



Transition and Adaptability Policy

Transition and Adaptability Policy

Responsible Office: Human Resources

Date Created: June 15, 2020; revised August 1, 2020, October 21, 2020

Next Review Date: June 15, 2021

Purpose

Webster University is committed to supporting the health and safety of our employees, comprised of faculty, staff and students, as part of our transition back to campus following the modified operations for COVID-19 pandemic response. Webster's plan will be aligned and consistent with local orders and ordinances of the City of St. Louis and St. Louis County for the main campus and applicable laws within our jurisdictions throughout our extended and military campus locations. Webster's plan will also be aligned with the state of Missouri reopening models. Webster will also follow recommendations from the federal government (opening guidelines), Centers for Disease Control and Prevention, and the corresponding Department of Public Health by location. Our knowledge and understanding of the COVID-19 virus continue to evolve, our policies and plans will be updated as appropriate to support the Occupational Safety & Health Administration standards for a safe and healthy work environment.

Workplace Expectation & Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined for maintaining a safe and healthy work environment. Upon returning to work on campus, supervisors will hold a training meeting with employees. Employees are required to submit an attestation that they have read and understand the Transition and Adaptability Policy.

Symptom Monitoring Requirement

Employees who have been instructed to return on-site to the physical campus must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19. The symptoms to consider will be listed on the online self-assessment at [Webster University Access Form](#) or via Public Safety or the local campus director.

The survey does not collect personal data. Upon submission of the survey, an email will be sent to the employee to serve as verification of self-assessment. If answers to the survey are within safe parameters, a bold green message will be displayed which will be easily visible from a distance greater than 6 feet. Your supervisor will confirm your daily completion of the self-assessment with no restrictions to report to campus to work. For purposes of confidentiality and privacy, supervisors are instructed not to maintain the email documentation if forwarded by the employee to confirm approval to report to campus.

Transition and Adaptability Policy

If your self-assessment indicates you should not report to work with a bold red message, you must contact your supervisor prior to the start of the workday and follow up with a contact to Human Resources. You should self-isolate until cleared by your health care provider to return to work.

Access Control

Access control will be instrumental in limiting the infiltration of COVID on campus. All portals to all buildings will require ID cards for entry. Certain buildings or sections of building may be closed to control large gatherings.

Any visitors to campus for business purposes must be pre-approved by the employee they are visiting. Visitors can gain entry by making application to Public Safety for temperature screening.

Personal Safety Practices

Face Masks/Cloth Face Coverings: Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, hallways etc.). Face masks or face coverings are not required when outside on campus unless you are unable to maintain social distancing. Employees may remove masks when inside University facilities while participating in activities in which a face mask cannot practically be worn, such as eating and drinking or playing a musical instrument or singing as part of work duties.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by Webster. Disposable masks may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering, which will help reduce the need to purchase additional masks. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again.

If an employee is unable to comply with this section of this policy due to medical reasons, contact Human Resources to discuss alternatives.

Personal Hygiene: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face, including your eyes, nose and mouth. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use

Transition and Adaptability Policy

a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Maximum occupancy of restrooms will be limited to the extent allowed for appropriate social distancing.

Social Distancing: Keeping space between you and others is one of the best tools we can implement 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 when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Always stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Workspace configuration: Workspace and office density will be assessed and addressed to ensure safety and proper distance from other co-workers where work is conducted in common workspaces. There are several options departments should consider maintaining required social distancing measures and reduce population density within buildings and workspaces:

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

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 meet social distancing requirements.

Remote Work: Some remote work to fulfill work responsibilities may continue to reduce the number of individuals in a common workspace in an office and the potential spread of the COVID-19 virus. Proposed arrangements must be approved by the immediate supervisor and leadership within each department and overseen by the unit leader who will assess which positions are eligible for a Flexible and/or Remote Work Arrangement. These arrangements can be done on a full or partial day/week schedule as appropriate. Please see [Flexible/Remote Work Arrangement Policy](#).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating

Transition and Adaptability Policy

establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

Cleaning/Disinfection: Housekeeping teams will clean office and workspaces based on CDC guidelines for disinfection. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing, ventilation and monitoring systems will be assessed and readied prior to reopening of buildings.

Employees 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). The use of personal or disposable utensils is recommended for meals.

Using Stairs/Elevators: The use of stairs is encouraged; these may be labeled as "up" or "down" for use to support distancing. The use of elevators should be limited to no more than two persons at one time to avoid proximity with others in a confined space. Those using elevators are required to wear a mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator or use of a stairwell rail.

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. email, IM, Zoom, Microsoft Teams, telephone, etc.). Committee chairs are encouraged to proactively schedule meetings virtually.

In person, meetings are limited to the restrictions of local, state and federal orders and should have no more than 10 assembled at one time, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room.

Signage: Signage will be displayed near entrances/exits, common areas, gathering areas, stairwells, conference rooms, classrooms, labs, elevators and restrooms and other locations to communicate information on maintaining a safe and healthy work environment. This information should be reviewed and followed.

Work From Home Accommodation

Webster expects employees to return to our U.S. campus locations to the fullest degree possible where workspace density allows (e.g. a private office in particular) and when campuses are open. However, we are still committed to support those employees who request accommodation based on the criteria established by the CDC as at high risk for COVID-19.

The CDC has identified [individuals with higher risk for severe illness from COVID-19](#) as older adults and people who have serious underlying medical conditions; employees in one or more of the risk categories should request a reasonable accommodation with Human Resources. The accommodation will be subject to the American with Disabilities Act (ADA) and Webster's [Disability and Accommodation policy](#). The process of determining appropriate, reasonable work adjustments/accommodations is based on interactive communication between Human Resources, supervisors and those who are applying for accommodation. Determinations of whether requests for work adjustments/accommodations are reasonable are based on individual circumstances. Click [here](#) to submit a request for accommodation with Human Resources.

Additionally, while moving towards a full return to on-campus operations, Webster has identified that employees may need a transition for minor or school-age children relating to educational support or care for minor children. These requests should be coordinated with your immediate supervisor with oversight from unit leaders and Human Resources. Please see [Flexible/Remote Work Arrangement Policy](#).

Employees with COVID-19 Symptoms or with a Sick Family Member at Home with COVID-19 or at higher risk for COVID-19

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should contact their immediate supervisor and Human Resources to notify of the impact to work or their work location if working on campus until able to safely return as directed by their health care provider or Public Health Department. Follow the CDC-recommended steps and refer to Webster's [Protocols for Employees](#) .
- Employees with confirmed cases of COVID-19 or living with a sick family member with COVID-19 should follow CDC-recommended steps, should use available benefit time and should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local

Transition and Adaptability Policy

health departments. If a family member is at higher risk for COVID-19, employees should follow these [CDC-recommended steps](#) for supporting your and their health and safety.

- If a faculty or staff employee is absent for more than three days, contact Prudential to report absence by calling 1-877-367-7781 Monday – Friday 8AM to 11PM EST. The company control number is 52654. Please see [FMLA Policy](#) for details.
- All employees should contact Human Resources (faculty/staff) or Student Health Services (students) to authorize your return to work.

Mental and Emotional Wellbeing.

The coronavirus has caused unprecedented challenges for people around the globe. Prudential's Employee Assistance Program (EAP), offered by ComPsych, helps faculty and staff and their family cope with those unexpected challenges. EAP is available to offer emotional support during this stressful period. Professionals are available 24/7 and 365 days a year.

ComPsych's Website: <http://www.compsych.com>

Guidance Resources' Website: <http://www.guidanceresources.com>

Hotline: (800) 311-4327

Student employees can get more information on support offered through [Counseling & Life Development](#), which can be contacted at counselingld@webster.edu or 314-968-7030.