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Clemson University is closely monitoring the rapidly changing situation with the coronavirus pandemic (COVID-19). During this unprecedented time, Clemson will continue to focus on the safety of students, faculty, staff and the Clemson community. Clemson is committed to protecting the most vulnerable and minimizing the potential for an outbreak at any campus location.

Clemson University will begin Phase I of its three-phase plan to reopen the University on June 1, 2020.

Decisions are being made with health and safety as the top priority, using guidance from the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC). Clemson University’s three-phase plan establishes guidelines for the University to recover from COVID-19 in coordination with federal, state and local laws and guidance.

Clemson University has adopted protocols to manage COVID-19. As part of that effort, the Office of Human Resources has compiled the information in this guide to assist our staff, faculty and student employees in navigating the three-phase plan of reopening the University. Specific faculty, staff and student employees may enter the stages of reopening at different times, and some locations may move through the phases more quickly than others. For example, areas on main campus may open more quickly than facilities in the Lowcountry.

Clemson University leadership and the Emergency Operations Center leaders have developed business continuity plans for these types of scenarios. In the event that these measures are necessary, Clemson University leadership will communicate with the University community.

This is a fluid situation. Check the University’s Healthy Clemson United as Tigers page frequently for updates to employee guidance.
SUPERVISOR TEMPLATE
The University’s COVID-19 return to workplace may involve employees temporarily working staggered and alternating schedules, and consequently State HR and Clemson’s Office of Human Resources strongly recommend you provide a minimum of seven calendar days’ notice of your employee returning to a Clemson-owned facility.

Supervisors needing to communicate to the employees they supervise that they can return to the workplace may use this template.

WORKPLACE EXPECTATIONS AND GUIDELINES
In order to protect the health and safety of Clemson’s employees, students and visitors, all employees are expected to fully comply with the guidelines outlined in this document and other supplemental guidance documents. Failure to do so may result in corrective action.

SYMPTOM MONITORING REQUIREMENT
Prior to reporting to work each day, those faculty, staff and student employees instructed to return to the workplace must conduct daily symptom monitoring of the following COVID-19 symptoms:

- Cough.
- Shortness of breath or difficulty breathing.
- Fever.
- Chills.
- Repeated shaking with chills.
- Runny nose or new sinus congestion.
- Muscle pain.
- Headache.
- Sore throat.
- Fatigue.
- New GI symptoms.
- Loss of taste or smell.
Take the following steps in the event you have one or more of the symptoms listed on page 4:

- Contact the Sullivan Center at 864-986-1218.
  - You must have an evaluation and clearance by the Sullivan Center or SC DHEC to be eligible to report to work.
  - The Sullivan Center is open from 8 a.m. to 4:30 p.m. for assessment of symptoms.
- Stay home.
  - Notify your supervisor.
  - Employees and students at Innovation Campuses, RECs and Extension offices should contact their local health provider. Wear a cloth facial covering to avoid possible virus transmission to others.
- Self-isolate until you are cleared by the Sullivan Center or SC DHEC to return to work.

**Should You Return to the Workplace?**
According to the CDC, individuals with the conditions below may have a higher risk for COVID-19 infection:

- Older adults (aged 65 years and older).
- People with HIV.
- Asthma (moderate to severe).
- Chronic lung disease.
- Diabetes.
- Serious heart conditions.
- Chronic kidney disease being treated with dialysis.
- Severe obesity.
- Being immunocompromised.
- Liver disease.

Employees who are at a higher risk for COVID-19 based on risk factors identified above by the CDC should first discuss their concerns with their supervisor. You do not need to disclose your specific medical history — only that you are at risk according to the CDC guidelines. If additional accommodation is needed, discuss these concerns and possible accommodations with the University’s ADA coordinator.
Visit Clemson’s ADA site to review the guidance and the COVID-19 special accommodation form found by clicking on the orange banner entitled COVID-19 Notice: Employee Guidance to Request Accommodations including Telecommuting due to COVID-19. Continue to maintain close communication with your supervisor.

Discuss accommodations with your supervisor if you’ve been selected to return to your workplace and any of the following conditions exist:

- You have concerns based on yours or a member of your household’s medical condition,
- You are pregnant, or
- You have concerns related to returning to the workplace.

**What About At-Risk Members in My Household?**
If a member of an employee’s household has a serious health condition or other risk factor that places them at greater risk for COVID-19, employees should first discuss their concerns with their supervisor. You do not need to disclose specific medical history — only that a member of your household is at risk according to the CDC guidelines. This type of request does not fall under the protection of the Americans with Disabilities Act; however, supervisors are encouraged to use flexibility and consult with HR when making these decisions.

**Scared to Return to Work?**
During this unprecedented time, Clemson will continue to focus on the safety of students, faculty, staff and the Clemson community. Clemson is committed to protecting the most vulnerable and minimizing the potential for an outbreak at any campus location.

Supervisors should speak with team members to explore concerns and determine if the team member is able to return in a later phase. In addition, supervisors should discuss possible accommodations. Some considerations are staggered work schedules, rearranging or closing off workspaces, providing workplace barriers, limiting the sharing of supplies and common areas, etc.
PHASED RETURN/STAFFING

Clemson’s Return to Workplace Plan involves a three-phased approach, and faculty, staff and student employees will return to University facilities over a period of time and in a coordinated process, ensuring appropriate physical distancing, the availability of community protective equipment (CPE) and testing capabilities for COVID-19.

University leadership will monitor and assess opportunities for expanded staffing based on mission-critical operations and the ability to control and manage specific work environments. Your department head or supervisor will communicate return-to-workplace decisions.

For the foreseeable future, the University will reduce the number of people in your workplace in an effort to maintain safe physical distancing requirements. Support units able to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings during Phase III of the three-phase plan.

Workplace staffing will be managed in an effort to mitigate risks and to ensure the safety of faculty, staff, students and the community. Phases II and III will expand onsite staffing for specific workplaces. All employees should follow the protocols detailed in this guide for returning to their workplaces.

University leaders will closely monitor the potential spread of the virus and implement procedures to mitigate the spread. If localized outbreaks emerge, tighter restrictions and reduced staffing may result.
TEAM STAFFING OPTIONS

The following work schedule types should be considered by supervisors in an effort to reduce the number of people reporting to a workplace:

**Partial Remote Work/Alternating Days**
With a supervisor’s approval, team members able to work remotely could be asked to continue to do so for all or a part of their work schedule. See the [Telecommuting Policy](#), which includes an agreement form on the last page.

**Staggered Reporting/Departure**
Staggering the reporting and departure times of individual team members by at least 30 minutes reduces traffic in common areas such as building entryways, lobbies and break rooms.

**Flexible Work Schedules**
Team members may be candidates for flexible work schedules to expand workdays into evening hours. Review the [Workweek Policy](#).
PERSONAL SAFETY PRACTICES

Masks and Cloth Facial Coverings (Community Protective Equipment)

The CDC recommends wearing cloth facial coverings in public settings where other social physical distancing measures are difficult to maintain, as cloth facial coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Guidance on facial coverings continues to evolve, and the University will communicate policies as they are finalized. As the University moves into Phase I, facial coverings are strongly recommended for faculty, staff and others when in the presence of others and in public settings that do not permit adequate physical distancing such as common work areas, meeting rooms, classrooms, restrooms and break rooms.

Note: CPEs are not a substitute for physical distancing.

Your CPEs and Safety Steps for Use

Clemson University provides two CPEs per team member upon their return to work in Phase I or Phase II. CPEs may not be reused without proper laundering with detergent between work days. During Phase III, CPEs are optional.

Safety Steps

• Wash hands/use hand sanitizer prior to using the CPE.
• Ensure CPE fits over your nose and under your chin.
• Avoid touching the front of your CPE.
• When removing your CPE, do not touch your eyes, nose or mouth.
• Wash hands/use hand sanitizer after removing your CPE.
• CPEs should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
• For more information on using or caring for your cloth facial covering, visit the CDC’s website.

Physical distancing

Maintaining a distance of no fewer than six feet (two arm lengths) between you and others is key to minimizing the potential spread of the coronavirus and your exposure to it. People can spread the virus before they know they are sick, so it’s important to stay away from others.
Team members at Clemson facilities must follow physical distancing practices in Phases I and II of the reopening plan. During Phase III, continuing to apply physical distancing practices is recommended, especially for those considered to be at higher risk per CDC guidance.

**Handwashing**

Team members should wash their hands often with soap and water for at least 20 seconds especially after time in a public place, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains at least 60 percent alcohol should be used. See the CDC’s *When and How to Wash Your Hands*.

Handwashing should occur on the following occasions:
- Before, during, and after preparing food.
- Before eating food.
- Before and after caring for someone at home who is sick with vomiting or diarrhea.
- Before and after treating a cut or wound.
- After using the toilet.
- **After changing diapers or cleaning up a child who has used the toilet.**
- After blowing your nose, coughing or sneezing.
- After touching an animal, animal feed or animal waste.
- After handling pet food or pet treats.
- After touching garbage.

**Gloves**

Depending on your work duties, gloves may be part of your Personal Protective Equipment (PPE).

Most employees do not use gloves for their assigned work duties, and gloves are not recommended in the prevention of coronavirus. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.
Cleaning/Disinfection
Teams from University Facilities will clean high-touch/high-traffic office and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Also, you and your team members should wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and that are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Supervisors may want to consider checklists for cleaning shared spaces, like meeting rooms, and assign employees to rotate cleaning these spaces.

Facilities and Procurement Services will be working together to obtain additional cleaning materials to provide to individual departments. However, individuals are allowed to supplement cleaning efforts in their individual areas where possible with self-provided supplies.

Work with your supervisor to determine if there are department funds that can pay for additional cleaning supplies. A supervisor may contact Facilities to request additional cleaning supplies.

Cough/Sneeze Hygiene
Team members should cover their sneeze or cough with their elbow or by using a disposable tissue. Cloth facial coverings further prevent the spread of the virus. Immediately after sneezing or coughing, team members should wash their hands for 20 seconds or use hand sanitizer.

No team member should report to work if they are sick. Any team member experiencing symptoms of COVID-19 should contact their health care provider and the Sullivan Center and follow the recommendation of the Sullivan Center about return-to-work instructions. Employees and students at Innovation Campuses, RECs and Extension offices should contact their local health provider.
GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Public Transportation
If you must take public transportation or use the CatBus Transit, wear a cloth facial covering (CPE) before entering the bus and avoid touching surfaces with your hands. Maintain a distance of no fewer than 6 feet between you and other passengers. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol before removing your CPE.

Working in the Office
If you work in an open environment, even if partitions are constructed, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another team member.

If you work in a closed office, no more than one person should be in your office unless the required 6 feet of distancing can be consistently maintained.

If more than one person is in any room, CPEs should be worn by all team members and at all times. CPE is not required if you are working alone in a confined office space, but partitioned work areas are considered open environments.

CPE should be worn by any team member in a reception/receiving area. CPEs should be worn when walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

When present, follow safety signage and directions posted throughout Clemson University facilities.

Using Restrooms
Use of restrooms should take into consideration any limits based on restroom size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly for 20 seconds afterward to reduce the potential transmission of the virus. If paper towels are available, use a clean one to turn off the water and a clean one to open the door. Dispose of paper towel(s) when exiting the restroom.
Using Elevators and Stairs
Avoid elevators and use the stairs whenever possible because stairs are more open areas.

If you are using the elevator, wear your mask or face covering and 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 using railings in stairwells.

Meetings
While in Phases I and II of the University’s return-to-work procedures, meetings should continue to be held using remote platforms such as Zoom, WebEx or another video conferencing tool. Additionally, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

If you use a shared meeting place, be sure to maintain the 6-feet physical distance and wear your mask or face covering. In addition to returning the room to its proper order, please clean the table surfaces and any equipment used such as a keyboard, mouse, phone, etc.

Meals
Before and after eating, you should wash your hands thoroughly for 20 seconds using soap and water to reduce the potential transmission of the virus.

Wear your CPE if dining on campus. Follow all physical distancing guidelines and safety signage in a dining facility. Team members are encouraged to take food back to their office area or eat outside.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet of distance between you and others. Only remove your mask or face covering in order to eat, then put it back on. Break rooms should be rearranged to allow for proper physical distancing. Follow any safety instructions on signage. Wipe all surfaces, including table, refrigerator handles, coffee machine, etc. prior to leaving the common area.
Illnesses of Team Members
Supervisor can ask a team member if they are experiencing symptoms of an illness but should not ask any questions that are likely to elicit information about a disability. For example, asking a team member about symptoms or how they are feeling is not likely to elicit information about a disability.

Supervisors should encourage employees to stay home when they are sick until they’ve been fever free or symptom free for 24 hours.

All concerns about COVID-19 should be referred to the Sullivan Center, and team members who have been diagnosed with COVID-19 should contact the Sullivan Center prior to returning back to work.

Laboratory Work
As essential research operations continue and more research activity is phased in, it is important to continue to minimize the potential for transmission of COVID-19. Part of this practice is regular sanitization of research laboratories. Sanitization of laboratory surfaces should be conducted on a regular schedule several times each workday. Sanitization should be conducted using a disinfecting solution / wipe approved by the CDC or EPA. A 70% solution (v/v) of ethanol or isopropanol and water can also be prepared in most labs and used with paper towels. Some common surfaces for disinfecting include:

- Doorknobs and cabinet / drawer handles.
- Benchtops and desks.
- Chair backs and armrests.
- Light switches.
- Keyboards.
- Other commonly touched surfaces.

In laboratories, many surfaces are frequently touched that may not be thought of when sanitizing surfaces. Some examples include:

- Fume hood / BSC sashes.
- Refrigerator / freezer handles and doors.
- Analytical instrument control surfaces and accessories.
- Microscopes, incubators, centrifuges.
- Frequently shared items such as pipettors, multimeters, tools, etc.
• Whiteboard pens and markers.
• Scales / balance control panels.
• Frequently handled optics, mirrors, detectors, etc.
• Glassware and other labware.
• Flow control knobs, faucets, regulators, etc.
• Glove box gloves.
• Other commonly touched objects / surfaces as determined by the group.

A plan for regular lab sanitization should be designed and implemented at the lab level, and responsibilities should be delegated as needed. In all cases:

• Any personnel who are ill (or have an ill household member) should not report to work. Supervisors should be notified immediately.
• Continue to observe proper physical distancing and hygiene.

Guidance for Essential Research Activities During Modified Operating Conditions
The intent of essential research activities during modified operating conditions is to minimize the number of individuals working in proximity at any one time and to conduct only research that is deemed critical.

General safety guidelines for essential University research activities include:

• Any personnel who are ill (or have an ill household member) should not report to work. Supervisors should be notified immediately.
• At least two persons should be in the lab at a time to ensure safety and security. Be sure to observe physical distancing and hygiene guidelines. No more than three individuals should be in a lab space at a time if possible.
• Work should only be conducted during typical business hours (8 a.m. to 6 p.m.) and during the specific times indicated in the essential research proposals that have been approved.
• Building access is provided only to those listed as approved personnel. No unapproved personnel shall be provided building access. No undergraduate students are permitted access.
• Ensure communications are in working order and emergency contact information is up to date.
• Update and discuss emergency procedures with your research group.
• Ensure all laboratory safety equipment is available and in proper working order (e.g. safety shower/eyewashes, fire extinguishers, spill kits, first aid kits, etc.).
• Ensure all local ventilation systems are functioning (i.e. fume hoods, snorkels, etc.).
• Avoid conducting high-risk operations such as the use of pyrophoric or air-sensitive reagents, previously untried hazardous operations, large-scale reactions, etc.
• Wear appropriate personal protective equipment (PPE) at all times.
• Chemical, biological, and radioactive waste for essential activities should be collected and stored according to established protocols. Waste pickup will be conducted on a case-by-case basis and may be delayed. Effort should be made to minimize the generation of waste during this period.
• Restrict required vehicle ridership to one person per vehicle whenever possible and provide adequate ventilation/air flow.
• Continue to observe all prudent laboratory practices.
• Anticipate the potential for further restrictions, including a Universitywide shutdown of all research operations. Under such conditions only maintenance and monitoring operations of critical infrastructure and living specimens will be approved.
• During modified operations, no laboratory equipment, chemicals, apparatuses, etc. may be transported home for use.

If there are questions or concerns regarding essential research functions, contact your supervisor or department leadership. Occupational and Environmental Safety is also available to assist during this period.
HEALTH AND WELL-BEING

Employee Assistance Program
Clemson is committed to supporting your overall health and well-being and offers an Employee Assistance Program (EAP) to all faculty and staff. This benefit even extends to your spouse, dependents and other household members. EAP offers emotional, work/life and wellness support during this stressful period. Telephone or video counseling is available, and you can access this service using most smartphones, tablets and computers.

You may contact EAP Deer Oak Services by calling 866-327-2400 24 hours a day, seven days a week or by visiting the Deer Oaks website at www.deeroakseap.com.

Counseling and Psychological Services (CAPS)
Stress and anxiety related to COVID-19 is normal. The fear of the unknown can feel overwhelming. During this trying time, taking care of your mental health is essential. See below for resources, information, tips and strategies on how to best manage stress and anxiety.


Sullivan Center
Clemson University’s Joseph F. Sullivan Center will continue to provide virtual clinic visits to University employees, alumni and families, and any resident of Oconee County — even those unaffiliated with the University. This service will be offered as a free service through June 30, 2020, and will continue as a service with a fee thereafter.

Secure virtual visits with one of the Sullivan Center’s nurse practitioners to address non-COVID-19 issues. If clinical problems cannot be fully addressed in a virtual visit, the Sullivan Center will schedule a follow-up, onsite visit at the Sullivan Center’s Clemson or Walhalla Clinic with heightened precautions against COVID-19 transmission. Normal billing will apply for onsite visits.

To schedule a virtual clinic appointment, call (864) 656-3076. To learn more about the Sullivan Center virtual clinic, visit clemson.edu/virtualclinic.
BUILDING AND FACILITY ACCESS

Entry to buildings will be regulated and monitored during Phases I through III. Whenever possible, use your ID card/badge and not a key to enter the building. You may not hold or prop open exterior doors under any conditions. Always ensure the door closes and locks behind you while entering and exiting the building.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. If instructed to return to the workplace, enter and exit through the designated building access and at the designated time to facilitate physical distancing. Should you encounter problems accessing your building, contact your primary building security coordinator.

TIGER ONE/BUILDING SECURITY COORDINATOR

Supervisors should notify their primary building security coordinator (BSC) and share which employees will be returning in each phase. These employees will be granted access to the building during their assigned phases. Supervisors should advise team members when they can access their Clemson facility building.

SIGNAGE

Departments are asked to display signage throughout the workplace reminding employees of guidance from the CDC on entering the workplace. Team members reporting to a Clemson facility are expected to comply with safety signage.

Unit leaders will be informed how to access safety signage to be posted in their buildings or facilities.

COMMUNICATION

University Relations will oversee sending out key messages to the University related to COVID-19 and return to workplace guidelines.