

Office/Contact: Return to Campus Taskforce

Sources/Links:

SD Department of Health: https://doh.sd.gov/documents/COVID19/BusinessScreening_Q&A.pdf

Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

NORTHERN STATE UNIVERSITY

Policy and Procedure Manual

SUBJECT: DRAFT NSU COVID-19 Student Worker Policy

NUMBER: 9.2

1. Purpose

The purpose of this policy is to outline a plan to create and implement guidelines to help prevent the spread of COVID-19 among NSU faculty and staff and student workers, including work study, student labor, and graduate assistants.

2. Policy

- a. Self-Monitoring: All student workers (work study, student labor, and graduate assistants) are asked to complete the COVID-19 self-monitoring protocol at the beginning of each shift (see Policy 9.1). Student workers who have symptoms of COVID-19 are not allowed to work their shift and are asked to follow the protocol in Policy 9.1. Departments and offices that have a large number of student workers are encouraged to enact screening stations, including common thermometers where students can self-screen before each shift. Student workers are recommended to take a mask with them to work each shift so they can wear it in any shared, common spaces.
- b. Common Work Spaces: Staff and faculty who share workspaces with student workers are asked to adjust the workspace layout so that:
 - i. Student workers do not share offices with staff and faculty. Move work study/student labor/graduate assistant work stations (including computers, keyboards, and phones) to open offices, storage rooms, lounges, or work rooms.
 - ii. When students, faculty, or staff need to share workspace, work stations (including computers, keyboards, and phones) should be distanced and not shared.
 - iii. Student workers who need to share work stations should be staggered so they do not work at the same time, whenever possible. Student workers who need to share work stations are required to sanitize their work stations (computer, keyboard, phone) at the beginning of their shift and again at the end of their shift (please follow Policy 9.3 when sanitizing work stations and be sure not to use disinfecting wipes on screens).
 - iv. Student workers should not share work stations (including computers, keyboards, and phones) with staff and faculty. If a student worker needs to

- use a staff or faculty member's work station, they are required to sanitize the work station immediately after use and then sanitize their hands (please follow Policy 9.3 when sanitizing common equipment and be sure not to use disinfecting wipes on screens).
- v. Student workers may use shared office equipment, including printers, copiers, and scanners, and are required to sanitize the commonly used equipment at the end of use and then sanitize their hands (please follow Policy 9.3 when sanitizing common equipment and be sure not to use disinfecting wipes on screens).
 - vi. Common destinations, including faculty mailboxes and shared printers, may be relocated from staff offices to other locations to slow or dissuade traffic in and through staff offices.
 - vii. Masks are recommended for all students, faculty, and staff in common spaces at all times.
- c. Printing: Faculty and staff are encouraged to send print jobs electronically to the print shop on campus (ryan.schwab@northern.edu). The print shop will set up a no-contact pick up table in the vestibule on the east side and encourage community members to pick up print work from the no-contact table. The print shop will post signs on the west door to dissuade staff and faculty from using the west door of the print shop. If students, faculty, or staff need to use the printers at the print shop, they are required to use hand sanitizer before and after using equipment and they are recommended to wear masks.
- d. Making up Hours: Student workers can make up hours they miss as a result of quarantine, self-isolation, or illness. When making up hours, work study students, student labor students, and graduate assistants must work less than 20 hours a week when classes are in session. When classes are not in session (including winter break, spring break, summer break) student workers (work study, student labor, graduate assistants) can work up to 40 hours a week to make up hours missed as a result of quarantine or illness. Graduate assistants who are healthy and able to work remotely during quarantine or self-isolation may do so at the discretion of their supervisor.
- e. Messaging: NSU Communications and Marketing will make signs including "Mask up in this room, please" Any staff who needs such signs can download them at www.northern.edu/covid19

3. Responsible Administrator

The Co-Chairs of the NSU Return to Campus Taskforce are responsible for bi-monthly and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

Source History:

Proposed NSU Return to Campus Taskforce 6/29/2020