a substitute for physical distancing.

NAU will provide each employee with two reusable cloth face coverings. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Employees may also **wear other workplace appropriate** cloth face coverings or disposable face masks, as needed. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

If an individual's job requires a specific mask type it will be provided by the department.

See details regarding mask use and care below.

Use and care of masks and cloth face coverings

Putting on the cloth face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the cloth face covering/disposable mask.
- Ensure the cloth face-covering/disposable mask fits over the nose and under the chin.
- Situate the cloth face-covering/disposable mask properly, with the nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the cloth face covering/disposable mask.

Taking off the cloth face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the cloth face covering/disposable mask.
- When taking off the cloth face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps. Wash hands immediately after removing.

Care, storage, and laundering:

- Keep cloth face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your workday or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Handwashing: Employees must wash their hands often with soap and water for at least 20 seconds especially after returning to the workplace from a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, employees must use a hand sanitizer that contains 60% - 80% alcohol: employees must cover all surfaces of their hands and rub them together until the hands are fully dry. Employees must also avoid touching their eyes, nose, and mouth.



Gloves: Healthcare workers and others in high-risk roles should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Coughing/Sneezing Hygiene: If an employee is in a private setting and does not have on their cloth face covering, they should remember to always cover their mouth and nose with a tissue, or use the inside of their elbow, when coughing or sneezing. Then, throw any used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, hands must be cleaned with a hand sanitizer that contains 60% - 80% alcohol.

Goggles/Face Shields: Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Cleaning/Disinfection: Building occupants, individual departments, should wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Appropriate cleaning supplies will be made available to departments through Facility Services and Campus Supply.

Custodial teams will maintain a cleaning routine in high traffic areas, based on CDC guidelines for disinfection and standard protocols. Facility Services will also maintain hand-sanitizer dispensers at major building entrances, elevators, and other high-traffic areas.

To avoid disruption, custodial teams will not clean or disinfect computer mice, keyboards, personal items and other equipment in private offices and workspaces. Disinfection supplies will be provided to employees for use in disinfecting their workspaces.

Guidance for Specific Workplace

Public Transportation/NAU Transit: If an employee must take public transportation or use NAU Transit, the employee must wear a cloth face covering or mask before entering the bus and must avoid touching surfaces with their hands. Upon disembarking, the employee must wash their hands or use alcohol-based hand sanitizers with 60% - 80% alcohol as the preferred form of hand hygiene in healthcare settings, as soon as possible and before removing the mask. Hand sanitizer dispensers have been installed at all campus bus stops.

Employees must wear a cloth face covering when more than one individual is traveling in a University owned vehicle.

Working in Office Environments: Employees who work in an open office environment must be sure to maintain at least 6 feet distance from co-workers. Employees must wear a cloth face mask or face covering if 6 ft physical distancing is not possible. Departments should assess open work environments and meeting rooms and institute measures to physically separate and increase distance between employees, students, visitors, and other members our campus community, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to employees, visitors, students, and other members our campus community where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple throughways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.



Masks/cloth face coverings must be worn by any employees located in a reception/receiving area. Masks/cloth face coverings must be used when inside any NAU facility where others are present and physical distancing cannot be maintained, including walking in narrow hallways where others travel and in break rooms, classrooms, conference rooms and other meeting locations.

Using Restrooms: Employees must wear cloth face coverings or masks in university restrooms. Employees must wash their hands thoroughly before leaving the restroom to reduce the potential transmission of the virus.

Using Elevators: Employees using the elevator, must wear a cloth face covering or a mask. In order to reduce density in elevators, employees are encouraged to use the stairs whenever possible and maintain at least 6 feet distance while doing so. Employees should wash hands or use alcohol-based hand sanitizers with 60% - 80% alcohol as the preferred form of hand hygiene, upon exiting the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, Skype for Business, telephone, etc.).

In person meetings are limited by the restrictions of local, state, and federal orders, and must maintain 6 feet of separation between each attendee, to ensure physical distancing requirements are met. Departments should remove or rearrange chairs and tables to promote 6 ft physical distancing or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees must wear a mask or cloth face covering while sharing space in a common room.

When on campus, employees are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. Employees can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, Skype for Business, etc.).

Meals: Before and after eating, employees must wash their hands thoroughly to reduce the potential transmission of the virus.

Employees are encouraged to take food back to their office area or eat outside, if reasonable to do so in light of their job duties. Non-exempt employees who choose to eat at their desk must not be working during the meal break unless they are being compensated. If an employee is eating in their work environment (break room, office, etc.), they must maintain 6 feet distance from others. Individuals should not sit facing one another. Only remove a mask or cloth face covering in order to eat, then replace it. Departments should remove or rearrange chairs and tables to assist 6 ft physical distancing or add visual cue marks in employee break rooms to support physical distancing practices between employees. Employees should wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Building Access Points

Entry to buildings will be regulated and monitored. Employees may not hold, or prop open exterior doors for any other person. Departments and building managers should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day. Employee arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once an employee has been instructed to return to the workplace, the employee should report to work or depart from work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Personal visitors and guests, such as family members, are not allowed on worksites during this time.

Signage and Posters

Building occupants are expected to follow all signage regarding traffic flow through building entrances, exits, elevator usage and similar common use areas.

[Download and see examples of the signs you will see around campus!](#)

Violation of these guidelines and protocols may result in the immediate revocation of building access privileges, as well as corrective action, up to and including dismissal from employment.

Mental and Emotional Well-being

Employee Assistance and Wellness (EAW) is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and employees can access this service using most smartphones, tablets and computers with a camera. Employees may contact EAW by calling (928) 523-1552 or visiting the [EAW website](#).

Please contact EAW for more information and resources to offer support, manage stress and enhance resilience.

NAU
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COVID Kindness

TAKING CARE OF YOUR MENTAL HEALTH IN DIFFICULT TIMES

- Ask for help**
It's OK if you're feeling down. Reach out to others.
- Set a routine**
Make sure to eat good meals, exercise and get plenty of rest.
- Stay connected**
Call, text, write or video chat your loved ones.
- Limit media intake**
Avoid misinformation. Get news from CDC or WHO.
- Learn a new hobby**
Do a puzzle. Paint. Bake. Learn a musical instrument. Be brave enough to try something new.
- Go easy on yourself**
You're not alone. We'll get through this together.