

Guiding Principles

The health and safety of our Idaho State University community is of the utmost importance. All members of the university community have a shared responsibility in limiting the spread of COVID-19 and protecting our students, colleagues, families, and vulnerable populations. Individual personal conduct consistent with prevention guidelines is strongly encouraged, and we thank you for your continued commitment.

Our ISU employee guidance has been developed in accordance with the Center for Disease Control (CDC) recommendations, State of Idaho and Division of Human Resources (DHR) rules and guidance, best practices provided by the American College Health Association (ACHA), and through collaboration with other higher education institutions across the state and nation.

Who Needs to Follow These Guidelines?

These guidelines are intended for all ISU employees (faculty, staff and student employees) throughout Stage 4 of our [Roaring Back: University Rebound Plan](#). During Stage 4, university units will resume “new normal” operations that will continue to evolve and transition into the Fall 2020 semester. Please, be aware that this new normal will still feel very different than what our employees and students are accustomed to during non-pandemic times. This is intentional, and is important for the health and safety of our students and communities.

To learn more about what this “new normal” will feel like for employees as we move into State of Idaho Rebound Stage 4, please check out [this video](#). A [Stage 4 Supervisor’s Checklist](#) has been developed to assist with implementation of these guidelines.

During all stages of the Governor’s Idaho Rebound and ISU Roaring Back plan, individuals should continue to:

- Engage in physical distancing of at least six feet - while working, learning/teaching or visiting campus.
- Wear face coverings when on campus, unless you are alone. This is required and includes all shared or public spaces.
- Utilize remote work for employees as much as possible.
- Stay home if you or someone in your household are sick.
- Do not shake hands, high-five, hug, etc.
- Practice good hand hygiene - wash hands regularly with soap and water.
- Cover coughs and sneezes.
- Disinfect surfaces and high-touch objects regularly.

What About Employees at Higher Risk and Vulnerable Populations?

Throughout all rebound phases, employees at higher risk for serious infection and are considered medically vulnerable are encouraged to self-identify and continue working remotely where possible. Supervisors should avoid making unnecessary medical inquiries regarding confidential health circumstances in an effort to maintain compliance with the Family Medical Leave Act (FMLA), the Families First Coronavirus Response Act (FFCRA), the Emergency Paid Sick Leave Act (EPSLA), the Americans with Disabilities Act (ADA), the Genetic Information Non-Discrimination Act (GINA), and the Age Discrimination in Employment Act (ADEA). Instead, departments should

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consult with HR and legal counsel on how to support employees that may be at [higher risk for severe illness](#), and are considered to be part of a vulnerable population. Specific guidance for employees in vulnerable populations and their supervisors is included within the Stage 4 guidelines. As a reminder, vulnerable populations include individuals and their caregivers/household family members of individuals who meet any of the following criteria:

- Older than 65 years
- People with the following conditions:
 - Existing heart disease (previous heart attack, angina, congenital heart disease, etc.)
 - Lung disease (asthma, obstructive pulmonary disease, etc.)
 - Current smoker
 - Compromised immune status (medications, cancer, organ transplantation, etc.)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease

When Can We Go Back to Normal?

Unfortunately, a timeline for when we can expect these restrictions to be lifted is not currently available, as the COVID-19 virus continues to be studied, and researchers and health professionals work to develop and identify successful treatments and effective vaccines. Certain procedures such as remote work where possible, staggered staffing, physical distancing, use of cloth face coverings, and other guidelines included below will remain in place indefinitely as a “new normal” until there is change in [Rebound Stage through the state](#) or region.

Whom Do I Contact If I Have Questions?

If you have any questions regarding these guidelines or the University’s Rebound Plan, please email communications@isu.edu, or visit the FAQs section on the Roaring Back Website: isu.edu/roaringback.

Contact ISU’s COVID Hotline to discuss specific medical situations or questions at (208) 282-2705, or covid@health.isu.edu.

University leadership, Human Resources and other campus groups will continue to utilize email and [Idaho State Today](#) as the primary communication method to share important information with our employees. Please keep an eye on your ISU email to stay up to date with changes and new information as it becomes available. Additionally, divisions are periodically hosting remote town hall meetings to answer questions and further discuss with employees how university changes impact division operations. To view past recordings or schedules for future town hall meetings, visit isu.edu/townhall.

Continue Good Health Habits At Work and Home	
All Employees	<ul style="list-style-type: none"> ● Follow CDC guidance regarding how to best protect yourself and others.

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	<ul style="list-style-type: none"> • Wash your hands frequently, with soap and water for at least 20 seconds, particularly before and after consuming food or using the restroom. Keep a supply of hand sanitizer (at least 60% alcohol) close by, and use it before/after using shared objects. • Cover your cough or sneeze with your elbow or a tissue. Immediately throw the used tissue in the trash and wash your hands. • Avoid handshakes, high-fives, or hugs as greetings. Maintain physical distance of at least 6 feet as much as possible. • Frequently clean all high touch areas in your home and workplace. • Do not touch your eyes, nose, or mouth with unwashed hands. • Wear a face covering in public spaces.
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Employees at Higher Risk and Vulnerable Populations	
All Employees	<ul style="list-style-type: none"> • Departments will not identify individuals based on whether they are in a higher risk category. If you are part of a vulnerable population or have concerns about returning to the workplace due to personal circumstances, please discuss them with your supervisor or HR. • In many cases, employees at higher risk may be able to work remotely, on an ongoing basis. If this is the case for your individual health circumstances, please work with your supervisor to complete an Application for Telecommuting, in accordance with ISUPP 3120 Telecommuting Policy <ul style="list-style-type: none"> ○ Please note - Telecommuting Agreements are not requested for employees that are working remotely on a short-term, assigned basis as part of a department’s Roaring Back Rebound Plan. • Vulnerable populations of employees who cannot work remotely should work with their supervisor and consult with HR and Disability Services as necessary to discuss additional options for accommodation, or leave of absence options as appropriate to their circumstances.
Supervisors	<ul style="list-style-type: none"> • Protect Employees in Vulnerable Populations: According to the CDC, older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. However, departments should NOT identify individuals based on if they are in a vulnerable population and treat them differently than the rest of the workforce. Instead, departments should consider accommodations as requested by employees.

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- Departments cannot share details of an employee being part of a vulnerable population with the work team.
- Accommodating Employees in Vulnerable Populations: Supervisors should take particular care to reduce self-identified workers' risk of exposure to COVID-19, while making sure to be compliant with the Family Medical Leave Act (FMLA), the Families First Coronaviurs Act (FFCRA), the Emergency Paid Sick Leave Act (EPSLA), the Americans with Disabilities Act (ADA), the Genetic Information Non-Discrimination Act (GINA), and the Age Discrimination in Employment Act (ADEA).
- In addition to other employees working remotely, employees in vulnerable populations should also work remotely whenever possible. Work with your employee to complete the [Application for Telecommuting](#) if needed.
- If high risk employees are unable to work remotely, supervisors should make accommodations in consultation with HR and Disability Services. Supervisors should be mindful of the obligation to engage in the interactive process under the ADA, (contact Disability Services). Some potential accommodations, whether offered under the ADA or otherwise, that supervisors should consider include:
 - Offering the employee duties or shifts that minimize contact with students/visitors and other employees, if agreed to by the employee.
 - Providing medical masks (if available) or other types of personal protective equipment instead of cloth face coverings for vulnerable employees who must interact in-person with the public (contact Disability Services to discuss).
 - Minimizing travel of employees to areas with higher community spread than in the community where the employee lives or normally works.
 - Placing the employee(s) in offices with doors that can close rather than in common office spaces (if available).
- Please be sure that your actions in a particular situation do not penalize vulnerable employees who raise workplace concerns. Rather, ensure you are working with your employees to create a plan for addressing specific concerns.
- Due to the complexities of employment laws related to making these accommodations, supervisors should contact HR or Disability Services to discuss on a case-by-case basis.

When you are going to be working on-site:	
All Employees	<ul style="list-style-type: none"> ● Familiarize yourself with the “new normal” workplace modifications you can expect to be following in the coming months. Think through your workplace situation and how you can best adjust to these new guidelines. ● If you or someone in your household are sick or have had any exposure to COVID-19 positive individuals (or suspected cases), please stay home, report this to your supervisor, and follow the recommended CDC procedures. ● All employees are encouraged to take their temperature prior to going to work, and again when returning home from work. If you are sick, have an elevated temperature, or are exhibiting any of the COVID-19 symptoms, please stay home, report your symptoms to your supervisor, and follow the recommended CDC procedures. <ul style="list-style-type: none"> ○ Due to the nature of work in clinics, or other health care and child care settings, some employees will participate in required temperature checks or other screening measures when arriving on site. Refer to specific guidance for your unit for additional procedures and precautions based on your work setting.
Supervisors	<ul style="list-style-type: none"> ● Work with your teams and leadership to implement these ISU Rebound Plan Guidelines to the best of your abilities to reduce workplace exposure for all employees and provide the safest possible environment for our colleagues and students. ● Use the customizable/printable ISU COVID-19 signage template to create signage for your unit/area. Suggested phrases are also included for convenience. Additionally, you may also choose from our ISU COVID-19 Information Flyers that provide information related to the use of face coverings, hand washing routines, and more. ● If an employee indicates that they are experiencing COVID-19 symptoms, are sick, or have someone in their household who may have been exposed to a COVID-19 positive individual, the supervisor will require that the employee stay home in self-isolation (see following bullet), and encourage them to seek further guidance from their healthcare provider. ● The employee should remain in self-isolation at home for a minimum of two (2) weeks before returning to the workplace, unless released to return to the workplace sooner by a healthcare provider. ● Support your employee in the ability to work remotely if they feel well enough to do so, or help them identify options for leave if needed. Contact HR if you have any questions or wish to discuss a particular situation.

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- Maintain the confidentiality of all employees' medical information. In addition to implementing measures to protect employees from contracting COVID-19, supervisors must also protect employees' confidential health information. If your department has a process to notify the team of employee absences, please ensure that protected health information is not shared. Rather than stating "Benny is out sick today," simply state that "Benny is out today."
- As we adjust to "new normal" operations, you are encouraged to consider ongoing remote work for employees who are able. Using continued telework arrangements for employees and positions that make sense can ease congestion within a workspace to allow for better physical distancing, and reduce potential exposures.
 - If employees will primarily be working remotely (ongoing basis) due to their position being well-suited for this arrangement or based on individual health circumstances, have them complete [Application for Telecommuting](#) in accordance with [ISUPP 3120 Telecommuting Policy](#).
 - NOTE: Telecommuting agreements are not needed for employees working remotely part-time due to assigned staffing rotation schedules as part of a department's Roaring Back Rebound plan.
- If an employee begins to show symptoms or becomes sick while at work, they should be immediately separated from other employees, visitors, sent home and encouraged to follow up with a health care provider. They may continue to work remotely if they feel well enough to do so. If they do not feel well or remote work is not possible, please help them identify [options for leave](#). Contact HR if you have questions or wish to discuss a particular situation. The employee should remain in self-isolation at home for a minimum of two (2) weeks before returning to the workplace, unless released to return to the workplace sooner by a healthcare provider.
- If you learn that one of your employees is either a suspected or confirmed case of COVID-19, and has been in the workplace, please contact HR for coordination with University Health and Facilities so the proper disinfection and employee notification steps can be taken.
- If your unit has developed additional guidelines and precautions based on the nature of your work, please ensure that you have had these reviewed by your respective Vice President, and have shared details with all of the employees working in your units.
- If you or any of your staff need additional support during this time, please remember you have support resources such as:
 - Medical Services: [ISU Health Center \(Pocatello\)](#)
 - Counseling (for employees): [Employee Assistance Program \(EAP\)](#)

While you are in the workplace:	
General	<ul style="list-style-type: none"> ● Please show kindness and respect for each other. We are all in this together, and each employee will have different opinions and comfort levels related to the COVID-19 pandemic. Differences are valid and appreciated. These guidelines have been developed based on current CDC, State of Idaho, health department, and American College Health Association recommendations, and will be updated as recommendations change. ● You are your own best advocate for your health. Even if something has been cleaned recently, assume someone may have touched it since, and follow CDC guidelines for proper handwashing. ● Frequently disinfect and sanitize high-touch surfaces and objects such as door handles, work stations, copy machines, handrails, etc. Cleaning conducted by Facilities Services will focus on touchpoints, common areas, restrooms, and open spaces. Office personnel are responsible for additional cleaning and disinfection within office suites, departmental conference spaces, shared break/lunch rooms, and personal workspaces. ● Avoid sharing office equipment (computers, telephones, pens, etc.) whenever possible. If your role requires the use of these shared objects, please disinfect before AND after your use. ● All employees must maintain a physical distance of at least six feet from colleagues, students, or visitors/guests at all times. ● For more information and to review FAQs related to disinfection and general campus cleaning and hygiene, visit isu.edu/ehs/covid-safety. ● Supervisors: (in all campus locations): the university is providing all departments with disinfecting and sanitizing products for workplace use in support of these COVID-19 rebound guidelines. These are currently being centrally ordered. To request supplies, please submit the Bengal Depot Order Form. If you have any questions, contact the Bengal Depot at (208) 282-3515.
Face Coverings and Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ● The State of Idaho and CDC guidelines recommends face coverings to protect yourself and the health of others. At ISU, all faculty, staff, and students are required to wear face coverings while on campus unless you are alone in a private office. This includes shared or public settings such as common work areas, hallways, meeting rooms, classrooms, research labs, when meeting with someone in a private office, etc. ● Face coverings should also be used outdoors when in the presence of other individuals.

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- While you are working alone in a private office, vehicle, or outdoors where physical distancing is possible, you may remove your face covering using proper [removal and storage procedures](#).
- Appropriate use of face coverings or non-medical masks is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Please remember, the face covering is NOT a substitute for physical distancing. Studies are showing the use of face coverings offers additional protection for both the wearer and others when worn in the presence of infected individuals who also maintain an appropriate physical distance.
- For specific information about cloth face coverings, please review this [CDC guidance](#), [World Health Organization \(WHO\) resources](#), and watch this [short video](#) for instructions regarding proper use and care of cloth face coverings.
- ISU Environmental Health and Safety (EHS) has prepared additional resources and FAQs about cloth face coverings. For more information, visit isu.edu/ehs/covid-safety.
- ISU will be providing all employees with two (2) cloth face coverings per employee in support of this expectation. These have been centrally ordered, and will be distributed to departments as shipments arrive. Until they arrive, please continue to use [personal face coverings](#). If you do not have a cloth face-covering or have concerns about your ability to wear a cloth face covering, please talk with your supervisor and consult with HR to discuss accommodations as necessary.
- All employees are supported in protecting their personal health and safety based on individual needs and health circumstances. Use [ready-to-print flyers](#) to communicate expectations regarding the use of face coverings in your department or near your workspace/office. If an individual has posted that face coverings are needed to interact at their desks/offices, please be respectful of their requests.
- If you are medically unable to use a cloth face covering, please discuss your specific situation with your supervisor to evaluate suitable accommodations, and respect the well-being of others. Use alternative technology-based methods to communicate with colleagues, and avoid common areas.
- Certain employee groups and units engage in tasks that require specific personal protective equipment (PPE) and other precautionary procedures.
 - Units that have developed specific guidance should refer to their particular procedures in addition to these guidelines.
 - If you have questions about additional procedures for your area, please work with your supervisor to determine the appropriate PPE for your tasks.
 - Employees should continue to use the PPE, if any, that they would normally use for other job tasks. Refer to the [EHS website](#) for more

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Last updated: July 1, 2020

	<p>information and answers to questions about PPE and other precautions by job types.</p> <ul style="list-style-type: none">● Supervisors: Please continue to have conversations with your employees regarding their comfort level and any concerns regarding the use of face coverings, as well as any other appropriate PPE that may be needed for their tasks.<ul style="list-style-type: none">○ All employees are required to wear face coverings to help support the health of our campus community. You are expected to model this behavior and help support all employees as they adjust to this new procedure. Encourage all employees to be respectful and compassionate with one another related to the use of face coverings. For detailed guidance in how to handle common employee situations related to face coverings, please review the Face Covering Toolkit for Managers.○ Use ready-to-print flyers related to proper use and care of face coverings, and to clarify expectations regarding face coverings in office suites and for individual offices/workspaces.○ If an employee is medically unable to wear a face covering, accommodations may include Have your employee continue working remotely; contact Disability Services to request a face shield; identify a private office or other suitable space that allows the employee to isolate from other individuals; discuss the possibility of alternative shifts/work times; or install physical barriers around the individual's workspace.○ ISU is currently working to source and order two (2) cloth face coverings for each employee. Until they arrive, please encourage your team to utilize personal cloth face coverings while working on campus. If any of your employees do not currently have access to a personal cloth face covering and need them immediately for on-campus use, please submit the Face Covering Request Form to request one from our current (limited) inventory.○ The university will be centrally coordinating distribution of cloth face coverings for employees once they have arrived. There is no action needed from you at this point.○ Visitors are encouraged to utilize their own face coverings when on campus. However, the university will make disposable face coverings available for visitors if needed in support of these COVID-19 rebound guidelines. These are currently being centrally ordered. To request these face coverings for your visitors, please submit the Bengal Depot Order Form. If you have any questions, contact the Bengal Depot at (208) 282-3515.
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	<ul style="list-style-type: none"> ○ Consult with EHS if necessary if you have questions regarding employee tasks and appropriate PPE.
<p>Working In An Office Setting</p>	<ul style="list-style-type: none"> ● If you work in an open environment, be sure to maintain at least 6 feet of physical distance from co-workers and wear a face covering at all times while in a shared workspace/room. ● Where possible, it is encouraged that doors and windows be opened to increase ventilation from outside air. Please do this only after consultation with Facilities to ensure building ventilation, heating, and cooling is not negatively impacted. The use of personal cooling fans is not recommended. ● Departments should assess open work environments and meeting rooms and institute measures to physically separate and increase the distance between employees, other coworkers, and students/visitors, such as: <ul style="list-style-type: none"> ○ If possible have at least one empty workspace separating employees from one another, and ensure employees present at the same time are not working while directly facing each other. ○ Place one-way directional signage for large open workspaces with multiple through-ways to increase the distance between employees moving through the space. Consider designating specific stairways for up or down traffic if building space allows. If you are placing direction arrows, please work with neighboring colleagues and departments to ensure consistency in direction. ○ If you work in a private office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, appropriate face coverings should be worn at all times. ○ Appropriate face coverings should be worn by any staff in a reception/receiving area, and should be used when inside any ISU facility where others are present, including walking in hallways where others travel, and in break rooms, restrooms, conference rooms and all other shared locations. ● Supervisors: Work with your teams and leadership to implement changes such as furniture layout, physical barriers, staffing rotations, ongoing remote work for employees based on the position being well suited/personal health circumstances. <ul style="list-style-type: none"> ○ Each unit will be responsible for developing their own procedures and making necessary small changes to their space. Facilities Services can support your department as needed with the installation of physical barriers, moving large furniture pieces, etc. Submit a Facilities Service Request if you need assistance with these types of tasks in your area.

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	<p>Facilities Services will be focusing on making these changes for physical distancing throughout classrooms and building common areas.</p> <ul style="list-style-type: none"> ○ Please submit a Bengal Depot Order Form to obtain vinyl directional arrows to indicate directional flow patterns, Bengal paw decals to indicate 6-foot physical distancing for waiting lines, or stickers to indicate chairs and furniture to be used to maintain appropriate physical distance.
<p>Meetings</p>	<ul style="list-style-type: none"> ● In-person meetings are discouraged. Please continue to utilize virtual meeting platforms such as Zoom, Google Hangouts, and others as much as possible. ● While you are on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, chat, phone or other available technology rather than face-to-face. ● If a meeting MUST be in-person to accomplish the purpose of the meeting, it must occur in a large room or outdoor space where all attendees are able to maintain a physical distance of at least six feet from each other, and all individuals must be wearing appropriate face coverings. ● Remove chairs in meeting and conference rooms to ensure physical distance can be maintained if an in-person meeting must occur.
<p>Breakrooms, Lunchrooms and Common Areas</p>	<ul style="list-style-type: none"> ● These spaces are closed for gathering. Employee breaks and meals should be staggered when feasible to limit the number of people accessing communal spaces at one time. ● Employees are encouraged to choose alternate break locations and take food to their office area or eat outdoors, if this is reasonable for your situation. ● These spaces may still be utilized for food preparation (one at a time, or multiple people if 6-foot physical distancing can be maintained and face coverings are worn). This does not include large residence hall dining areas where physical distancing is practiced. ● Use signage to indicate maximum occupancy in common break areas, and designate expectations and procedures for use of these spaces. A customizable and printable ISU signage template is available. Additionally, consider using ISU ready-to-print flyers related to use of face coverings, and other general COVID-related information. ● Reconfigure communal spaces with the removal of tables, chairs, and/or the use of tape or other indicators to support appropriate physical distancing. ● When using a lunchroom/breakroom, sanitize surfaces before and after use.

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	<ul style="list-style-type: none"> ● Maintain physical distance requirements if waiting to access vending machines, and sanitize before and after use. ● Remove all reusable items (dishes, silverware, sponges, towels, etc.) and use only disposable products for food prep and cleaning. Shared sinks and dish drainers should remain empty at all times. ● For shared use appliances (refrigerators, microwaves, water coolers, etc.), sanitize surfaces such as handles before and after use, and consider using a disposable paper towel to touch these handles and surfaces when possible. Additionally, discontinue the use of shared dispensers such as coffee makers, ice machines, etc. that require users to interact with food/beverage you will be consuming. ● Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. ● Visitors who are not directly related to the individual's or unit's work are not allowed in breakrooms/lunchrooms.
<p>Lobbies, Reception Areas, and Serving Visitors</p>	<ul style="list-style-type: none"> ● Deliver services remotely (e.g. phone, video, web, etc.) as much as possible. If business must be conducted in person, coordinate business via appointment as much as possible. ● Avoid implementing procedures that will result in large congregations of people, and consider implementing special hours (at least weekly) to provide in-person services for at-risk individuals and vulnerable populations where applicable. ● Place appropriate signage at entrances indicating how you want students/visitors to proceed (face coverings, physical distancing, hand sanitizer usage, etc.). Identify allowable occupancy in order to control workflow and/or establish the maximum number allowed in a space at one time. Use the customizable/printable ISU COVID signage template to create signage for your unit/area. Suggested phrases are also included for convenience. Additionally, you may also choose from our ISU ready-to-print flyers related to use of face coverings, and other general COVID-related information. ● Place visual cues such as floor decals, directional arrows, or signs to indicate to students/visitors where they should stand while waiting in line. ● Rearrange or remove chairs in waiting areas to ensure proper physical distance can be maintained. ● Remove all high-touch items in lobbies and waiting areas such as pens, magazines, toys, brochures/flyers, etc. ● Provide hand sanitizer at all high-traffic entrances, and if possible prop open doors to office suites to allow entrance/exit without touching the door. Note, doors equipped with self-closing mechanisms are considered fire doors and cannot be

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	<p>propped open per the fire code. If you are unsure about the door to your office suite, please contact Facilities (208) 282-4086.</p> <ul style="list-style-type: none"> • Visitors are encouraged to utilize their own face coverings when on campus. However, the university will make disposable face coverings available for visitors if needed in support of these COVID-19 rebound guidelines. To request these face coverings for your visitors, please submit the Bengal Depot Order Form. If you have any questions, contact the Bengal Depot at (208) 282-3515. • If your service area utilizes shared equipment such as kiosk computers, pin pads, etc., please sanitize equipment using disinfecting wipes before and after use. • If your unit provides a service that requires 1:1 meetings with students, clients or guests in a closed space, consider continuing to utilize technology-based platforms for these meetings as much as possible. If these meetings must occur in person, consider hosting these conversations in conference rooms or nearby classrooms adjusted to accommodate for physical distancing, and utilize cloth face coverings. • Supervisors: Consider the installation of plexiglass shielding in reception areas with high customer interface. Submit a Facilities Service Request if you are interested in physical barriers, or the Bengal Depot Order Form or to obtain vinyl arrows, Bengal paws and stickers to mark waiting lines, reception furniture, etc.
<p>Faculty and Academic Instruction</p>	<ul style="list-style-type: none"> • All students, faculty, and staff are required to wear cloth face coverings in public spaces, as detailed on the Face Covering guidance. Classrooms are considered public spaces, and face coverings are expected, in addition to physical distancing and other precautions. • For detailed guidance in how to handle common student situations related to face coverings, please review the Face Covering Toolkit for Faculty. • Because classroom instruction (visibility, hearing, etc.) can be adversely impacted by cloth face coverings, faculty may have alternate options available while providing instruction within a classroom setting. Options for alternative protection for teaching faculty are being evaluated. • If a faculty member is part of a high-risk group and therefore medically vulnerable, they should consult with their department chair and/or dean to determine the best way to teach their class distance-based, or determine alternative arrangements. The ultimate goal for the university is to provide the face-to-face experience for as many 1000-2000 level classes as possible. Every option should be considered before transitioning those classes to distance-based instruction.

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<p>Researchers and Lab Assistants</p>	<ul style="list-style-type: none"> ● Complete the Health Exception Request Form for approval to return to your research, in a lab or in the field. This form must include detailed procedures regarding the use of personal protective equipment (PPE), infection control measures, and how your process will adhere to these guidelines as closely as possible. Travel to field sites will be evaluated on a case-by-case basis through this process. ● Higher risk employees who are part of vulnerable populations should be supported through alternative work arrangements. See the “Employees at Higher Risk and Vulnerable Populations” section above for guidance, and work with HR and Disability Services to determine appropriate accommodations as necessary. ● Within the research lab space, ensure these general campus guidelines related to physical distancing, face coverings, hand hygiene, cleaning/disinfection, etc. are implemented. If you share lab space with another research team, please work collaboratively to develop procedures for staff rotation to ensure physical distancing, cleaning/disinfection protocols for shared equipment, etc. ● A cloth or disposable non-medical face covering does not replace any other recommended/required PPE for specific job duties or work spaces such as goggles, face shields, or respirators, and it should not interfere with the fit or function of other required PPE. For consultation on the use of face coverings with other PPE, contact EHS. ● Limit personnel in research labs to only those actively involved in the research projects. No visitors, please. ● Include additional practices in SOPs appropriate for specific types of research, such as travel to field sites.
<p>Drinking Fountains and Water Filling Stations</p>	<ul style="list-style-type: none"> ● Public drinking water supplies are safe to drink. However, the surfaces around the fountain including the spout, button/lever, and nozzles could pose a risk for the transmission of COVID-19 and other germs. <ul style="list-style-type: none"> ○ Don’t place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling. ○ Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking. ○ If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow. ○ Clean your hands afterward with an alcohol-based rub or wash them with soap and water.

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<p>Mail Handling</p>	<ul style="list-style-type: none"> • Offices should minimize the number of employees who are handling the mail. Avoid touching your mouth, eyes, or face when handling mail, and wash your hands properly or use approved hand sanitizer before and after handling mail.
<p>Restrooms</p>	<ul style="list-style-type: none"> • Use of restrooms should be limited based on size to ensure at least 6 feet of physical distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
<p>Elevators</p>	<ul style="list-style-type: none"> • No more than one person may enter an elevator at a time. • If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.
<p>Public Transportation</p>	<ul style="list-style-type: none"> • Do not travel on public transportation if you suspect you are sick or are experiencing any COVID-19 symptoms. • For employees who utilize public transportation for commuting, consider how work hours can be adjusted to allow commute during less busy times. • Employees should wash their hands as soon as possible after their trips to work or home.
<p>Travel</p>	<ul style="list-style-type: none"> • Check yourself for symptoms of COVID-19 prior to travel, and if you are experiencing symptoms notify your supervisor and do not travel. • If you become ill or begin experiencing symptoms of COVID-19 while you are traveling or on temporary assignment away from your home, notify your supervisor immediately and promptly contact and follow procedures from your healthcare provider. • Follow proper sanitizing and handwashing procedures before and after using a university or rental vehicle. • While you are traveling, follow all Stage 4 university guidelines such as physical distancing, wearing face coverings in public areas, handwashing, etc. • During Stage 3, Stage 4 and other stages allowing non-essential travel: It is strongly recommended that NO travel to/from areas of high risk be undertaken. Areas of high risk are considered to be any specific county with case rates greater than 5 (# cases/100,000 people) for the past 7 days on the Global Epidemics webpage. To access this data, click on the state you are wishing to travel to. As

*This guidance will continue to evolve as our understanding of COVID-19 changes.

	<p>you select a specific county, the numbers presented report the past 7 day rate of cases per 100,000 people. This map is updated daily, so categories can change rapidly as outbreaks occur. It is strongly recommended that travelers from those areas be discouraged from visiting any of our ISU campus locations.</p> <ul style="list-style-type: none"> • Follow State of Idaho and CDC guidance for travel and specific isolation guidelines following travel. For the health and safety of the campus community, self-isolation following business or personal travel may be necessary. COVID infection rates can change rapidly, and may increase in your destination while you are traveling. Those returning from travel to areas with high COVID activity (as defined above) are expected to self-isolate for a period of 14 days, or until they receive a negative COVID test with a healthcare provider. • Prior to travel for personal or university-related business, employees are encouraged to coordinate a self-isolation return plan with their supervisor which may include remote work, or identifying appropriate options for leave if remote work is not possible. • For specific questions related to travel planning, and post-travel self-isolation, please contact the ISU COVID Hotline at (208) 282-2705, or covid@health.isu.edu.
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Remote Employees:	
All Employees	<ul style="list-style-type: none"> • With the implementation of these guidelines, the ISU community will continue to have a larger population of employees working remotely than we have had previously. • If you wish to continue working in a primarily remote status on an ongoing basis due to personal work preference or individual health circumstances, please work with your supervisor to complete the Application for Telecommuting in accordance with ISUPP 3120 Telecommuting Policy. • Establish a work environment and regular schedule. Creating and maintaining a routine can be important for coordination with your on-campus team and your own work/life balance. • Discuss with your colleagues your preferred communication method, and ask about their communication preferences as well (phone, email, chat, text, etc.). Establish regular schedules for communication on projects, staff meetings, etc. • If you need to go to the office periodically, you may still do so. If you are needing to access shared files, software, or other items, please coordinate with your supervisor and team for a time when physical distancing can be maintained. Follow expectations for face coverings while on campus.

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	<ul style="list-style-type: none"> • Visit isu.edu/hr/remote for additional tips and tricks for working remotely.
<p>Supervisors</p>	<ul style="list-style-type: none"> • For employees who wish to continue primarily remote work on an ongoing basis due to personal work preference or individual health circumstances, work with them to complete and submit an Application for Telecommuting in accordance with the ISUPP 3120 Telecommuting Policy. <ul style="list-style-type: none"> ○ Please note - These Telecommuting Agreements do not need to be completed for employees who will be working remotely part-time due to staffing rotations as part of a department’s Roaring Back Rebound Plan. • Particularly if many of your staff/faculty are returning to the on-campus environment, working remotely can be very isolating. Develop regular communication schedules, staff meetings, social gatherings, etc. that are inclusive of both on-campus and remote employees. • Visit isu.edu/hr/remote for more information, tips and tricks for managing and supporting a remote workforce.

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Last updated: July 1, 2020