

**DEPARTMENT OF
HUMAN RESOURCES**

**RETURN TO
CAMPUS GUIDE**

JULY 6, 2020



**OLD DOMINION
UNIVERSITY**

Contents

Guiding Principles	3
Workplace Goals and Expectations.....	5
Shared Responsibility for Safety Practices	6
Personal Responsibilities.....	6
Personal Illness	6
Submitting the Online Self-Report Disclosure Form	6
Hand Washing	7
Coughing and Sneezing Etiquette.....	7
Self-monitoring (Daily Health Monitoring)	7
Personal Protective Equipment (PPE)	8
Employer Provided PPE	9
Disinfecting Your Workspace	9
Campus Responsibilities	10
Exposure Protocols	10
Facility Disinfection Plan	10
Physical Distancing Plan	11
Protocol for Employee Testing & Contact Tracing.....	12
Employee Training Plan	13
Plan for Visitors and Contractors	13
Return to Campus Guidance	14
Staffing Options	14
Telework	14
Alternating Days.....	14
Staggered Reporting/Departing	14
Return to Campus Strategy	14
Special Considerations and Reasonable Adjustments.....	16
Discrimination and Retaliation.....	17
Americans with Disabilities Act (ADA) Accommodations	17
Vulnerable Populations.....	18
General Leave Options & Web Time Entry	18
Leave Options	18
Web Time Entry	19
Meetings & Gatherings	19

In-person Meetings	19
Classrooms.....	20
Events and Large Gatherings.....	20
Break and Meal Protocols	20
Physical Distancing & Hygiene During Breaks and Meal Periods	21
Communal Spaces	21
Auxiliary Services	22
Dining	22
Mail Center	22
Transportation & Parking Services.....	23
University Village Bookstore	23
Monarch Card Center	24
Webb Center	24
Barry Art Museum	25
Employee Resources	25
Employee Wellness	25
Employee Assistance Programs.....	25
Online Resources	25

Guiding Principles

Dear Monarch Community,

As Old Dominion University prepares to begin the 2020-2021 academic year, I wish to acknowledge your individual and collective efforts in support of the University's mission during these challenging times. I am proud of the resilience our faculty, staff and students have demonstrated as we transitioned successfully to a new way of teaching, learning and operating.

This Return to Campus Guide has been developed to provide information needed to drive departmental decisions and move the University forward in alignment with Governor Northam's [Forward Virginia Guidance](#) and related Executive Orders. Commonwealth and subsequent University guidance is subject to change as the impacts of COVID-19 continue to require us to be nimble in our approach to teaching, learning and working. Therefore, this guidance is evolving, and will be updated as circumstances warrant.

Faculty, staff, and students have a shared responsibility to promote and support the health and safety of our campus and surrounding community. To meet this goal, this Return to Campus Guide communicates expectations and strategies for departments to use when developing staffing and operational plans aligned with state guidelines and those of the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH).

Just as Governor Northam laid out a phased approach for reopening Virginia, the University's goal extends beyond simply returning to business as normal, to continue to meet the challenges of this period of transformation and change for the Commonwealth and our country. While telework is encouraged when possible, it is inevitable that certain positions must have an on-campus presence in support of student success, instruction, safety and campus infrastructure. Each department, in coordination with the respective senior leader, will make these determinations in the process described in this guidance.

We must understand that we all play an important role in keeping our Monarch community safe and healthy. So collective acknowledgment and acceptance of the following **Guiding Principles** is critical:

Safety First

Commitment to consistently review and follow all guidance from the CDC and the VDH to support ODU's responsibility to promote a safe workplace.

Shared responsibility

Understand that we are in this together. Leaders, managers, supervisors and frontline employees all have a personal responsibility to respect and follow guidance set forth to promote a safe workplace.

Empowerment

We are our Monarch's Keeper. If you are aware of potentially irresponsible behaviors or practices, say something. We are better positioned to address health or safety concerns if they are appropriately reported. Specifically, all faculty and staff shall abide by the Governor's [Executive Order 63](#) and related orders requiring face coverings and similar personal protective equipment

and [CDC physical distancing guidelines](#). You should first report observed non-compliance to your supervisor, who will be responsible for notifying Jared Hoernig, ODU's Office of Emergency Management's contact with the Virginia Department of Health, about any egregious and/or gross non-compliance with this and related [Executive Actions](#). We are committed to **#ReignResponsibly**.

General questions regarding this **Return to the Campus Guide** should be directed to hrcovid19@odu.edu.

We appreciate your understanding and cooperation as we begin the gradual transition back to campus. Thank you again for your unceasing dedication to Old Dominion University. My continued best wishes to you and your loved ones during this unprecedented time.

September Sanderlin
Vice President for Human Resources

Workplace Goals and Expectations

All members of the Monarch community have a shared responsibility to practice health and safety guidelines established by the Commonwealth of Virginia, Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH) and Old Dominion University.

All teaching and research faculty, administrative and professional faculty, classified staff and wage workers are expected to comply with all practices, protocols and guidelines described in the Department of Human Resources' **Return to Campus Guide**.

Employees are expected to:

- Complete Safe Colleges COVID-19 Training and ODU Health Acknowledgement Form (instructions forthcoming)
- Conduct symptom monitoring by completing the Health Screening Questionnaire prior to entering the workplace daily.
- Wear face coverings, per order of Governor Northam, in all public buildings and in places where physical distancing is challenging to maintain
- Comply with [CDC physical distancing guidelines](#) applied to all settings
- Clean and disinfect their personal and shared spaces before and after use
- Continue to telework and/or report to campus as assigned by their supervisor
- Follow all guidelines set forth in the Return to Campus Guide. Otherwise, non-compliance may result in appropriate disciplinary action.

Supervisors are expected to:

- Complete Safe Colleges COVID-19 Training
- Confirm training completion for all employees physically returning to campus
- Support ongoing compliance with CDC and VDH health and safety protocols, including health monitoring, reporting, face coverings and physical distancing
- Be prepared to consider special circumstances of vulnerable populations and other employee situations
- Be prepared to address non-compliance with safety protocols, including disciplinary action
- Provide flexibility to employees and consult with the Department of Human Resources and Office of Institutional Equity and Diversity to address employee needs
- Effectively manage employees who continue to telework, ensuring sufficient work and use of leave

These are steps we must take together to reach our goal of promoting a safe and healthy workplace.

Shared Responsibility for Safety Practices

Personal Responsibilities

Personal Illness

Endeavoring to provide a healthy environment for the Monarch Community is a shared responsibility. If a faculty or staff member is sick, he or she must stay home. Minimizing exposure to others is even more critical during a public health pandemic. If an employee exhibits [COVID-19 related symptoms](#), the supervisor or department chair should ask him or her to leave the workplace in order to have the symptoms evaluated by a health care provider. This is in accordance with the [ODU Fitness for Duty Policy 6028](#) and the [EEOC “direct threat” standard](#) under the [Americans with Disabilities Act](#).

Submitting the Online Self-Report Disclosure Form

In certain circumstances, employees are required to complete the online self-reporting disclosure form. Guidance for submitting the form is shown below. To complete and submit the form, employees should click here for the self-reporting link.

1. Employees with Close Contact Exposure

If employees believe they had close contact with someone who has been tested for COVID-19 or who is believed to have COVID-19, it is important that they complete and submit the online self-reporting form as soon as they are aware of the close contact exposure.

Employees could become aware of close contact exposure through several different means.

- Employees may be contacted by the Virginia Department of Health through its contact tracing process.
- Employees may be contacted by a representative from the University’s Risk Management or other Public Safety unit through its contact exposure tracking process.
- Employees may be informed by a COVID-19-positive family member, friend or other individual with whom they have had close contact exposure.

Should any of these circumstances exist, the University employee is required to complete and submit the self-reporting form.

Should the test results confirm an employee has tested positive for COVID-19, the employee must self-isolate for 14 days since his or her last contact with the person who tested positive.

2. Employees Tested for COVID-19 Due to Symptoms

If an employee is tested due to having symptoms related to COVID-19, he or she is required to submit a self-reporting disclosure form. In addition to self-reporting, employees must quarantine from others until test results have been received, confirming they are negative for COVID-19.

Employees should also be aware that if they have had close contact with family or close friends of the person who tested positive, those persons may be carriers of the virus, which would increase their quarantine time according to the last contact with those persons.

Should test results confirm an employee has tested positive for COVID-19, the employee must self-isolate for 14 days and be asymptomatic or be cleared by a doctor to return to campus.

3. Employees Who Have Traveled to Known Hot Spots

Employees are also required to use the self-reporting form to disclose personal international travel ([CDC List of Countries with US travel restrictions](#)). International travel to countries with travel restrictions is subject to quarantine restrictions upon return. In addition, travel within the United States to known COVID-19 “hot spots” identified by the CDC may require employees to quarantine for 14 days before returning to the campus. Employees can get more information on domestic travel by visiting [CDC Considerations for Travel within the United States](#).

Please contact the University’s Office of Risk Management at risk@odu.edu or 757-683-4009 for more guidance.

Hand Washing

Employees will be expected to practice the following [CDC hand washing guidelines](#):

- 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.
- Use of disposable towels is recommended instead of air hand driers.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

Coughing and Sneezing Etiquette

Employee will be expected to practice the following [CDC coughing and sneezing etiquette](#):

- Even in private areas, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow if you are not wearing a face covering.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Self-monitoring (Daily Health Monitoring)

We have a shared responsibility to monitor our health. Employees are required to monitor for [symptoms of COVID-19](#) by participating in the Daily Health Monitoring program. This program includes a monitored daily symptom screening questionnaire delivered via text message and email to members of the community.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**

Possible symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Daily responses will be monitored and symptoms weighted providing guidance to individuals who need to be referred for COVID-19 testing. If an employee experiences symptoms that are determined to require testing, he or she must not report to work and must comply with the University testing and contact tracing protocols. For more information, please refer to the Daily Health Screening Questions/Health Monitoring section of this guide.

Personal Protective Equipment (PPE)





Face Coverings/Masks

All faculty and staff will be expected to comply with the following personal safety practices for face coverings:

- Per order of Governor Northam, face coverings are required to be worn in all public buildings and in places where physical distancing is challenging to maintain.
- Face coverings are not a substitute for physical distancing.
- Disposable masks may be worn for only one day and then must be placed in the trash.
- Cloth face coverings must be worn for only one day at a time and must be properly laundered before using again.

If someone has a medical condition that precludes wearing a face covering, he or she must seek appropriate guidance from the Office of Institutional Equity and Diversity at officeofinstitutionalequitydiversity@odu.edu or 757-683-3141 to request a reasonable accommodation or exemption to this requirement.

	Type and Intended Use of Face Coverings/Masks
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Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' physical distancing cannot be consistently maintained). Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office.)		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the Environmental Health and Safety Office.	

Employer Provided PPE

Depending on the work environment and the tasks an employee performs, he or she may need to wear a face shield, gloves or other appropriate personal protective equipment. Supervisors remain responsible for ensuring that employees are provided with job-related PPE. Therefore, gloves should be provided to employees who require them to perform certain job functions, such as handling mail, custodial work, certain trades and groundskeeping.

For most employees, gloves are not recommended for general protective use and are not required to be provided.

Disinfecting Your Workspace

Personal Disinfection

Maintaining a safe and healthy workplace is a shared responsibility. While custodial crews will continue to clean office and workspaces based on CDC guidelines, Facilities Management does not have the personnel resources to cover every space all the time. Therefore, faculty and staff are expected to take the following additional steps to promote health and safety on campus:

- Clean/wipe down commonly used surfaces before starting work and before you leave any room.
- Clean/wipe down all work areas with EPA-registered 60% alcohol solution.
- Clean/wipe down any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches and doorknobs).

- Remove personal accumulated trash and recycling to larger bins outside personal office spaces.

Campus Responsibilities

Exposure Protocols

The following are specific exposure protocols faculty and staff are expected to follow for travel, households, and close contact:

Travel Exposure

Employees who have traveled to or transited through areas with a high concentration of confirmed COVID-19 cases are required to self-isolate for 14 days or test negative for the virus with a test taken no sooner than 48 hours after exposure.

Household Exposure

Employees who have household exposure are required to self-isolate for 14 days following the last day of exposure to a member of their household who has tested positive for COVID-19 or test negative for the virus with a test taken no sooner than 48 hours following the last day of exposure. If the household member has gone three days without symptoms, then the employee would self-isolate for 14 days after the third day of the household member being asymptomatic.

Close Contact Exposure

Employees who have had close contact as defined by the VDH as being within 6 feet of a person confirmed or presumed to have COVID-19 for 10 minutes or longer are required to test negative for COVID-19 or self-isolate for 14 days following such close contact.

Faculty and staff that meet any of the criteria above will be required to self-report their exposure via the [ODU self-reporting system](#).

Facility Disinfection Plan

Facilities Management has adopted the following protocols to support a shared responsibility for a safe and healthy workplace:

- Common areas, such as reception areas, classrooms, lecture halls, studios, computer labs, collaboration spaces, etc. are being disinfected in accordance with CDC guidelines. To allow for appropriate dwell time of disinfectants, much of this work will take place overnight.
- High-touch items such as door handles, light switches, handrails, elevator buttons, etc. will be cleaned with greater frequency throughout the day.
- Restrooms will be disinfected overnight with more frequent cleaning throughout the day. Additionally, touchless paper towel dispensers are being installed in all restrooms to reduce the number of touchpoints.
- All chemicals used by the ODU Housekeeping department are EPA-registered disinfectants that are recommended by the CDC and World Health Organization for use against SARS-CoV-2.
- Automatic hand sanitizer dispensers are being placed at all entrances and at other high-traffic locations.

- Hand sanitizer pump bottles will be placed at reception desks.

Faculty and staff must remember that risk of virus exposure occurs outside the workspace as well. When at home or away from campus, employees should continue health and safety practices such as thorough cleaning, hand washing and physical distancing, which will limit the chance of exposure.

Physical Distancing Plan

A Building Physical Distancing Strategy has been developed to provide for the health and safety of the Monarch community through a combined approach of physical space management paired with a layered marketing and education campaign. The following are physical distancing protocols for various campus spaces:

Buildings

- Assessing all spaces to plan for six (6) foot separation of persons
- Managing building common area pathways to provide for efficient one-way flow where possible
- Regulating elevator and stairwell use to promote physical distancing
- Reconfiguring furniture layouts to allow for six (6) foot separation of persons and discourage gatherings
- Providing for uninterrupted building access for persons with disabilities
- Ordering and installing plexiglass at frequently visited/high interface locations throughout campus (e.g., reception and cashiering areas)
- Developing educational signage to be placed throughout campus to promote personal responsibility
- Maintaining required fire and life safety code provisions. For more information, email firesafety@odu.edu.

Common Areas

- Stay to the right in hallways
- Maintain six (6) foot separation when walking
- Observe decals wherever queueing
- Use hand sanitizer stations that have been strategically placed in buildings

Elevators

- Taking stairs, if physically able, is recommended
- Persons with mobility impairments or other disabilities receive priority
- A maximum of one to two riders per elevator is permitted

Entry/Exit Management

- Building entry pathways under evaluation to promote CDC physical distancing guidance
- Residence Hall prox card access will remain in effect; no tailgating is allowed
- Units should stagger employee arrival times as appropriate to avoid congestion during business day “rush hours”

- Building side doors occasionally used for entry will be locked and marked “exit only” to better manage flow of foot traffic; assessments are ongoing to determine appropriate pathways on a building-by-building basis
- Per Fire Code regulations, no door that has a self-closing device shall be chocked open

Stairwells

- Observe posted signage indicating designated “up” or “down” stairwells
- As applicable in instances where shared stairwells exist, persons using stairs should stay to the right when going up or down
- Maintain six (6) feet (about four (4) stair treads) of separation between persons
- In an emergency, all stairwells are considered exit only

Signage

- General signage for guidelines to keep safe:
 - Practice six (6) foot physical distancing
 - Wear face coverings except when eating or drinking
 - Cover coughs and sneezes
 - Perform hand hygiene frequently
 - Stay home if you feel sick
 - Keep work areas clean
- Placed at all major building entry points and along common walking paths throughout campus

Protocol for Employee Testing & Contact Tracing

Testing and the timely notification of results are important components in identifying the prevalence of disease and limiting the continued spread throughout our community and the larger area. The University has developed a testing and contact tracing program, which members of the campus community are expected to comply with.

Daily Health Screening Questions/Health Monitoring

The University has developed an internal screening, testing and contact tracing program for members of the campus community. This program includes a monitored daily symptom screening questionnaire delivered via text message and email to members of the community. Participation in this process is required, and individuals who are determined to be symptomatic will be asked to stay home or self-isolate if they are on-campus residents and will be referred for testing. Individuals with shortness of breath will be asked to seek immediate medical attention.

Campus-Level Disease Surveillance

Using information derived from daily health screening/monitoring paired with test results and electronic health record data, ODU, in collaboration with VDH and regional health care systems as appropriate, will perform continual analyses to surveil the overall health of the campus community.

Testing Strategy

Testing and the timely notification of results are also important components in identifying the prevalence of disease and limiting the continued spread throughout our community and the larger area.

In accordance with [VDH COVID-19 Interim Testing Recommendations for Colleges and Universities](#), ODU will conduct prevalence testing of 15% of the on-campus residential community upon the students' scheduled arrival on campus. Individuals in higher risk categories due to their limited ability to maintain social distancing guidance will also be tested. They include student athletes, employees from food services, the police department and housekeeping, and some faculty members. Random prevalence testing will be carried out during the academic year. Retesting will occur as necessary. In addition to prevalence testing, the University will offer testing to symptomatic persons, who will be referred through the self-reporting feature.

ODU will coordinate and collaborate with VDH and local health systems as needed during testing, including if a cluster outbreak is identified. ODU will monitor, follow and adapt testing protocols as indicated by community prevalence and in accordance with evolving testing guidance provided by VDH and the CDC.

Staff involved in screening and testing are required to complete an online HIPAA training course and sign a confidentiality waiver.

Employee Training Plan

Employees are expected to complete COVID-19 training. Coronavirus awareness training will be available in the Employee Portal in Leo Online. You will receive instructions on accessing this training via e-mail.

Plan for Visitors and Contractors

Contractors, vendors, suppliers and other visitors to the campus are to follow the Commonwealth's [Executive Actions](#) requirements of VDH, as well as those established by Virginia Occupational Safety and Health Law as applicable to work safety, and all health and safety requirements established by the University.

For questions or concerns, please contact the Department of Risk Management at risk@odu.edu or 757-683-4009.

Return to Campus Guidance

Staffing Options

Endeavoring to provide a healthy environment is a shared responsibility. Consideration should be given to having a manageable number of employees in the workplace at one time. An on-campus physical presence will be unavoidable for certain positions to promote student success, service continuity and the safety and welfare of our campus community. As such, thoughtful consideration must be given to each department's return to campus strategy. The following are several options departments should consider to reduce potential exposure.

Telework

Working remotely is encouraged whenever possible. This is the most effective option to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. If department operations have been successful with teleworking employees, consider continuing these work arrangements when a physical presence on campus is not necessary as we transition to fall operations. New telework agreements should be executed for any employees who will continue to telework beyond August. These arrangements can be designed as full or partial day/week schedules to appropriately minimize physical contact. Please review [ODU Telework Policy # 6202](#) for more information.

Through the duration of the COVID-19 pandemic, the Department of Human Resources has applied relaxed criterion for telework. Generally, it is important to remember that telework agreements must be approved by the immediate supervisor and can be instituted for only certain job functions. Therefore, some positions in departments such as Public Safety and Facilities Management & Construction may not be eligible for telework agreements. Supervisors must use their discretion when considering this option to support the department's operational needs.

Alternating Days

To limit the number of faculty and staff and their interactions on campus, departments should consider an alternating schedule for partial staff to report on alternating days. Alternating schedules to report on campus to complete mission-critical in-person work will help enable physical distancing, especially in areas with large common workspaces. Please review the [ODU Alternative Work Schedules Policy # 6201](#) for more information.

Staggered Reporting/Departing

Much like alternating days, departments should consider alternative start and end times for the completion of mission-critical in-person work. This option is best suited when the beginning and end of the workday would typically bring many people together at common entry/exit points of the buildings in which they work. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet [CDC physical distancing guidelines](#). This is also covered in the [ODU Alternative Work Schedules Policy # 6201](#).

Return to Campus Strategy

In keeping with state guidance, departments are expected to prioritize the return of employees who are unable to perform their essential functions remotely. Also, employees who can telework are encouraged to do so whenever possible. It is important for supervisors to now consider

staffing options that support mission-critical, in-person operational needs for course delivery, continuity of services, safety and student success.

The following are process questions for departments to consider when determining which employees should return to campus and when. The Commonwealth’s Department of Human Resources Management (DHRM) provided these questions to assist in implementing a phased approach in this process. Departments/supervisors should think through these questions in consultation with the division’s vice president to plan the return to campus strategy.

What services must be performed onsite?

- What services must be handled in person?
- What services can be performed in a virtual environment?
- What services are not being performed that must start again?
 - Consider when and how these services will start again.

- From which departments/areas will services be provided?
 - Will staggering services and work sites be helpful? This may be a reasonable approach to managing staff availability, physical distancing and preventing future absenteeism issues.

- What service hours will be provided?
 - Will hours be expanded or reduced? Vary by day?
 - Will the service hours include designated hours for vulnerable populations such as individuals over the age of 65 and those with underlying medical conditions?

- Which employees may more safely return to the workplace?
 - Employees 65 and older and those with underlying medical conditions are at a higher risk of severe illness from COVID-19. In addition, some employees may live with or have direct care responsibilities for members in a vulnerable population. ****(See vulnerable populations section below.)*

The following chart offers the ODU Return to Campus strategy for each department’s phased return plan for employees. These phases align with the phases determined by the Governor based on locality. These phases may change. Pre-planning will enable us to move nimbly from one phase to another.

Phase 0	<ul style="list-style-type: none"> • Essential personnel only. • Essential personnel are defined as those required to directly support in-person course delivery and student success. • <u>Majority of workforce working remotely.</u>
Phase 1	<ul style="list-style-type: none"> • Telework is recommended where possible, recognizing that onsite support will still be required to support essential operations. <p style="text-align: center;"><i>Complete list of Safer at Home: Phase One Guidelines</i></p>
Phase 2	<ul style="list-style-type: none"> • Telework is encouraged. Phased transition to begin to support limited summer programs and to prepare for fall operations. <p style="text-align: center;"><i>Complete list of Safer at Home: Phase Two Guidelines</i></p>
Phase 3	<ul style="list-style-type: none"> • More employees returning to support fall operations and instruction. Telework is encouraged for those who can perform their duties remotely and after consultation with the department head or manager. Remote employees may be on-site, periodically, as needed.

	<i>Complete list of Safer at Home: Phase Three Guidelines</i>
Future Phases	<ul style="list-style-type: none"> • Guidance on subsequent phases will be shared as it becomes available.

Special Considerations and Reasonable Adjustments

We understand that the COVID-19 pandemic has created challenges for employees to balance the needs of work and family when schools, child care and adult day care centers are closed.

Consideration should be given to faculty and staff who may be experiencing issues with child and elder care resulting from such closures. While these issues should ease over time, supervisors and employees must both uphold a responsibility to work together to identify reasonable strategies for an employee's return to campus when required to do so. Ultimately, it is the employee's personal responsibility to report to work as scheduled.

The following special considerations and reasonable adjustments may be given to support an employee's child or elder care needs:

Families First Coronavirus Response Act (FFCRA)

[FFCRA](#) includes provisions for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions are available through December 31, 2020.

- Requests are submitted to the Department of Human Resources for approval
 - [FFCRA- Family Medical Leave Request Form Link](#)
 - [FFCRA- Emergency Sick Leave Request Form Link](#)
 - Submit completed form to benefits@odu.edu

Minors on Campus

Under no circumstance should a minor be permitted on campus as a resolution to an employee's child care needs. During this pandemic, employees should not bring their minor children into the workplace. Please see the [ODU Minors on Campus Policy #3014](#) for more information regarding minors in the workplace.

Telework

DHRM [Teleworking Policy 1.61](#) has been revised to allow for having a child in the home while an employee is able to work remotely. Supervisors are encouraged to consider allowing employees to telework whenever possible to assist with meeting their child or elder care needs. Employees must also understand that telework is not always a viable option for all positions or job functions.

Alternative Work Schedules

ODU continues to support alternative work schedules that allow for effective delivery of academic, student and administrative services, while helping to facilitate employee needs to balance work and personal responsibilities. Supervisors and employees are encouraged to explore options under the [ODU Alternative Work Schedules Policy # 6201](#) to assist with meeting

their child or elder care needs. Employees must also understand that alternative work schedules are intended to mutually benefit both the employee and the operational needs of the University.

Child and Elder Care Resource Guide

DHRM released a [Child and Elder Care Resource Guide](#) that employees may find helpful. This is a list of community resources available to assist in finding alternative arrangements for their family members.

For more information regarding any of the above special considerations or reasonable adjustments, please contact the Department of Human Resources by e-mailing hrcovid19@odu.edu or contacting Nadine Faulcon-Johnson at nfaulcon@odu.edu or 757-683-3067 and JaRenae Whitehead jwhitehe@odu.edu or 757-683-4564.

Discrimination and Retaliation

Old Dominion University denounces discriminatory actions, including discrimination stemming from the current health crisis against individuals based on their race or nationality. Any such discriminatory treatment is a violation of [ODU Discrimination Policy #1005](#) and should be reported immediately.

To file a discrimination complaint or report a concern, please use online options available on the [Office of Institutional Equity and Diversity website](#). The University prohibits any form of retaliation, intimidation, harassment or adverse employment action against any member of the University community who makes a protected disclosure. Please review the [ODU Whistleblower Retaliation Policy #3020](#) for more information regarding retaliation.

Americans with Disabilities Act (ADA) Accommodations

Employees with disabilities who require accommodations should contact the Office of Institutional Equity and Diversity. All accommodation requests are processed on a case-by-case basis pursuant to the [ODU Accommodations for Individuals with Disabilities Policy #5406](#). Employees are encouraged to begin the accommodations process as soon as they believe they may be in need of an accommodation.

Employees seeking other workplace adjustments not related to disability should contact their supervisors or department chairs to work together in considering appropriate staffing options, special considerations or reasonable adjustments. Supervisors and department chairs are encouraged to make considerations for other vulnerable populations whenever possible.

Vulnerable Populations

In consideration of all CDC and VDH guidelines, supervisors are required to consider which employees may more safely return to campus when determining staffing options.

In general, CDC guidelines have designated vulnerable populations to include persons 65 and older and people of any age who have serious underlying medical conditions. These individuals might be at higher risk for severe illness from COVID-19. In addition, some employees may live with or have direct care responsibilities for members in a vulnerable population. It is important for supervisors and employees to remain abreast of CDC guidance on people who might be at risk of serious illness from COVID-19 by visiting the [CDC website](#) for more detailed guidance and information.

Health and safety should not be used to justify potential discrimination against a certain person or group of people. Supervisors must carefully assess the needs of individuals in a vulnerable population in order to balance safety with their legal rights. Their needs must be individually addressed, and, wherever possible, reasonable adjustments should be made to accommodate them. If an employee is willing to return to campus without reservation or concern for his or her health or well-being, then he or she should be permitted to do so. The supervisor should document the employee's election to return to campus despite being offered a reasonable alternative. This documentation should be maintained in the supervisor's departmental employee file.

Supervisors and employees who have specific concerns are strongly encouraged to contact the Office of Institutional Equity and Diversity at officeofinstitutionalequitydiversity@odu.edu or 757-683-3141.

General Leave Options & Web Time Entry

Leave Options

Employees with a COVID-19 related illness or with a COVID-related event such as caring for a family member with a COVID-19 illness may qualify for Public Health Emergency Leave (PHEL) and/or leave under [FFCRA](#). Supervisors should consult with the Department of Human Resources before approving such leave for any employee. This approval may be obtained by contacting hrcovid19@odu.edu or contacting Nadine Faulcon-Johnson at nfaulcon@odu.edu or 757-683-3067 or JaRena Whitehead at jwhitehe@odu.edu or 757-683-4564.

Supervisors should also seek the Department of Human Resources for guidance in managing employee absenteeism to ensure special considerations and reasonable accommodations are given in accordance with state and federal laws. You may obtain this guidance by contacting JaRena Whitehead at jwhitehe@odu.edu or 757-683-4564.

Web Time Entry

All employees must continue to report time worked and leave taken as they normally would in Web Time Entry. The requirement to report time worked and leave taken remains the same whether an employee is teleworking or required to physically report to campus.

The following chart displays a few reminders to assist with time and leave reporting:

	Department of Human Resources Approval Required	Entered in Web Time Entry	Web Time Sheet Selection
PHLH (160 hours)	YES	YES*	PuHlthEmLeave HR Approval REQD
Emergency Sick Leave Request (FFCRA 80 hours)	YES	NO*	N/A
Emergency Sick Leave (FFCRA 10 workdays) <ul style="list-style-type: none"> ○ Self-Isolating Due to COVID-19 ○ Symptomatic & seeking medical diagnosis for COVID-19 	YES	NO*	N/A
Emergency Sick Leave (FFCRA 10 workdays) <ul style="list-style-type: none"> ○ To care for individual quarantined or advised to self-isolate ○ Experiencing similar conditions as specified by the U.S. Secretary of Health and Human Services 	YES	NO*	N/A
Emergency Sick Leave (FFCRA 10 workdays with the potential for Family Medical Leave for up to 10 weeks) <ul style="list-style-type: none"> • Care for son or daughter whose school or child care provider is closed/unavailable due to COVID 19 	YES	NO*	N/A

****For FFCRA leave requests, the employee and supervisor will receive notification from HR regarding the approval period of the leave. This leave is not tracked in the Web Time Entry system.***

Meetings & Gatherings

Recent updates to [Executive Order 65](#) state that institutions of higher education are encouraged to continue remote operations where practical. State guidance also recommends evaluation of all meetings, conferences and special events to determine if they can be postponed or handled through a virtual means. Therefore, departments must limit in-person meetings whenever possible and continue to use available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). All are encouraged to communicate one-on-one with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. To the extent practicable, meetings should continue in a virtual format.

In-person Meetings

- In-person meetings will be limited to 10, provided [CDC physical distancing guidelines](#) may be accommodated. Others can join the meeting remotely.
- Meeting rooms must accommodate CDC physical distancing guidelines.
- When necessary, temporarily remove tables, chairs or other items that limit the ability to meet CDC physical distancing guidelines.
- Add visual cue marks in meeting rooms to support CDC physical distancing practices between attendees.
- All attendees must wear a mask or face covering while sharing meeting spaces.
- Meeting attendees are encouraged to wipe down hard surfaces before and after meetings.

Classrooms

- Protocols for enhanced cleaning and disinfecting of buildings and facilities will be implemented.
- Hand sanitizer will be available near entrances to academic buildings.
- Face coverings are required to be worn by instructional faculty and students in the classroom.
- Disinfecting wipes will be available at classroom entrances.
- Individuals will be responsible for wiping their work/desk surfaces before and after every use.
- Carrying a small bottle of hand sanitizer is recommended.
- Classroom seating will be arranged to accommodate CDC physical distancing guidelines.

The [Blueprint for Fall Reopening](#) contains guidelines for course delivery and student success for the fall semester. Given current knowledge about COVID-19 transmission, we believe that instructors and students can safely engage in teaching and learning if they abide by the guidance provided in this proposal.

Events and Large Gatherings

No unit shall hold or host in-person gatherings that exceed the capacity limits required by the [Forward Virginia guidelines](#). Decisions regarding traditional campus events and large gatherings will be made by individual divisions, departments and offices. These areas will be responsible for communicating expectations for adherence to state, CDC and VDH guidelines.

If you have immediate questions or concerns regarding a specific ODU on-campus event or large gathering, please contact events@odu.edu or 757-683-5759. For questions regarding an Athletic event or large gathering, please contact Jason Chandler at jichandl@odu.edu. For questions regarding an event at the Ted Constant Convocation Center, please contact Mike Fryling at mike.fryling@Spectrarp.com.

Break and Meal Protocols

For your own protection and to limit occasions of incidental contact, employee breaks and meal periods should be staggered, when operationally feasible, to limit the number of employees in communal spaces at one time. For this reason, supervisors should develop staggered schedules for meal periods and breaks to accommodate [CDC physical distancing guidelines](#). Always remember to consider employees with medical conditions or religious beliefs that require

specific break times. Unless granted prior approval, employees must adhere to scheduled break times assigned by their supervisors.

Physical Distancing & Hygiene During Breaks and Meal Periods

Employees are strongly encouraged to use alternate sites for breaks, which may include their workstations, their cars or outside space (if available and weather permitting). It is also suggested that employees bring meals from home during this uncertain time. It is important to remember that communal food sharing has the potential to spread illness.

All faculty and staff are expected to practice good hygiene by washing their hands before and after eating, as well as cleaning and sanitizing food preparation surfaces and high-touch areas. Face coverings are required when entering dining areas and shared break rooms on campus. Employees are expected to wear masks or face coverings until they are ready to eat and then replace them afterward. Carrying a small bottle of hand sanitizer is recommended.

Departments should temporarily remove shared utensils, condiments and other like items from shared spaces.

Communal Spaces

Employees should avoid direct contact with hard surfaces in communal areas (e.g., refrigerators, microwaves, coffee pots, water coolers/fountains, chairs and tables). Employees should be encouraged to use paper towels to touch any surface and wipes to disinfect before and after every use. Departments should provide wipes and hand sanitizer in break rooms and communal spaces if possible.

Departments should consider temporarily closing communal spaces to minimize the risk of spreading the COVID-19 virus. If not, employees should understand that these shared spaces must be cleaned throughout the day. Therefore, employees will be personally responsible for wiping down these spaces after each use. More information regarding Facilities Management's disinfection in accordance with CDC guidelines is available under the Facilities Disinfection Plan section of this document.

Seating and Capacity

- If dining on campus, eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements.
- If you are eating in your work environment (break room, office, etc.), maintain 6 feet of distance between yourself and others.
- Individuals should not sit facing one another when possible.
- Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees.
- Employees are personally responsible for wiping all surfaces, including table, seats, refrigerator handle, coffee machine, vending machines, microwaves, etc. before and after each use.
- Employees should make sure occupancy limits are not exceeded in communal areas.

Auxiliary Services

Dining

To promote campus safety during the COVID-19 pandemic, Monarch Dining Services is implementing the following operational procedures for dining on campus:

- Requiring staff face coverings
- Reducing seating availability in all locations
- Arranging available seating to accommodate [CDC physical distancing guidelines](#)
- Removing self-service menu items
- Eliminating reusable cups
- Pausing salad bar service
- Removing self-serve condiments
- Increasing frequency of cleaning in high-traffic areas
- Encouraging take-out and delivery options
- Taking temperatures of dining staff
- Encouraging dining staff to continue to follow hand-washing protocols
- Displaying Physical Distance Signage
- Permitting only 5 people per 1,000 square feet inside buildings to allow for CDC physical distancing guidelines to be met. (BDC first floor 176 people)
- Designating specific entrances and exits (including 2 ADA-accessible) in the building
- Using counter software (People Counter App or Count Up App) to track building occupancy
- Supplying sanitizing wipes at all entrances
- Installing protective barriers for all initial point-of-contact areas
- Placing hand-sanitizing stations strategically throughout the facility

Please refer to the [Monarch Dining Services](#) website for specific locations and hours of operations.

Mail Center

As we continue to monitor CDC and VDH guidelines, the ODU Mail Center will continue to update the Monarch community on procedures for the delivery of mail and packages on campus. Currently, the Mail Center will continue to maintain the same operational hours (8 a.m. – 5 p.m.) Monday through Friday.

The goal is to continue to deliver mail and packages in a safe and timely manner. So, although hours of operations will remain the same, procedures for handling mail and package delivery have changed. The following new operational procedures are consistent with [CDC guidelines for mail and parcel delivery](#).

Mail Pick-up and Department Delivery

- Mail Center staff will pick up mail from USPS daily between 10:30 am-11 am.
- Mail will be sorted and delivered.

Mail Center location- 4401 Powhatan Ave., Norfolk VA 23529

- Mail Center will establish a customer service counter with protective shielding to provide customer service within the Mail Center, to include vendor deliveries.
- There will be a maximum of 2 customers inside the mail center at a time.

Mail Center Staff

- Mail Center staff will be required to wear protective gear, according to policy, while conducting customer service.
- Mail Center staff will work using as much physical distancing as possible during shifts.

Vendor Deliveries

- Mail Center will continue to be the primary central delivery point for all vendor deliveries.

Transportation & Parking Services

Transportation and Parking Services (TPS) is committed to promoting clean and safe parking facilities and has made several adjustments to allow increased safety, flexibility and convenience in response to the COVID-19 pandemic. The following operational procedures have been implemented for rendering transportation and parking services on campus:

Customer Services

- Continue to primarily conduct all parking permit sales and most customers inquiries via online and phone services at the [ODU Transportation and Parking Services](#) website or 757-683-4004.
- Limit the number of visitors inside the customer service office and adhere to [CDC guidance](#).
- Increase frequency of cleaning and disinfecting high-touch areas (e.g., elevator cabs, handrails and door handles).

Signage & Communication

- Physical distance signage will be displayed near entrance doors
- Regular updates regarding office operations, wait times and how to make an appointment to visit customer service will be updated on social media

ODU Shuttle and SafeRide Operations and Rider Information

- Hygiene and physical distance signage will be posted on each vehicle
- Monarch Shuttles and SafeRide buses will be disinfected and cleaned frequently
- Monarch Transit passenger capacity vehicles will be reduced by 50%

University Village Bookstore

The ODU Village Bookstore will strive to promote a safe working environment for operating our store amidst COVID-19. Many store operations have been changed to keep employees and customers safe during the shopping experience. Employees will comply with [Executive Actions](#) regarding face coverings or masks. Customers will be encouraged to follow [CDC physical distancing guidelines](#) while visiting campus stores. Bookstore staff will monitor physical distancing and store capacity adhering to occupancy guidelines.

Customer signage will be placed at the entrance and throughout the campus store with safety instructions (e.g., physical distancing, face covering mandate, one-way aisle, physical distance reminders at checkout, rental check-in/buyback and returns).

Special services offered for our customers' convenience and safety:

- Curbside pick-up for online purchases
- Remote rental check-in and buyback
- Virtual graduation gift packages

The [ODU Village Bookstore](#) website is available 24/7 for customers to place their orders for course materials, supplies, clothing, accessories, gifts and technology to be shipped to their homes.

Monarch Card Center

To promote the health and safety of all faculty and staff, the Monarch Card Center has implemented the following changes to operational procedures:

- Enhanced online services will be provided to limit face-to-face interactions. Please visit the [Monarch Card Center](#) website for more information on available online services.
- No cash or checks will be accepted for in-person transactions.
- Card center employees will conduct business wearing face coverings and gloves.
- Plexiglass barriers are being installed at all work and service stations.
- Floor markings will be in place to promote [CDC physical distancing guidelines](#).
- Monarch greeters will encourage customers to practice physical distancing.
- Physical distancing signage will be placed throughout the office.
- Exit door will remain open to eliminate touching the handle.
- Office space will be cleaned and sanitized by staff at 8 a.m., noon and 4:30 p.m.
- Hours of operation will be from 8:30 a.m. to 4:30 p.m. on Monday through Friday so staff may clean and sanitize the office space at the start and end of the workday.

Webb Center

Webb Center remains one of ODU's largest community spaces for all Monarchs. Webb Center staff will strive to promote health and safety for all faculty and staff seeking services, conveniences and amenities during their time on campus. The following operational procedures have been implemented to reach this goal:

- Hours of operation will be reduced by 2 hours (7 a.m. to 10 p.m.) daily to allow for appropriate dwell times of EPA-registered disinfectants during the overnight hours.
- Frequent disinfection of Webb Center, using electrostatic machines, giving attention to high-touch items (e.g., door handles, light switches, restrooms, handrails, elevators and buttons).
- All common areas, dining areas, event spaces and meeting rooms will have furnishings removed to meet [CDC physical distancing guidelines](#).
- Building entrances and exits will be designated to reduce the number of entry and exit points.

- Stairwells will be identified as one-way only.
- Protective barriers for all aspects of contact areas (e.g., reception desks and retail station) will be installed.
- Hand sanitizing stations and wipe dispensers will be placed throughout the building, paying specific attention to high-traffic and dining areas.

Barry Art Museum

The Barry Art Museum will re-open on Tuesday, July 14, 2020. For information regarding hours and programming, please visit the [Barry Art Museum website](#).

Employee Resources

Employee Wellness

The Department of Human Resources has created the [Own Your Wellness](#) webpage to help employees navigate their personal wellness during this unprecedented time. Now more than ever, faculty and staff must remember to prioritize their well-being as part of their overall quality of University life. Taking care of self is important to an employee's ability to effectively balance family, friends and all the important work he or she does each day.

Employee Assistance Programs

We understand it is normal to feel worried and stressed during a disease-related outbreak. Please contact the various ODU [Employee Assistance Programs](#) to help manage emotional well-being during these uncertain times.

COVA Care and COVA HDHP
Anthem Blue Cross and Blue Shield
Member Services: 1-855-223-9277
www.anthemep.com

COVA HealthAware
Aetna 1-888-238-6232
www.covahealthaware.com

Optima Health Employee Assistance Program
Member Services: 800-899-8174
<https://optimaep.personaladvantage.com/>

Online Resources

The following online resources have been provided to ensure faculty and staff continue to be informed and equipped with tools to remain resilient through these challenging times:

ODU COVID-19 Information Website

https://www.odu.edu/emergency/news/2020/2/novel_coronavirus_co

Employee Well-Being

[CommonHealth of Virginia](#)

[Counseling Services](#)

[DHRM- Child and Elderly Care Resource Guide](#)

[Employee Assistance Program](#)

[myVRS Financial Wellness](#)

[Recreation & Wellness](#)

[Virginia State Employee Loan Program](#)

[Virginia State Employee Financial Wellness Program](#)

Department of Human Resources

<https://www.odu.edu/humanresources>

hrcovid19@odu.edu

(757) 683-3042

Office of Institutional Equity & Diversity

<https://www.odu.edu/equity>

officeofinstitutionalequitydiversity@odu.edu

(757) 683- 3141

Office of Emergency Management

<https://odu.edu/emergency>

(757) 683-5116

Center for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Commonwealth of Virginia COVID-19

<https://www.virginia.gov/coronavirus/>

Virginia Department of Health

<https://www.vdh.virginia.gov/coronavirus/>

Virginia Department of Human Resources Management

<https://www.dhrm.virginia.gov/covid-19>

United States Department of Labor

Family First Coronavirus Response Act (FFCRA) FAQs

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>