Managing Through COVID-19: Returning to Campus
Manager Guide
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Introduction

In April, Governor Larry Hogan unveiled his plan for a safe, effective, and gradual approach to reopening public life and the economy of Maryland. The state is now entering the second phase of Hogan’s three-phase plan, outlined in his Maryland Strong Roadmap for Recovery.

Since the state and USM have agreed to begin planning for reopening, the university leadership team has begun making plans for a safe and gradual process for the resumption of on-campus operations. There will not be a single date for the full reopening of the physical campus; the campus plan will be guided by public health expertise.

This guide has been developed to assist the community’s return to campus.

Our knowledge and understanding of the virus that causes COVID-19 continues to evolve, and our plans and procedures will be updated as more information becomes available.

Step 1: Assessment and Planning

Important Note: Department heads/chairpersons who want to request that an individual or unit return to on-campus work MUST REVIEW the information below and FOLLOW the guidance provided in this document. No member of the University community may return to work on campus until they have received the appropriate approval(s).

Units that have a business need to return employees to work on campus must follow the steps below and in Appendix A: Manager Overview in order to protect the health and safety of their employees, provide employees adequate time to prepare for a return to working on campus, and allow for an orderly transition.

The success of return to work plans is heavily dependent upon how comfortable employees feel with returning to the work environment. Their comfort level will be impacted by the effectiveness of the communication employees receive concerning changes to the physical work environment, including when such changes are occurring, why they are happening, and the employee’s role in making the changes successful.

Department heads/chairpersons should follow the steps outlined below PRIOR to scheduling employees to return to campus.

- First, get permission from your Dean or Vice President to return employees to campus.
- Assess what work needs to be performed on campus and what work can continue to be done remotely. Continue to keep as many activities as possible in a remote setting. Employees can split time between on-campus and remote work.
• Determine what functions are most important to resume rather than focusing on the specific people. Consider not only operational needs, but also the preferences of employees. Some employees may want to come back to campus, while others may have circumstances (e.g., child care, medical issues) that make returning to campus difficult in the time frame the department wishes, and others may simply not be emotionally ready to return. Be flexible regarding who performs tasks that need to be done on campus, so that the needs of individual employees and the most important needs of the unit can both be met whenever possible.

• Develop a ramp-down plan. In the event that conditions change and the governor reinstates stay-at-home orders, be prepared to quickly ramp down operations and return to full teleworking for all employees.

• Consider delaying for a few weeks a return to on-campus work for any operation that is more difficult to ramp down.

Step 2: Preparing the Workspace

The Authorization Request for Returning to On-Site Work is available to assist with preparing the workspace for employees’ return.

A. Safety Signs
To assist us in complying with new safety requirements, a new health and wellness campaign has been developed that will include standard signage to be installed throughout campus. An interim sign was posted at the major entrances of occupied buildings in early June. Additional campus safety signs will be installed at entrances, elevators and restrooms in early July. Later in the summer, as occupancy increases, additional signage will be installed in many buildings to control the pedestrian circulation through buildings.

B. Personal Safety-Related Supplies
The Procurement and Business Services Department has stocks of hand sanitizer, face coverings, gloves and other supplies related to the new campus health safety requirements. Please use the new Digital Storefront to order and arrange for delivery or curbside pick up. The current stocks are intended for employees returning to campus in the next 2-3 weeks. Please do not order at this time for employees returning beyond that time.

C. Departments will need to consider whether open spaces need to be adjusted by adding plexiglass, belt barriers, or closure of areas that are not conducive to social distancing requirements.
Step 3: Preparing Employees

Effective communication is critical to ensuring that employees understand important items and that they feel comfortable with the safety practices and procedures that have been put in place. See Appendix B: Employee Overview for the process employees will follow to return to campus.

- Share with all employees in your unit the plan for resuming operations on campus. Use the Employee Notification from Department Head template for sharing this general information. Even if some employees in your unit will continue to telework, sharing this general information with all employees in the unit is important for transparency.
- As work schedules and other aspects of the unit’s plans are implemented, managers should use the Employee Notification from Supervisor template to provide each employee with advance notice of when they should return to work on campus. These employee-specific notifications should provide the date they are to return to campus, their individual work schedules, information about any work area modifications that affect them, and any other unit-specific information the employee should know in order to resume working on campus.

Training

Managers must ensure that all employees complete the Terps Protecting Terps LinkedIn Learning course available at return.umd.edu or read the Working Through COVID-19: Returning to Campus Employee Guide, both of which include a Community Responsibility Pledge. Employees must complete this training before they return to campus so they understand the requirements and expectations of working on campus. See Appendix C: return.umd.edu for how to access the Terps Protecting Terps training video in English, Spanish and Haitian Creole.

Symptom Monitoring Requirement

Employees planning to work on campus will be required to check for symptoms of COVID-19 every day before reporting to work. (This requirement applies only on days when an employee will work on campus.) Most employees will have access to an online system that will allow them to report any concerning symptoms and will alert you if they will not be reporting to campus on a specific day. The employee should also contact you directly if they will not be reporting to campus.

Some employees may not have access to the technology needed to complete this requirement. For those employees, a paper process will be used that will require your involvement. Supervisors will be provided with a paper form where they will record the employee’s name and the date, indicating that the employee completed symptom monitoring at home and verbally confirmed that they have no concerning symptoms.
If an employee indicates that they have not completed the symptom monitoring requirement at home, the manager must refer the employee to where they can take their own temperature using a thermometer provided by the university. The manager will also provide the employee with a laminated form listing symptoms of COVID-19 and have the employee report any symptoms.

Employees with concerning symptoms must be referred to the University Health Center COVID Heal Line at (301) 405-HEAL [4325]. A medical professional will send the employee an email or text stating whether the employee is cleared to come to campus and provide the employee with next steps, if needed.

If the employee has no concerning symptoms, the manager will complete the form using only the employee’s name, the date and the manager’s signature. No medical information will be captured on the form. Supervisors should not ask employees about symptoms or any other personal medical information. The paper form should be retained in the department and treated as confidential.

If the employee indicates that they have not completed the symptom monitoring requirement at home and they refuse to do so at work, the employee must be sent home immediately and required to complete symptom monitoring before they return to campus.

Email Notifications

If an employee is planning to report to work on campus and indicates that they have one or more concerning symptoms, you will receive an email notification titled: UMD Employee You Supervise Has Reported Possible COVID-19 Symptoms or a Response of Concern. See Appendix D: Sample Email Notification for the text of the email. The employee will have been advised not to report to campus and to contact the UHC COVID Heal line for next steps.

Testing Requirement

All faculty and staff scheduled to physically work on campus are required to have a COVID-19 test no more than 14-days prior to the date of return to work on campus. All employees are required to attest to their test results at return.umd.edu regardless of where the test occurred, even if done on campus. Any employee with a prior positive test will be exempt only after emailing health@umd.edu for advice on how to provide documentation. The University Health Center website and UHR’s Covid-19 Testing Information website have more testing information.
Reviewing Reports

There are four reports available to help managers ensure compliance with the training and daily symptom monitoring requirements. See Appendix C: return.umd.edu for how to access these compliance reports.

The Visit Compliance report allows managers to ensure that anyone who visited campus completed the requirements of symptom monitoring, training and test results recording prior to visiting campus.

The Training report allows managers to see which of their employees have completed the required Terps Protecting Terps LinkedIn Learning video, which includes the Community Responsibility Pledge. All employees must have completed this brief training or reviewed the Working Through COVID-19: Returning to Campus Employee Guide before returning to campus. It is the manager’s responsibility to ensure all employees on campus are familiar with and follow all health and safety protocols.

The Daily Monitoring report captures the employees’ results of their daily symptom monitoring. Employees who are visible on the report have indicated that they will be working on campus. Managers will also be able to see whether the employee was referred to the UHC COVID Health line because they reported possible symptoms or another response of concern. Managers should not contact employees to ask about details, but should instead wait for a communication from the employee or the University Health Center.

The Negative Results Compliance report shows employees by department who have registered the negative results of their COVID-19 test, a requirement before returning to work on campus. This report does not capture medical information. If an employee has a positive test result, they will be referred to the University Health Center for further instructions and will not record a result or return to campus until instructed to do so by a medical professional.

Managers can ensure employees are following the training and safety protocols by accessing the reports available at return.umd.edu.

Face Masks/Cloth Face Coverings

It is critical that you, as a manager, ensure that your employees are well aware of the following:

Face coverings or masks are required to be worn in buildings and outdoors when in the presence of others. Face coverings are not required when alone in a closed room, such as an office or lab. UMD will provide up to two cloth face coverings to employees. Cloth face coverings have been purchased centrally and are being distributed to departments through the Printing Services’ Digital Storefront. Departments can order from the storefront for delivery or curbside
pickup. Employees may also purchase their own face coverings if they prefer. Self-purchased masks with slogans and/or symbols must be appropriate for a professional environment.

Appropriate use of face masks or coverings is critical in minimizing risk to others. It is possible for someone to spread COVID-19 without knowing they have the virus; masks reduce that risk. The mask or cloth face covering is not a substitute for physical distancing or hand washing.

**Feeling Sick After Returning To Campus**

If your staff member begins to feel sick at work, please instruct them to do the following:

1. Go home immediately or visit the University Health Center;
2. Communicate with you via phone or computer.

The CDC has a [Self-Checker](#) guide to help with making decisions and seeking appropriate medical care once the employee is at home. **If your employee receives a positive result for a COVID-19 test, they should notify you, and in turn, you should immediately send an email to the University Health Center at healthconcerns@umd.edu.**

The University Health Center will guide you in the steps to take, depending on the circumstances. Actions will be taken on a case-by-case basis and may include the following:

- Consultation with Leave Management and Environmental Safety, Sustainability and Risk;
- Direction by the Health Center for you to notify close contacts of the employee of possible exposure;
- Isolation recommendations for the impacted work location(s);
- Cleaning and disinfecting procedures by custodial services and other service providers.

These procedures are essential to protect co-workers and others, to ensure consistency in response, and to aid the university in its state and federal reporting requirements. Before returning to campus, an employee who has tested positive for COVID-19 must provide a note completed by their healthcare provider giving them clearance to return to the workplace.

**Guidelines for Employee Positive Screening**

The University Health Center issued [updated health guidance and safety information](#) about what you can expect on campus, how to best protect yourself and others, and what will happen if you or one of your colleagues gets COVID-19.

The University Health Center will follow the below steps if an employee reports symptoms or any other response of concern in their daily monitoring survey.
1. A Contact Tracer will determine by interview whether the employee’s symptoms may be consistent with a COVID-19 infection. The interview and recommendations will be recorded in the Point and Click (PNC) EMR.

2. If the Contact Tracer determines that the employee’s symptoms are not consistent with COVID-19 infection, the employee will be sent an email. The email will state: “Employee (name) has passed the UMD Daily Self-Monitoring screen on (date) and may report to work on campus.”

3. Employees who feel too ill to report to work due to symptoms not consistent with COVID-19 will be advised to notify their manager in the usual manner about their work absence due to illness.

4. If the Contact Tracer concludes that the employee’s symptoms and or history indicates a likely COVID-19 infection, the employee will be asked to share full information about campus contacts.

5. The Department Chair/Director, and Dean will be advised by the Health Center to work with managers or Safety Officers to create a list of individuals who are known to have close contact with the employee. Close contacts will be tested and quarantined until confirmatory information is available. The list should be returned to the Health Center.

6. If symptoms could be consistent with a COVID-19 infection, the employee will be advised to obtain COVID-19 test. If the UHC is the most practical location for the employee to be tested, an appointment will be made in PNC.

7. After the employee’s arrival and entry screening, the employee will be placed in Room 1116 where vital signs and a nasal turbinate swab sample will be collected for COVID-19 test. The test will be performed by LabCorp or by the UHC laboratory, if an in-house test is available.

8. The employee will be advised not to return to work, until final diagnosis and any period of isolation that may be indicated. Employees will be advised to notify their manager that they are not reporting to work due to illness.

9. If the employee tests positive, the employee will be advised to cooperate fully with Health Department Contact Tracers. This information will be documented in PNC. The Health Department Contact Tracer will provide return to work documentation.

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**Health & Safety Acknowledgement and Disciplinary Action**

The University has developed guidance designed to inform employees of their responsibilities in adhering to health and safety expectations accompanying the Return to Campus during the COVID-19 pandemic. These include:

- The Employee Guidebook [*Working Through COVID-19: Returning to Campus*](#)
- The [Community Responsibility Pledge](#).
- The [Returning to Campus Employee Overview](#) summary.
● The Keep Terps Safe portal, which includes a required video that each employee must view, and includes the Community Responsibility Pledge by which all employees agree to abide.
● COVID-19 Testing Requirements.

It is the University’s expectation that every staff member will comply with the University’s established health and safety protocols, and it is every staff member’s responsibility to do so. Unit heads and faculty members should review periodically the above resources, as health and safety expectations may change over time as conditions related to the pandemic warrant.

This document sets forth a compliance approach to address staff conduct that deviates from the health and safety practices and protocols outlined in the above Community Responsibility Pledge and other published campus safety guides.

**Overall Compliance Approach**

The health and safety of our University community relies on community compliance with all University safety procedures. Each staff member is expected to take the Community Responsibility Pledge seriously and adhere to the safety practices and testing requirements in our published guidelines. Campus administrators are expected to participate in all health and safety measures and testing requirements and explain to other staff the mutual safety benefits of participation. Campus administrators should work proactively with staff members to identify and resolve barriers to participation and use positive reinforcement to address deviations from the established protocols and practices.

When a staff member deviates significantly from the practices and protocols set forth in the Community Responsibility Pledge, and campus testing requirements, the unit head should address the deviation by following the process below.

**Significant Deviation from Protocols/Guidance**

For the purpose of this guidance, significant deviation is defined as any behavior that fails to comply with the University’s COVID-related health and safety practices and protocols for the workplace, which, if continued, could undermine the University’s ability to safeguard the health and safety of the University community. Significant deviation does not include inadvertent or isolated deviations from the established safety practices and protocols.
Unit Head Intervention

When a unit head is made aware of a significant deviation from the health and safety practices and protocols either through direct observation or a witness report, the unit head, in consultation with their Staff Relations consultant, should:

1. Notify verbally and via email (sample email below) the staff member of the observed or reported deviation.
2. Provide the staff member an opportunity to verify the accuracy of the reported deviation and a reason(s) for the deviation.
3. Ask the staff member if they have any questions about the relevant safety standard(s) that they violated.
4. Ask the staff member whether the University can assist with improvement in future compliance (e.g., “How can we help you comply with the safety practice or protocol? Do you have any concerns, issues, or needs about which we should be aware?”).
5. Remind the staff member that adherence to the safety practices and protocols helps to ensure the safety of all members of the campus community as well as their families and friends.
6. Review the staff member’s Community Responsibility Pledge, with particular attention paid to the language relevant to the health and safety protocols and expectations.

Subsequent Occurrences. When a unit head is made aware of subsequent significant deviations by the same staff member, they should discuss the above six points again with the staff member. In addition, the unit head should:

1. Ask the staff member whether there are any questions regarding the Community Responsibility Pledge and testing requirements and expected compliance.
2. Follow up the discussion with an email (see below example) that reinforces the discussion and the need for adherence to health and safety expectations.
3. Copy the relevant supervisor and Office of Staff Relations on the email sent to the staff member.

Implementation of Corrective Action

Staff members are expected to abide by established University protocols, procedures, and policies as a condition of their employment. A significant deviation from the safety practices and protocols may be interpreted as a violation of those requirements. Corrective action will be used to address significant deviations that are clearly:

1. Intentional or reckless and repeated, or
2. Intentional or reckless and egregious.
All corrective action for significant deviations from safety practices and protocols must be coordinated, approved, and conducted in concert with the Office of Staff Relations.

**Intentional or Reckless and Repeated Deviations**

When a staff member continues to demonstrate significant deviations after attempts to achieve their voluntary compliance, the unit head should notify the relevant AVP, Dean or Administrator and the Office of Staff Relations in writing (e.g., letter, email). A review of the matter by the unit head, AVP, dean(s)/administrator and the Office of Staff Relations will determine any next steps and/or disciplinary action. At the sole discretion of the University, the staff member may be suspended without pay for at least 5 calendar days.

**Intentional or Reckless Egregious Deviations**

When a staff member engages in a significant deviation that is both intentional and egregious, the unit head should notify the AVP, Dean/Administrator and the Office of Staff Relations. Upon review of the matter by the unit head, AVP, dean(s)/administrator, and the Office of Staff Relations, disciplinary action may be taken that can include, but is not limited to, immediate removal of the non-complying staff member from the workplace, denial of access to University resources and facilities, suspension without pay, and/or termination.

For the purpose of this guidance, intentional egregious deviation is defined as any intentional behavior that fails to comply with the University’s COVID-Related safety standards for the workplace and poses a substantial and imminent danger to the health and safety of the University community.

Any disciplinary action taken may be reviewed through the relevant grievance or review procedure.

**Reporting of Deviations**

Any member of the University community may report deviations from safety practices and protocols. Reports should be directed to the appropriate unit head. If you prefer to make an anonymous report of your concerns, you can access the university’s compliance reporting system, which is available 24/7. To access the reporting system, click here, scroll to the “Risk and Safety” category and click on that link to complete the form and submit your report. You can also call (844) 607-1491; Spanish translation is available by calling the phone line; translation into other languages is available on request. An appropriate campus office will look into your concerns to determine the actions needed.

**No Retaliation**

There shall be no retaliation against any member of the University community for good faith reporting of perceived significant deviations by University staff members.
Enforcement Principles

This guidance is intended to ensure the health and safety of the University community through securing the engagement and participation of staff members in adhering to safety practices and protocols. Achieving sustained compliance with health and safety standards will help to slow the spread of COVID-19.

Any questions or concerns regarding this guidance should be directed to Rythee Lambert-Jones (rljones7@umd.edu) Director, University Human Resources.

Initial Non-Compliance Sample Email

Dear (Employee Name):

As we discussed on [insert date], protecting the health and safety of the University community during the COVID-19 pandemic outbreak is essential to stop the spread of the virus. COVID-19 is a novel virus that spreads rapidly and easily. A single individual can easily spread the virus to many others before they even realize that they have been infected. While we know that symptoms may include fever, fatigue, coughing, and acute respiratory distress, the full spectrum of symptoms and health effects are only just beginning to be cataloged. It is therefore essential that we all do our part in keeping our campus safe. As a responsible member of our University community, you are expected to comply with the health and safety protocols instituted by the University in response to best practices and guidance from the Center for Disease Control (CDC) and state, local, and University health officials.

These protocols include:

- Completing the daily symptom screening;
- Wearing a face covering while on campus;
- Wearing any job-specific personal protective equipment;
- Washing your hands for at least 20 seconds frequently (If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol);
- Staying at least 6 feet apart from others; and,
- Staying home and resting if you are sick.

As we discussed, you were found to not be in compliance with the University’s requirement(s) by [insert non-compliant behavior, e.g., not wearing a face covering, not maintaining social distance].

Please also note that as a staff member, you serve as a role model to others within our community. As such, it is important to demonstrate compliance with established health and safety protocols at all times. In addition, non-compliance on campus can jeopardize the health and safety of others with whom you interact off campus.
The University takes the safety of its community very seriously. It is important for you to know that further non-compliance will lead to disciplinary action. It is my hope that this will not become necessary. Please contact me if you have any questions about the content of this letter.

**Second Non-Compliance Sample Email**

Dear (Employee Name):

As we discussed on [insert date] and again on [date], protecting the health and safety of the University community during the COVID-19 pandemic outbreak is essential to stop the spread of the virus. Your continued violation of expected compliance with the health and safety protocols established by the Center for Disease Control (CDC) and state, local, and University health officials endangers the health and safety of our entire University community.

As a reminder, these protocols include:

- Completing the daily symptom screening;
- Wearing a face covering while on campus;
- Wearing any job-specific personal protective equipment;
- Washing your hands for at least 20 seconds frequently (If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol);
- Staying at least 6 feet apart from others; and,
- Staying home and resting if you are sick.

As we discussed, you were found to not be in compliance with the University’s requirement(s) by [insert non-compliant behavior, e.g., not wearing a face covering, not maintaining social distance].

The University takes the safety of its community very seriously. I have informed the Dean/Administrator and the Office of Staff Relations so that they are aware of your continued non-compliance. If you are unable to follow the University’s health and safety guidance, the University has the right to take disciplinary action. It is my hope that this will not become necessary, but another instance of non-compliance will result in disciplinary action, which can include immediate removal from the workplace, denial of access to University resources and facilities, suspension without pay, and/or termination.

**Leave**

The latest UHR guidance about employee leave options can be found at the [UHR COVID-19 FAQs](#). Please also check [Communications & News](#) periodically for the latest guidance regarding leave and how employees should code their timesheets.

Employees who cannot work or telework as scheduled, due to specified reasons related to COVID-19, may be eligible for Emergency Paid Sick Leave (EPSL) and/or Expanded Paid Family
and Medical Leave (EFML). These provisions apply only to employees who are scheduled to work or telework. If an employee is not scheduled to work or telework due to a reduction of hours, closure of a campus unit, etc., then the employee is not eligible for EPSL or expanded EFML. For up-to-date information about both leave categories, please visit Families First Coronavirus Response Act.

Managers should follow the guidance below in connection with COVID-19 related leave issues.

- **Be Flexible** - Require employees who are sick to stay home (or go home if already at work) to get well. Permit employees to stay home either to care for a sick family member or take care of children due to school and childcare closures. Consider temporarily adjusting the employee’s schedule to allow the employee more flexibility for work and family responsibilities.

- **Follow UHR Guidance Regarding Employees at Increased Risk** - Employees aged 65 and older and/or who have certain underlying chronic medical conditions such as heart, liver, kidney or lung disease, diabetes, moderate to severe asthma, or compromised immune systems might be at higher risk for severe illness from COVID-19. Consistent with the guidance for all employees, those in the high-risk category who can telework should continue to do so. Employees in this category who cannot telework and have not been asked to report to work on campus will continue to record COVID-19 leave on their timesheets. When non-teleworking employees in this category are scheduled to report to work and choose not to, they must use accrued annual, personal, sick, or compensatory leave to remain in paid status. The use of sick leave is permitted for the reasons provided under the university’s sick leave policy and if an employee has an underlying high-risk medical condition.

- **Closure of a Child's School or Place of Care, or When a Child Care Provider Is Unavailable** - Before an employee uses leave to cover an absence due to the closure of a child’s school or place of care, or when the employee’s paid child care provider is unavailable, consider allowing the employee to telework if operationally feasible. If so, the employee would not use leave, but would make arrangements to telework. The usual restrictions on teleworking from home when children 12 or under are present will be waived if the employee believes they can safely telework while providing any necessary supervision and care of their children. If you determine that telework is not appropriate for the employee’s position, the employee may be eligible for Emergency Paid Sick Leave and/or Expanded Family and Medical Leave. Consult with UHR’s Leave Management team at umdleave@umd.edu for details on this and other available leave options.

- **Determine How You Will Operate If Absenteeism Spikes** - In the event of an increase in employee absence due to illness (e.g., those who stay home because they are sick, or to care for sick family members or their children when schools or caretakers are unavailable due to COVID-19):
● Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent;
● Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism;
● Follow UHR leave guidance.

- Verification of Illness - Employees who test positive for COVID-19 must contact their manager and the University Health Center immediately to inform them of the diagnosis. This is essential to protect co-workers and others, to ensure consistency in response, and to aid the university in its state and federal reporting requirements. Before returning to campus, an employee who has tested positive for COVID-19 must provide a note completed by their health care provider indicating they are cleared to return to work.

- Contact UHR’s Leave Management Team - For additional guidance regarding leave availability and options, please contact UHR’s Leave Management team at umdleave@umd.edu.

### Employees at Increased Risk

Some individuals may be concerned about returning to their assigned workspace. The Centers for Disease Control and Prevention has identified certain conditions that may put individuals at higher risk for severe illness from COVID-19. These include older persons (65 and older) and persons with the following serious health conditions:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions, including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension
- Compromised immune systems
- Obesity (body mass index of 30 or higher)
- Sickle cell disease
- Diabetes
- Chronic kidney disease when undergoing dialysis
- Liver disease

When considering possible work options for employees at increased risk:

- Be Flexible - Offer flexible options such as telework to employees. This will eliminate the need for employees to travel to or from higher transmission areas in order to get to work.

- Offer Alternate Duties - Consider offering vulnerable employees duties that minimize their contact with others (e.g., restocking shelves rather than working as a cashier), if the employees agree.
• **Refer to the Leave Section of This Guide** - See the guidance in the Leave section of this guide for information on leave options for employees in the CDC’s high-risk category.

• **Advise Employees to Contact UHR’s Leave Management Team to Discuss Eligibility for Reasonable Accommodations** - Certain high-risk employees may be eligible for reasonable accommodations under the Americans with Disabilities Act. UHR’s Leave Management Team ([umdleave@umd.edu](mailto:umdleave@umd.edu)) is available to assist in determining an employee’s eligibility for reasonable accommodations.

**Thank you!**

Please continue to follow all appropriate safety guidelines, and we thank you for doing your part in keeping our campus healthy and safe. Together, we will reduce the spread of the virus and make sure our Terp community is fearless AND healthy.
Appendix A: Manager Overview

Returning to On-Site Process

Step 1: Department Planning and Assessment
- Assess and plan onsite and remote work
- Complete the "Authorization Request for Returning to On-Site Work" form and obtain approvals from divisional VP/Provost/Dean

Step 2: Preparing the Worksite
- Complete the "Return to On-Campus Work" checklist
- Order supplies and reconfigure workspaces, if necessary

Step 3: Preparing Employees
- Communicate department plans, return to campus date and training requirements to employees
- Review training and daily symptom monitoring compliance reports

Reminders for Employee

- Symptom Monitoring
- Face Covering
- Leave Options
- Safety Practices
## Appendix B: Employee Overview

### Preparing to Return

**Initial Actions:**
- [ ] Receive notification from supervisor to return (work plans and start date)
- [ ] Go to Keeps Terp Safe Portal at return.umd.edu
- [ ] Complete Terps Protecting Terps training video
- [ ] Review Community Responsibility Pledge

### Working On-Site

#### Employee Overview

#### Daily Actions before Reporting to Work:
- [ ] Take temperature
- [ ] Complete Daily Symptom Monitoring

![Diagram](image)

**No Symptoms**
- Report for Work

**Has Symptoms**
- Contact Health Center Nurse Line at 301-405-HEAL [4325]
  - Symptoms not Consistent with COVID-19
  - Receive Email Confirmation
  - Feel Normal
    - Report for Work
  - Feel Sick
    - Notify Supervisor (Take Accrued Sick Leave)
- Symptoms Consistent with COVID-19
  - Follow Instructions
  - Stay Home (Take Emergency Paid Sick Leave and/or Expanded FML)

#### Practicing Safety

- **WEAR A FACE COVERING**
- **WASH HANDS AND USE HAND SANITIZER FREQUENTLY**
- **STAY AT LEAST 6 FEET APART FROM OTHERS**
- **IF YOU ARE SICK, STAY HOME AND REST**
Appendix C: return.umd.edu

Step 1: Go to return.umd.edu.

Step 2: In the 3rd box to the right, Resources, look under Supervisor Reports.

Step 3: Click to see who has completed the symptom monitoring, Terps Protecting Terps LinkedIn Learning video, and the negative test results requirements.
Dear [Name]

All faculty and staff reporting to University of Maryland, College Park facilities are expected to self-monitor for symptoms that may be related to COVID-19 and fill out a survey each day before reporting to campus or a UMD building.

On the survey for Jun 19, 2020, [Name] reported symptoms or a response of concern and was advised to stay home and contact a healthcare provider.

For more information about the campus reopening and related employee and supervisor responsibilities, visit return.umd.edu and umd.edu/virusinfo.

Thank you for your participation in keeping everyone healthy and safe during the return to on-campus operations.