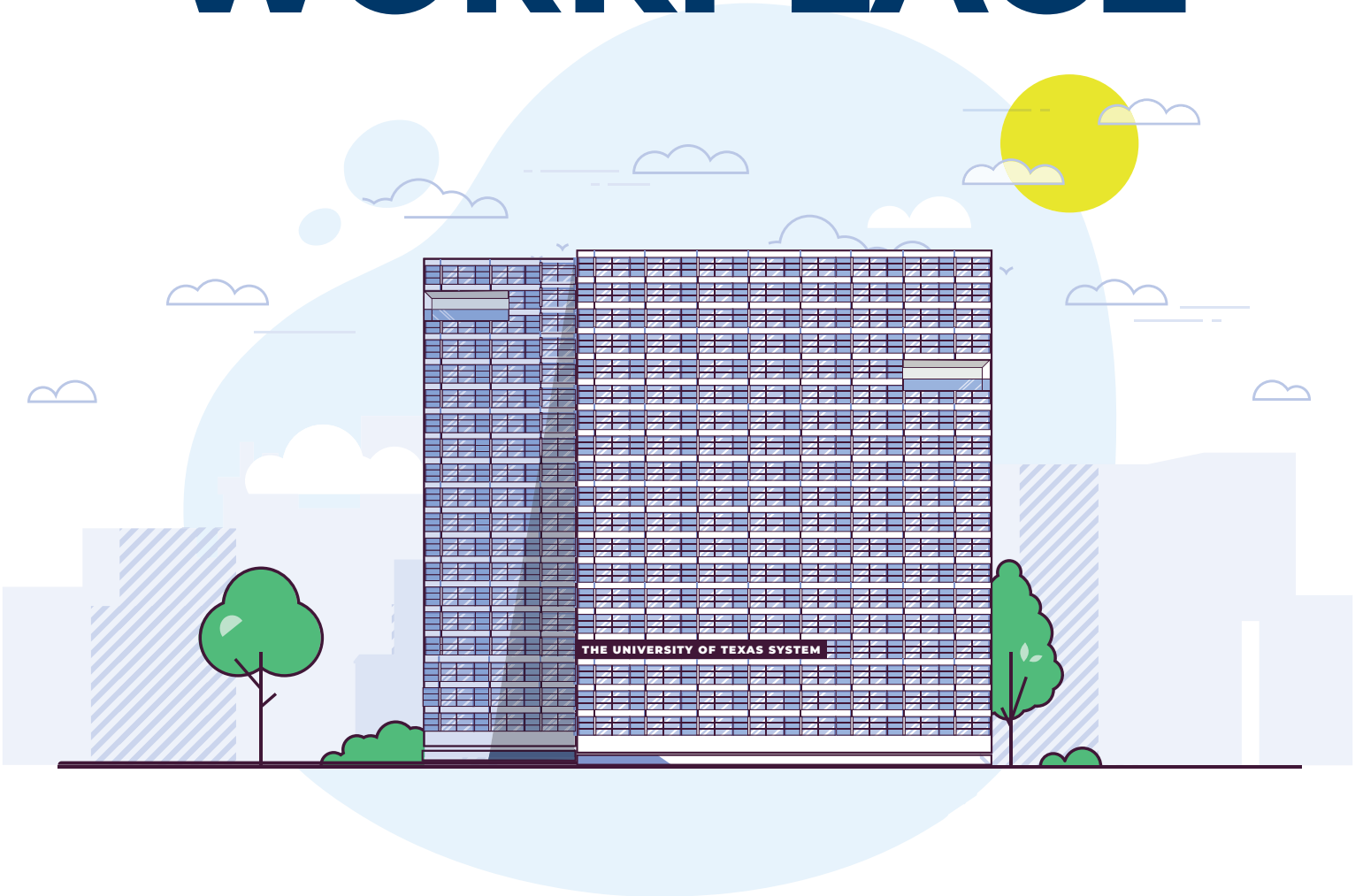




UT System Administration Building Guide to

RETURNING TO THE WORKPLACE



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Table of **CONTENTS**

Guiding Principles	3
Return to the Workplace	4
Health & Safety Guidelines	6
Facilities Precautions	10
Public Transportation & Travel	12
Additional Resources	12

Returning to the Workplace INTRODUCTION

UT System Administration staff members have done a remarkable job of continuing business operations despite the quick transition to a mostly remote workforce in March. Employees have demonstrated flexibility, dedication and resourcefulness to maintain an impressive level of productivity and service.

As businesses across the state reopen and UT institutions plan for on-campus classes, System Administration employees will also return to the workplace to continue to serve and support UT institutions and the people of Texas. In the coming weeks and months, more staff will return to the building to better serve the institutions as they seek new ways to safely and effectively fulfill their education, health care, research and service missions.

The health and safety of UT System employees and building tenants are of the highest priority, and precautions have been in place for those who have continued to periodically report to the office over the past few months. Additional employees will gradually return in phases based on their health and family circumstances and job responsibilities, with consideration given first to those who have expressed a desire to return to the workplace.



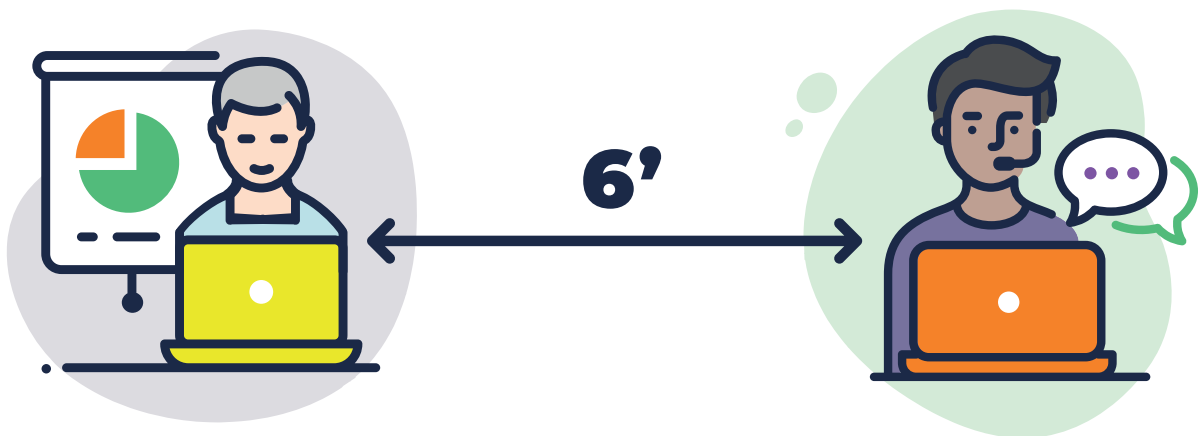
This document provides guidelines to promote a healthy and safe environment as more employees and tenants begin working in the building. Operational practices and building protocol will continue to be adjusted as needed to better protect the safety of everyone working in the UT System Building.

Please email COVID-19@utsystem.edu or contact your supervisor or HR business partner with any individual questions or suggestions.

Guiding PRINCIPLES

All plans, processes and protocol for returning to the workplace have been developed in support of the following goals:

- PROTECT THE HEALTH AND SAFETY OF UT SYSTEM ADMINISTRATION STAFF AND TENANTS.
- PROVIDE CONTINUOUS SERVICES TO UT SYSTEM INSTITUTIONS.
- COMPLY WITH THE RECOMMENDED STATE OF TEXAS, CDC, UT SYSTEM AND PUBLIC HEALTH EXPERTS' GUIDELINES FOR VIRUS INFECTION MITIGATION.
- DEMONSTRATE CARE AND CONSIDERATION FOR ONE ANOTHER, WITH EVERY BUILDING OCCUPANT TAKING RESPONSIBILITY FOR CREATING A SAFER WORK ENVIRONMENT.



Returning to the WORKPLACE

All building occupants must comply with the published protocol, policies and guidelines outlined in this document. **Before returning to the building, all UT System staff must complete the [online training course addressing the safe return to the workplace](#).** Procedures will be updated as needed to incorporate evolving understanding of the COVID-19 virus and how to mitigate its spread.

PHASED APPROACH

Employees will begin returning to the workplace in phases according to the following order:

- 1. Job duties cannot be performed remotely, or employees indicate they prefer to work in the building;**
- 2. Job duties can partly, but not entirely, be performed remotely;**
- 3. Employee is needed to work in the building based on managerial priority; and/or**
- 4. Employee would be more productive onsite rather than working remotely.**

PHASE I

Beginning June 15 – Up to 25 percent of System Administration staff will return to the office. Staffing decisions will be made by department heads and executive officers based on an employee's risk and personal factors and associated business needs.

PHASE II

Beginning August 1 – Up to 50 percent of System Administration staff will return to the office. Staffing decisions will be made by department heads and executive officers based on an employee's risk and personal factors and associated business needs.

PHASE III

The return of all employees to the UT System Building will be based on our experience and the best advice from state and federal health authorities.



STAFFING CONSIDERATIONS

Staffing will be coordinated as follows in each phase of the return to the workplace.

- **Physical Distancing**—Every effort will be made to avoid scheduling staff to work in adjacent workstations during the same days or hours. If there is a business need for individuals to be in adjacent workstations, as determined by the supervisor and department head, Facilities Management may provide plexiglass barriers or other controls to mitigate risk.
- **Remote Work**—Employees who can accomplish their work remotely may continue to do so to reduce the number of individuals in the building with a supervisor’s approval. Depending on the business needs of the department, employees could work remotely on a full or partial day/week schedule.
- **Alternating Days**—Departments are asked to schedule partial staffing on alternating days to limit the number of individuals in the building and enable physical distancing, especially in areas with large common workspaces.
- **Staggered Reporting/Departing**—To reduce the number of people coming together at the building’s entry/exit points, the beginning and end of the workday will be staggered.



Health & Safety GUIDELINES

The following testing and screening recommendations have been developed to promote a healthy workforce in the building for both UT System Administration staff and tenants.

DAILY SCREENINGS

Daily health screenings and temperature checks will be conducted in the first-floor lobby of the UT System building. Individuals who pass the screening and temperature check will have a sticker placed on their badge indicating they passed the screen, enabling them to reenter the building the rest of that day without going through an additional screening process.



Any individual who answers “yes” to any of the screening questions or who has an elevated temperature (above 100.4 degrees) will be denied entry. Any individual who is not allowed to enter should contact their supervisor.



Please ask yourself the following three screening questions before you leave home and be prepared to answer them each time you enter the building:

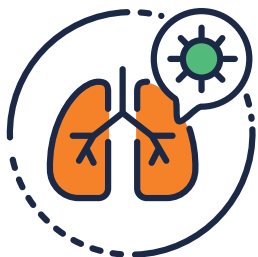


1. Have you developed new onset or increased symptoms consistent with Covid-19?

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

2. Have you been in contact with anyone who has been diagnosed with Covid-19 in the last 14 days?

3. Have you traveled internationally in the last 14 days?



HEALTH & SAFETY

Please observe the following personal safety practices:

HAND SANITIZER AND HANDWASHING:

- After the daily health screening in the lobby, use hand sanitizer before entering the elevator.
- 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.
- Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

PHYSICAL DISTANCING:

- Maintain at least 6 feet of space between you and other individuals at all times, including in offices, conference rooms, the wellness center and common areas.

FACE MASKS/CLOTH FACE COVERINGS:



- Face masks or face coverings must be worn in common areas of the building and where physical distancing measures are difficult to maintain, such as elevators, shared workspaces, meeting rooms and breakrooms.
- Individuals should provide their own face masks and wear them as they come into the building. Disposable masks will be available if an employee forgets to bring their own. UT System has ordered cloth masks for employees (expected delivery is mid-July).
- Masks should be washed and/or replaced regularly. Cloth face coverings should be laundered after each day they are worn. Disposable masks should not be used for more than one day and should then be thrown away.
- When not in use, store the face mask in a paper bag.

• **Take the following precautions when putting on or removing the mask:**

Wash your hands or use hand sanitizer before handling the mask and after you have taken it off.

Make sure the mask fits securely on your face and covers your nose and goes under your chin.

Do not touch the front of the mask while putting it on, while wearing it or when removing it.

Do not touch your eyes, nose, or mouth when removing the mask.

COUGHING/SNEEZING HYGIENE:

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds or clean your hands with alcohol-based hand sanitizers.

NOTIFICATIONS/EXPOSURE:

- Any occupant of the building who is exposed to or diagnosed with COVID-19 must immediately report that exposure or diagnosis to their supervisor, who will notify appropriate System Administration officials, including Human Resources. Supervisors and department heads must exercise the same level of confidentiality and treat the information and records they receive from an employee as they would any ADA or FMLA documentation.
- If a UT System Building occupant receives a positive COVID-19 diagnosis, System Administration will follow the CDC guidelines for contact tracing to identify any employees who may have been exposed. Building occupants will be notified if there is a confirmed positive diagnosis, but the privacy of the employee and all other possibly affected employees will be maintained.
- Employees who are determined to be at-risk due to exposure will be asked to self-isolate for 14 days at home.



- Employees who contract the coronavirus will not be allowed to return to work until they meet one of the following two conditions and provide Human Resources with a doctor's note certifying fitness to return:

1) At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and at least 10 days** have passed since symptoms first appeared;

OR

2) Resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath) **and** negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens).



Facilities PRECAUTIONS

The following protocol will be followed to maintain health and safety within the UT System Building. The Executive Officers and the COVID-19 Return-to-Work Task Force will provide ongoing monitoring of the health and safety of the work environment and System Administration employees. If it is determined that working in the office becomes high risk, the UT System may revert to work-from-home status.

CLEANING/DISINFECTING

- The building interior will be cleaned and disinfected according to CDC guidelines and Occupational and Environmental Safety Office requirements. The custodial staff will regularly clean all common areas, including lobbies, meeting rooms, break rooms, restrooms and main hallways.
- Disinfectant wipes will be provided for employees to use in cleaning their own desks and workspaces and any shared equipment they use.
- HVAC, mechanical, electrical and plumbing systems will be regularly assessed and cleaned.
- Employees should use disinfectant wipes to clean the surfaces of commonly used equipment and surfaces, such as printers and doorknobs, before and after use.

MEETINGS, MEETING ROOMS & VISITORS

- To avoid large numbers of employees congregating in meeting spaces, the use of meeting platforms such as TEAMS, Skype and Zoom is highly recommended.
- Each conference room has a significantly reduced capacity and occupancy is clearly marked with signage. While in the meeting space, attendees should maintain physical distance of at least 6 feet.
- Coordinate meeting schedules through the online system and notify Facilities Management whenever a meeting room is used. This will enable the custodial crew to clean and disinfect the room between uses. Thirty minutes will be reserved between meetings to provide time for crews to thoroughly clean and disinfect the rooms.
- Inviting visitors and other guests to the UT System Building is strongly discouraged and should be limited to essential business only.



USE OF AMENITIES & COMMON AREAS

- **Lobbies:** Individuals should limit the amount of time spent in the lobbies to the extent practical. Masks must always be worn while in the lobbies.
- **Elevators:** No more than 4 people at a time are allowed in an elevator to avoid proximity with others in a confined space. Masks must always be worn while in the elevators.
- **Restrooms:** Limit the number of people in a restroom at one time and avoid queuing or congregating to maintain at least 6 feet distance between individuals. Wash hands thoroughly to reduce potential transmission of the virus. Masks must always be worn while in the restrooms.
- **Breakrooms:** No more than 3 people may be in a break room at one time. Eating on or using the tables in the breakrooms is not permitted. Masks must always be worn while in the breakrooms. Single serve coffee and water/ice machines will continue to operate but shared coffeepots may not be used. Disposable plates, cups and flatware will be provided.
- **Wellness Center:** The Wellness Center will be open from 7 a.m. to 7 p.m. daily. Disinfection and additional cleaning will occur Monday through Friday in the evenings and during the hours of 9:30-10:30 a.m. and 2:00-3:00 p.m.
 - No more than 10 occupants may be in the equipment and free weight areas of the Wellness Center at one time.
 - Individuals must maintain at least 6 feet of distance from one another unless required for a safety reason such as spotting, in which case a mask must be worn.
 - Equipment must be wiped down before and after use by the person using the equipment.
 - Maximum occupancy in the Wellness Center classrooms will be posted.
 - Individuals must also maintain at least 6 feet of distance from one another in locker rooms and shower areas.
- **Grab-N-Go:** The Grab-N-Go on the 19th floor will be open but anyone entering the area must wear a mask and observe physical distancing guidelines. Food, drink and snack options will be limited through the early phases of returning to the building.



Public Transportation & TRAVEL

PUBLIC TRANSPORTATION

- Avoid public transportation if possible.
- Wear a mask before entering the bus or train and avoid touching surfaces with your hands.
- Upon disembarking, wash your hands or use alcohol-based hand sanitizers.

TRAVEL

- All business travel, including in-state travel, must be approved in advance by the appropriate executive officer, chief compliance and risk officer, chief human resource officer or the director of the office of police.
- Employees who travel internationally or to any location restricted by the Governor's order must report travel to their supervisor and self-isolate for 14 days following their return.



Additional **RESOURCES**

[COVID-19 Resources for System Administration](#)

[UT System Office of Employee Benefits COVID-19 Key Benefit Details](#)

[UT System Office of Human Resources Coronavirus Resources](#)

UT System Administration HOPs

- [HOP 2.1.1 Travel Policy](#)
- [HOP 3.3.1 Leave Policy](#)
- [HOP 3.4.4 Telecommuting](#)

[Coronavirus Resources and Response – Office of Texas Governor Greg Abbott](#)

[Centers for Disease Control and Prevention](#)