

Northern State University Return-to-the-Workplace Guidelines

The priority for NSU is to return staff to full productivity, whether working on campus, working with the public, or a continued telework arrangement. Our focus continues to be the safety of our entire campus community.

PERSONNEL

Beginning the week of May 25, 2020, essential and non-essential staff may begin transitioning back to campus.

Beginning the week of June 1, 2020, all employees currently on contract will return to campus. The Governor's Executive Order, granting administrative leave, expires May 31, 2020. Employees must communicate with their supervisor on a daily basis.

There may be circumstances in which an employee may be unable to return to campus. Guidelines for those circumstances are provided below.

Lack of Childcare: Those without childcare can continue work from home or use Administrative Leave through May 31. Not wanting to send children to childcare is not the same as not having it available. The [Family First Coronavirus Response Act](#) (FFCRA) administrative leave will be available through December 31, 2020. The FFCRA leave requires employees to certify they do not have a person to care for their child/children.

At-Risk Employees: Continued remote work arrangements upon approval of the Remote Work Agreement by supervisor and HR may be allowed if the employee falls within the [CDC guidelines for at-risk individuals](#). Continued remote work must be approved by the corresponding Cabinet member who directly or indirectly supervises an employee applying to work remotely.

Request forms are available on the HR site at <https://portal.sdbor.edu/nsu-fac-staff/employeeresources/hr/Pages/default.aspx>.

- Go to MyNSU, click on Employee Resources and Human Resources
- Find the FFCRA links under HR Links
 - Please use the FMLA Request Form if you are caring for someone, including children
 - Please use the FMLA Sick Leave Request Form if you are ill
 - Please use the Remote Work Agreement form if you are a high-risk individual and are requesting to telework

Family First FMLA Request form

Family First FMLA Sick Leave Request form

Remote Work Agreement

EMPLOYEE HEALTH AND SCREENING

Anyone experiencing COVID symptoms will be asked to go home immediately and contact his/her physician. Please continue to refer to the NSU COVID-19 site for updated information:

<https://www.northern.edu/coronavirus>

All employees should conduct self-screening at least three times per week via <https://www.apple.com/covid19>. Supervisors should remind employees to complete the screenings.

Employees are encouraged to use the CARE19 app at <https://covid.sd.gov/care19app.aspx> to help in contact tracing.

Employees should follow the [CDC Guidelines](#) for keeping yourself safe at home and in the workplace. These include:

- Wash your hands often and for at least 20 seconds
- Avoid touching your eyes, nose and mouth
- Use hand sanitizer that contains at least 60% alcohol
- Avoid close contact – _maintain at least six feet between people (social distancing)
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces daily

Departments will work with employees to ensure safe working conditions, including arrival and departure to the office.

EMPLOYEE TRAVEL

In-state business travel is permissible only if essential and approved by the supervisor. Out-of-state business travel is not allowed until further notice.

Employees who travel out of state or to a known hotspot for personal reasons are asked to self-quarantine at home for 14 days.

BUILDING AND OFFICE ACCESS

All NSU departments will be staffed during regular business hours. Faculty, staff and students should request appointment times as walk-in traffic or office visits will be discouraged. Phone numbers for departments are available at <https://northern.edu/about/departments>.

Doors to non-academic buildings will be unlocked. Individual department and office doors may be locked or closed until further notice. Signage will be placed on those areas with specific instructions. You are encouraged to call ahead.

PERSONAL PROTECTION EQUIPMENT

- 1) Face masks are **strongly encouraged** by all employees. Employees who do not have a personal face cloth should contact their supervisor.
- 2) Requests for cleaning supplies, sanitizer, gloves and masks should be directed to your supervisor.
- 3) Departments with specific requests, such as footprints, marking six feet, or other signage must contact Facilities – Monte Mehlhoff or Becky Wirkus.

FACILITIES AND CLEANING

Facilities will be cleaning all areas as required on daily duties lists which custodians have posted in each building. The high level of cleanliness will be maintained using disinfecting chemicals.

The following items are being ordered and installed as requested and when available:

- Auto-opening doors for all campus bathrooms
- Plexiglass barriers
- Automatic hand sanitizers
- Foot door openers