The health and safety of our Idaho State University Community is of the utmost importance. All members of the university community have a shared responsibility in limiting the spread of COVID-19 and protecting our students, colleagues, families, and vulnerable populations. Individual personal conduct consistent with prevention guidelines is strongly encouraged.

The following are guidelines for all ISU employees as we move into Stages 2 and 3 of our Roaring Back: University Rebound Plan. During Stages 2 and 3, remote work should continue as much as possible, while some critical and prioritized on-campus activities occur. Additionally, supervisors and teams should work on the details of their unit’s return-to-work plan in coordination with their leadership. These plans for on-campus work must address physical distancing, facial coverings, personal protective equipment, assurances of hygiene, in-person gatherings, etc., consistent with the guidelines below. Employees and units who are currently working remotely should continue to do so until these plans have been developed and reviewed by your respective Vice President.

During all stages of the Governor's Idaho Rebound and ISU ROARing back plan, individuals should continue to:

- Engage in physical distancing of at least six feet - while working, learning/teaching or visiting campus.
- Wear face coverings in public places - including interactions where physical distancing is difficult to maintain or when indoors in common areas. Solitary individuals in offices, vehicles or single-occupant workspaces are exempted until others enter the space.
- Stay home if you or someone in your household are sick.
- Practice good hand hygiene - wash hands regularly with soap and water.
- Cover coughs and sneezes
- Disinfect surfaces and high-touch objects regularly.

Throughout all rebound phases, vulnerable populations should be encouraged to continue working remotely where possible. Vulnerable populations who cannot work remotely should consult with HR to discuss leave of absence options as appropriate to their circumstances. As a reminder, vulnerable populations include individuals and their caregivers/household family members of individuals who meet any of the following criteria:

- Older than 65 years
- People with the following conditions:
  - Existing heart disease (previous heart attack, angina, congenital heart disease, etc.)
  - Lung disease (asthma, obstructive pulmonary disease, etc.)
  - Current smoker
  - Compromised immune status (medications, cancer, organ transplantation, etc.)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease

If you have any questions regarding these guidelines or the University’s Rebound Plan, please email communications@isu.edu, or visit the FAQs section on the ROARing Back Website: https://www.isu.edu/roaringback/.

*This guidance will continue to evolve as our understanding of COVID-19 changes.

Last updated: May 21, 2020
## When you are going to be working on-site:

<table>
<thead>
<tr>
<th>All Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>● If you or someone in your household are sick or have had any exposure to COVID-19 positive individuals (or suspected cases), please stay home and report this to your supervisor, and follow the recommended <a href="https://www.cdc.gov">CDC procedures</a>.</td>
</tr>
<tr>
<td>● All employees are encouraged to take their temperature prior to going to work, and again when returning home from work. If you are sick, have an elevated temperature or are exhibiting any of the <a href="https://www.cdc.gov">COVID-19 symptoms</a>, please stay home, report your symptoms to your supervisor, and follow the recommended <a href="https://www.cdc.gov">CDC procedures</a>.</td>
</tr>
<tr>
<td>○ Due to the nature of work in clinics, or other healthcare and childcare settings, some employees will participate in required temperature checks or other screening measures when arriving on site. Refer to guidance developed specifically for your unit regarding any additional procedures and precautions based on your work setting.</td>
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<table>
<thead>
<tr>
<th>Supervisors</th>
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</thead>
<tbody>
<tr>
<td>● If an employee indicates any of the conditions above, the supervisor must require that the employee stay home, and encourage your employee to seek any further guidance from their healthcare provider. Please ensure you maintain the confidentiality of all employees’ medical information.</td>
</tr>
<tr>
<td>● Support your employee in the ability to work remotely if they feel well enough to do so, or help them identify options for leave if needed. Contact HR if you have any questions or wish to discuss a particular situation.</td>
</tr>
<tr>
<td>● If an employee needs to work remotely beyond the completion of stage 3, begin a discussion with the employee about the need to collect formal telecommuting documentation. Formal telecommuting agreements for long-term telecommuting needs will be developed after stage 3.</td>
</tr>
<tr>
<td>● If an employee begins to show symptoms or becomes sick while at work, they should be immediately separated from other employees, customers, visitors, and sent home. Employees should return home and work remotely if they feel well enough to do so, or they should identify options for leave if needed. Contact HR if you have questions or wish to discuss a particular situation.</td>
</tr>
<tr>
<td>● If you learn that one of your employees is either a suspected or confirmed case of COVID-19, and has been in the workplace, please contact HR for coordination with University Health and Facilities so the proper disinfection and employee notification steps can be taken.</td>
</tr>
<tr>
<td>● If your unit has developed additional guidelines and precautions based on the nature of your work, please ensure that you have had these reviewed by your</td>
</tr>
</tbody>
</table>

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*Last updated: May 21, 2020*
respective Vice President, and have shared details with all of the employees working in these units.

- If you or any of your staff need additional support during this time, please remember you have support resources such as:
  - Medical Services: ISU Health Center (Pocatello)
  - Counseling (for employees): Employee Assistance Program (EAP)

### General

- Please show kindness and respect for each other. We are all in this together, and each employee may have differing opinions and comfort levels related to the COVID-19 pandemic. Differences are valid and appreciated. These guidelines have been developed based on current CDC, health department, and American College Health Association recommendations, and will be updated if recommendations change.

- You are your own best advocate for your health. Even if something has been cleaned recently, assume someone may have touched it since, and follow CDC guidelines for proper handwashing.

- Frequently disinfect and sanitize high-touch surfaces and objects such as door handles, work stations, copy machines, handrails, etc.

- Avoid sharing office equipment (computers, telephones, pens, etc.) whenever possible. If your role requires the use of these shared objects, please disinfect before AND after your use.

- All employees must maintain a physical distance of at least six feet from colleagues, students, or customers at all times.

- For more information and to review FAQs related to disinfection and general campus cleaning and hygiene, visit [https://www.isu.edu/ehs/covid-safety/](https://www.isu.edu/ehs/covid-safety/)

- **Supervisors: (in all campus locations)** if you need additional disinfecting or sanitizing products, please contact the Bengal Depot at (208) 282-3515 or enter a maintenance request in the Facilities Service Request System.

### Face Coverings and Personal Protective Equipment (PPE)

- Per the State of Idaho and CDC guidelines, employees should wear face coverings when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (common work areas, hallways, meeting rooms, research labs, etc.). Appropriate use of face coverings or non-medical masks is critical in minimizing risks to others near you. You could

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spread COVID-19 to others even if you do not feel sick. Please remember, the face covering is not a substitute for physical distancing and still offers additional protection to others when worn in the presence of others that maintain an appropriate physical distance.

- For specific information about cloth face coverings, please review this CDC guidance, and watch this short video for instructions regarding proper use and care of cloth face coverings.

- ISU Environmental Health and Safety (EHS) has prepared additional resources and FAQs about cloth face coverings. For more information, visit https://www.isu.edu/ehs/covid-safety/

- If you have cloth face coverings available, and are working on campus during stages 2-3 (through June 12), it is requested that you bring them with you and use them as part of your normal work attire. If you do not have a cloth face-covering available or have concerns about your ability to wear a cloth face covering, please talk with your supervisor and consult with HR to discuss accommodations as necessary.

- While you are working alone in a private office, vehicle, or in a space where you are separated from others by a physical barrier, you may remove your face covering using proper removal and storage procedures.

- All employees are supported in protecting their personal health and safety based on individual needs and health circumstances. If you are unable to use a cloth face covering due to personal circumstances, please respect the well-being of others by using alternative technology-based methods to communicate with colleagues, and avoid indoor common areas where physical distancing is more challenging.

- Certain employee groups and units engage in tasks that require specific personal protective equipment (PPE) and other precautionary procedures.
  - Units that have developed specific guidance should refer to their particular procedures in addition to these guidelines.
  - If you have questions about additional procedures for your area, please work with your supervisor to determine the appropriate level of PPE for your tasks.
  - Employees should continue to use the PPE, if any, that they would normally use for other job tasks. Refer to the EHS website for more information and answers to questions about PPE and other precautions by job types.

- **Supervisors:** During stage 2, please have conversations with your employees regarding their comfort level and any concerns regarding the use of face coverings, as well as any other appropriate PPE that may be needed for their tasks.

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_Last updated: May 21, 2020_
## ROARing Back Rebound Plan: Employees

### Stages 2 and 3

- Consult with EHS if necessary if you have questions regarding employee tasks and appropriate PPE.
- At the request of the University, all employees should be wearing face coverings when working in public spaces or in the proximity of others to help support the health of our community.
- If you have employees working on campus during rebound stages 2 or 3 (now through June 12) who do not have cloth face coverings (either personal or those previously provided to essential employees), please complete the [FACE COVERING REQUEST FORM](#) and the University will distribute them to your department from our current inventory. ISU will be working to purchase additional inventory to ensure your remaining employees are provided with reusable cloth face coverings for future rebound stages (fall).
- If you have employees who have concerns about wearing face coverings, or a particular situation you would like to discuss, please contact HR (hr@isu.edu, (208) 282-2517). Please be respectful and compassionate if an employee is unable to wear a face covering due to their individual circumstances and adjust work assignments or utilize remote work opportunities to limit close contact with the campus community.

### Working In An Office Setting

- If you work in an open environment, be sure to maintain at least 6 feet of physical distance from co-workers, and wear a face covering at all times while in a shared workspace/room.
- Where possible, it is encouraged that doors and windows be opened to increase ventilation from outside air. Please do this only after consultation with Facilities to ensure building ventilation, heating, and cooling is not negatively impacted.
- Departments should assess open work environments and meeting rooms and institute measures to physically separate and increase the distance between employees, other coworkers, and customers, such as:
  - If possible have at least one empty workspace separating employees from one another, and ensure employees present at the same time are not working while directly facing each other.
  - Place one-way directional signage for large open workspaces with multiple through-ways to increase the distance between employees moving through the space. Consider designating specific stairways for up or down traffic if building space allows. To obtain vinyl directional arrows for flow patterns, please submit a [Facilities Service Request](#). If you are placing direction arrows, please work with neighboring colleagues and departments to ensure consistency in direction.

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_Last updated: May 21, 2020_
ROARing Back Rebound Plan: Employees

Stages 2 and 3

- If you work in a private office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, appropriate face coverings should be worn at all times.
- Appropriate face coverings should be worn by any staff in a reception/receiving area, and should be used when inside any ISU facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other shared locations.

**Supervisors:** As you develop your plans for employees returning to work during Stage 3 and beyond, consider the needs of your individual employees, continuing to use remote work where possible, staggered staffing, and physical distancing within your office layout.
- If an employee needs to work remotely beyond the completion of stage 3, begin a discussion with the employee about the need to collect formal telecommuting documentation. Formal telecommuting agreements for long-term telecommuting needs will be developed after stage 3.

### Meetings

- In-person meetings are discouraged. Please utilize virtual meetings via platforms such as Zoom, Google Hangouts, and others as much as possible.
- While you are on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, chat, telephone or other available technology rather than face-to-face.
- If a meeting MUST be in-person to accomplish the purpose of the meeting, it must occur in a large room or outdoor space where all attendees are able to maintain a physical distance of at least six feet from each other, and all individuals should be wearing appropriate face coverings. Meeting attendance is limited to no more than 10 individuals, regardless of meeting space location and size.
- Remove chairs in meeting and conference rooms to ensure physical distance can be maintained if an in-person meeting must occur.

### Breakrooms, Lunchrooms and Common Areas

- These spaces are closed for gathering. Employee breaks and meals should be staggered when feasible to limit the number of people accessing communal spaces at one time.
- Employees are encouraged to choose alternate break locations and take food back to their office area or eat outdoors, if this is reasonable for your situation.
- These spaces may still be utilized for food preparation (one at a time, or multiple people if 6-foot physical distancing can be maintained and face coverings are

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_Last updated: May 21, 2020_
- Use signage to indicate maximum occupancy in common break areas, and designate expectations and procedures for use of these spaces. Customizable and printable ISU signage templates can be found [HERE](#).
- Reconfigure communal spaces with the removal of tables, chairs, and/or the use of tape or other indicators to support appropriate physical distancing.
- When using a lunchroom/breakroom, sanitize surfaces before and after use.
- Maintain physical distance requirements if waiting to access vending machines, and sanitize before and after use.
- Remove all reusable items (dishes, silverware, sponges, towels, etc.) and use only disposable products for food prep and cleaning. Shared sinks and dish drainers should remain empty at all times.
- For shared use appliances (refrigerators, microwaves, water coolers, etc.), sanitize surfaces such as handles before and after use, and consider using a disposable paper towel to touch these handles and surfaces when possible. Additionally, discontinue the use of shared dispensers such as coffee makers, ice machines, etc. that require users to interact with food/beverage you will be consuming.
- Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.
- Visitors who are not directly related to the individual’s or unit’s work are not allowed in breakrooms/lunchrooms.

<table>
<thead>
<tr>
<th>Drinking Fountains and Water Filling Stations</th>
</tr>
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<tbody>
<tr>
<td>- Public drinking water supplies are safe to drink. However, the surfaces around the fountain including the spout, button/lever, and nozzles could pose a risk for the transmission of COVID-19 and other germs.</td>
</tr>
<tr>
<td>- Don’t place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling.</td>
</tr>
<tr>
<td>- Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.</td>
</tr>
<tr>
<td>- If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow.</td>
</tr>
<tr>
<td>- Clean your hands afterward with an alcohol-based rub or wash them with soap and water.</td>
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<thead>
<tr>
<th>Lobbies, Reception Areas, and</th>
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</thead>
<tbody>
<tr>
<td>- Deliver services remotely (e.g. phone, video, web, etc.) as much as possible. If business must be conducted in person, coordinate business via appointment as much as possible.</td>
</tr>
</tbody>
</table>

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_Last updated: May 21, 2020_
## ROARing Back Rebound Plan: Employees

### Stages 2 and 3

#### Serving Customers

- Avoid implementing procedures that will result in large congregations of people, and consider implementing special hours (at least weekly) to provide in-person services for at-risk individuals and vulnerable populations where applicable.

- Place appropriate signage at entrances indicating how you want customers to proceed. Identify allowable occupancy in order to control workflow and/or establish the maximum number allowed in a space at one time. Customizable and printable ISU signage templates can be found [HERE](#).

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.

- Provide hand sanitizer at all high-traffic entrances, and if possible prop open doors to office suites to allow entrance/exit without touching the door. Note, doors equipped with self-closing mechanisms are considered fire doors and cannot be propped open per the fire code. If you are unsure about the door to your office suite, please contact Facilities (208) 282-4086.

- Rearrange or remove chairs in waiting areas to ensure proper physical distance can be maintained.

- Remove all high-touch items in lobbies and waiting areas such as pens, magazines, toys, brochures/flyers, etc.

- Appropriate face coverings should be worn by any staff in a reception/receiving area. Consider the installation of plexiglass shielding in reception areas with high customer interface. You can request this by submitting a Facilities Service Request. However, please be aware that plexiglass inventory is currently low, and there may be a delay in Facilities’ ability to meet your request.

- If your service area utilizes shared equipment such as kiosk computers, pin pads, etc., please sanitize equipment using disinfecting wipes before and after use.

- If your unit provides a service that requires 1:1 meetings with students, clients or customers in a closed space, consider continuing to utilize technology-based platforms for these meetings during stages 2 and 3. If these meetings must occur in person, consider hosting these conversations in conference rooms or nearby classrooms adjusted to accommodate for physical distancing, and utilize cloth face coverings.

#### Mail Handling

- Offices should minimize the number of employees who are handling the mail.

- Avoid touching your mouth, eyes, or face when handling mail, and wash your hands properly or use approved hand sanitizer before and after handling mail.

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*Last updated: May 21, 2020*
## Restrooms
- Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

## Elevators
- No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

## Public Transportation
- Do not travel on public transportation if you suspect you are sick or are experiencing any COVID-19 symptoms.
- For employees who utilize public transportation for commuting, consider how work hours can be adjusted to allow commute during less busy times.
- Employees should wash their hands as soon as possible after their trips to work or home.

## Travel
- Check yourself for symptoms of COVID-19 prior to travel, and if you are experiencing symptoms notify your supervisor and do not travel.
- If you become ill or begin experiencing symptoms of COVID-19 while you are traveling or on temporary assignment away from your home, notify your supervisor immediately and promptly contact and follow procedures from your healthcare provider.
- Follow proper sanitizing and handwashing procedures before and after using a university or rental vehicle.
- During Stage 2: Non-essential travel restricted and 14-day isolation guidelines are still in effect after returning from areas of high COVID-19 activity. Areas of high activity should be considered to be the top 3 categories of incidence presented on the [John Hopkins University map](https://coronavirus.jhu.edu/maps). This map is updated daily, so categories can change rapidly as outbreaks occur.

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_Last updated: May 21, 2020_
- During Stage 3: Non-essential travel may resume. It is strongly recommended that NO travel to areas of high activity be undertaken. It is strongly recommended that travelers from those areas be discouraged from visiting ISU and southeast Idaho. Specific isolation guidelines for all of Idaho in Stage 3 will be clarified when Stage 3 is posted on rebound.idaho.gov.

### Continue Good Health Habits At Work and Home:

<table>
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<tr>
<td>- Follow <a href="https://www.cdc.gov">CDC guidance</a> regarding how to best protect yourself and others.</td>
</tr>
<tr>
<td>- <strong>Wash your hands frequently</strong>, with soap and water for at least 20 seconds, particularly before and after consuming food or using the restroom. Keep a supply of hand sanitizer close by, and use it before/after using shared objects.</td>
</tr>
<tr>
<td>- Cover your cough or sneeze with your elbow or a tissue.</td>
</tr>
<tr>
<td>- Frequently clean all high touch areas in your home and workplace.</td>
</tr>
<tr>
<td>- Do not touch your eyes, nose, or mouth with unwashed hands.</td>
</tr>
</tbody>
</table>

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