



Office of Human Resources

## FLORIDA TECH RETURN TO CAMPUS TIMELINE AND STRATEGY

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### **Phase 1 - Return to Campus**

**Effective June 15, 2020**

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- Social distancing is required across the campus.
  - Offices staffed at 50% capacity.
  - In-person meetings are limited to a capacity that allows for social distancing.
  - Use zoom or other web conferencing services to conduct larger group meeting.
  - Facial Coverings are required in high traffic areas, to include: Bookstore, Library, Admissions, Financial Aid and the Foosaner Art Museum.
  - Facial coverings are optional in other campus locations.
  - Vendors are required to wear Facial coverings while on campus.
  - Plexiglass barriers will be installed in high traffic areas.
  - Library, Gym and PDH are restricted to the Florida Tech community only, with potential service modifications
  - Florida Tech will continue with extra sanitization steps to ensure the safety of our students, faculty and staff.
  - Dining seating capacity adjustments will be in place. Takeout will be offered.
  - University travel is limited.
  - Employees are required to report International travel and travel to areas with substantial community spread. Upon return employees are not permitted on campus for 14-days.
  - The University will remain flexible as the situation requires.
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### **Phase 2 - Return to Campus**

**Effective July 13, 2020**

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- Continuation from above with increased capacity.
  - Offices staffed at 75% capacity.
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### **Phase 3 - Return to Full Campus**

**Effective August 3, 2020**

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- Continuation from above with increased capacity.
- Offices staffed at 100% capacity.
- Facial coverings are required when social distancing is not possible.
- All faculty and staff are required to complete the health screening questionnaire prior to reporting to work each day, effective August 3, 2020.

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- The Office of Human Resources in collaboration with Environmental Health and Safety has partnered with Vivid, our third-party employee training vendor, to provide informative training models related to COVID-19. All faculty, staff, student workers, etc. will be required to complete this training no later than August 30, 2020. You should expect to receive an email from Vivid notifying you that these required courses and providing you with a link to access them.

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### RETURN TO WORK STRATEGY KEY POINTS

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**Secure the Present-**Bring employees back to work in a way that meets the business need while preventing workplace exposures to COVID-19.

**Adapt as the Impact of the Virus Evolves-**This focuses on the federal guidelines outlined to help employees stay healthy and to help employers remain compliant with emerging laws prompted by COVID-19

**Reimagine the Future-**These are recommendations for Florida Tech in bringing employees back to work.

The key take-aways are as follows:

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- Do not bring everyone back to work at the same time.
  - Make sure that work/public areas support social distancing measures
  - Be flexible (but consistent along protected class guidelines, etc.) with policies and practices
  - Communicate COVID-19 safe practices to employees and the public where applicable (i.e. signage, proper social distancing markers, etc.)
  - Redesign business practices in ways that limit contact and promote social distancing (i.e. use web meetings or limit attendees).
  - Encourage departments to consult with HR when needed with regard to departmental specific return to work plans.

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### RETURN TO WORK STRATEGY

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The purpose of the strategy is to identify ways to manage a safe and effective return to work in response to COVID-19's disruption to both business and everyday life.

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The return to work strategy is focused on the following areas: (a) Things to consider; (b) What others are doing; (c) CDC recommendations; and (d) Recommendations for safely returning Florida Tech employees to work in a manner that promotes both business continuity and safety.

Return employees to work in a way that will prevent workplace exposures to COVID-19. Return employees in a manner that prevents stigma and discrimination in the workplace and considers EEOC, ADA, OSHA and other applicable labor laws.

### **Things to Considerations**

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- Various laws: EEOC, OSHA, ADA, DOL
  - Employee emotional issues (i.e. loss of friends and family due to the pandemic; shift in home life, etc.)
  - Factors of discrimination or other behaviors that do not align with Florida Tech's harassment free workplace culture (i.e. Employees should not refer to the pandemic in ways that violate Title VII of the Civil Rights Act of 1964, ADEA etc. Referring to the pandemic as "the Chinese Virus" or attributing it as only impacting people over 65 is not appropriate and cannot be condoned).
  - Factors that Florida Tech will require vs. factors that will be encouraged. This distinction may trigger some OSHA requirements (i.e. PPE)
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### **What are Others Doing?**

Because this is still such a new phenomenon, there is little data that is proven effective. But there are some commonalities among various industries as outlined below.

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- Introduce employees slowly back to the workplace rather than bringing everyone back at once to help maintain ongoing social distancing recommendations.
  - Extend work from home policies
  - Implement protocols to ensure that work environments are safe for employees to return to (i.e. deep cleaning, processes to keep workers more separated such as designating specific entrances and exits).
  - Requiring PPE (this triggers employer required OSHA compliance in various training areas).
  - Redesigning work- stations to maintain proper social distancing
  - Expanding cleaning protocols at all locations.
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**Adapt as the Impact of the Virus Evolves**



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OSHA, the CDC, the EEOC and others have outlined a number of guidelines to reduce the impact of the COVID-19 outbreak on businesses, workers, and the public. Both OSHA and the CDC recommend the following measures for both employers and workers:

- Frequently wash your hands with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.

Employers should also follow these guidelines:

- Assess the hazards to which workers may be exposed.
- Evaluate the risk of exposure.
- Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus
- social distancing
- and appropriate personal protective equipment, hygiene, and cleaning supplies.

OSHA, the CDC, EECO and the DOL all recommend flexibility in policies and practices during return to work initiatives. The EEOC has issued guidance in Mid-March stating that it is legal for companies to ask employees if they have symptoms of COVID-19, such as a cough or shortness of breath, and take their temperature, the CDC advises not to make determinations of risk based on race or country of origin and to ensure employee confidentiality is maintained.

## Recommendations

As we adapt to this fluid condition, below are some recommendations to safely return employees to work.

### **Bring Employees Back to Work in a Tiered Approach**

- First bring back employees who have had no symptoms of COVID-19 during their work from home, self-quarantine, furlough or other time away from the work environment.
- Another tier could be based on the CDC criteria: staff members who were ill and have recovered or A-symptomatic employees who tested positive for COVID-19 but did not fall ill could also be returned following the CDC protocols.
- Other options include bringing workers back in a graduated method (i.e. work 3 days a week onsite and two days telecommuting. Increase this over a period of time.
- Rotate the employees who telecommute and those who work on site to promote a balance between business needs and employee needs.

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### **Reduce Transmission Among Employees**

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- Actively encourage sick employees to stay home.
  - Identify high risk areas of where and how employees might be exposed to COVID-19 in the workplace.
  - Immediately separate sick employees (i.e. if employees come to work sick or become sick while in the work environment should immediately be sent home).
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### **Educate Employees About How They Can Reduce the Spread of COVID-19**

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- Follow the policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
  - Stay home if you are sick, except to get medical care
  - Inform your supervisor if you have a sick family member at home with COVID-19.
  - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - 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 and immediately wash hands with soap and water (or hand sanitizer) for at least 20 seconds.
  - Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - Practice social distancing by limiting meetings to 5 people and maintaining distance (at least 6 feet) from others when possible. Whenever possible or if larger meetings are needed, schedule via video conferencing or use a hybrid video conferencing/onsite approach with the limits mentioned above.
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### **Maintain Healthy Business Operations**

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- Monitor and respond to absenteeism at the work- place.
  - Implement staffing and resource allocation plans to continue your essential business functions in case your department experiences higher than usual absenteeism.
  - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
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### **Maintain a Healthy Work Environment**

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- Redesign workspaces to conform to social distancing guidelines
  - Support and communicate respiratory etiquette and no-contact hygiene
  - Perform routine environmental cleaning and encourage employees to frequently clean their workspace including keyboard, telephones, doorknobs, handrails, etc.
  - Mark social distancing in public areas where people need to wait in lines. In public areas where seating is provided, rearrange seating to support social distancing.
  - In areas where you have multiple entry/exit points or multiple stairwells, consider designing one for entry only and one for exit only. Elevators should also have designated signage that promotes social distancing.
  - Consult with HR when needed with regard to departmental return to work plans.
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