Comets United
Protecting our campus protects us all.
Agenda

• Online Resources
• Return to Campus Process and Daily Health Screenings
• Campus Controls and Community Protection
• COVID-19 Supervisor Guide
• Families First Coronavirus Response Act/Emergency Leave
• Health and Wellness Resources
Online Resources

To aid our UTD Community in safely returning to campus, the following resources have been provided online:

**Comets United Website:** [https://www.utdallas.edu/comets-united/](https://www.utdallas.edu/comets-united/)

The Comets United Website includes information and return to work resources such as a Supervisor’s Guide, Workplace Guide, and Student Guide.

**UTD COVID-19 Website:** [https://www.utdallas.edu/coronavirus/](https://www.utdallas.edu/coronavirus/)

The UTD COVID-19 Website includes information and resources such as latest updates, FAQ, and continuity resources for Academics, Campus units, and Research
Return to Campus: Phases

CAMPUS UNIT STATUS

- **100% EMPLOYEE LEVEL**
- **75% EMPLOYEE LEVEL**
- **50% EMPLOYEE LEVEL**
- **25% EMPLOYEE LEVEL**

**Expanded Essential** is defined as any employee who will be on campus, even if only on an occasional or short term basis to maintain departmental operations or to complete their work duties.
Repeat steps 2-6 when Campus approves an increase in employee level.
Return to Campus: Process

• Form entered by the RTC Coordinator or by supervisor.
• More than one form may be required to complete this process for each department if there are multiple supervisors.
• Include employees who are authorized to work on campus/satellite locations or who may return to campus intermittently for any reason.
• Includes: RAs, TAs, GAs, PhD students, and Undergraduate Student Workers, etc.

• Information required to complete the Return to Campus Form:
  – Supervisor Name
  – Responsible VP/Dean
  – For Phase, select: Expanded Essential
  – Total number of employees under individual supervisor (including non-returning)
  – List of Employees (by supervisor)

https://utd.link/returntoCampus
Return to Campus Concerns

• Employees who have been instructed to return to work and have concerns about doing so because of potential higher risk for COVID-19 infection should contact their supervisor.
  – Supervisors will consult with Human Resources (HR) about appropriate arrangements for these employees.
Symptom Monitoring: Daily Health Check

Employees designated by Supervisors to be on campus receive daily email with link to the Daily Health Check.

Employees complete and submit individual Daily Health Check.

Employees receive individual feedback based on survey responses, each day:
   A. Report to campus
   B. Consult with Supervisor before reporting

If an individual indicates potential illness or exposure based on survey answers – Supervisor and C19 Coordinator receives e-mail notification.

Supervisor and C19 Coordinator consults privately with individual to determine where COVID-19 arrangements may be warranted for quarantine or isolation.
Symptom Monitoring: Daily Health Check

Daily Health Check

Hello Mariah Phipps,

Please complete your daily health check for 07-21-2020

Will you be on campus today?

- Yes
- No

If you are avoiding returning to campus due to fever, cough, shortness of breath, persistent pain/pressure in their chest, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, new GI symptoms (nausea, vomiting, diarrhea), new loss of taste or smell, or potential exposure please complete this form.
Daily Health Check

Hello Mariah Phipps.

Please complete your daily health check for 07-21-2020

Will you be on campus today?

☐ Yes
☐ No

In the previous 14 days, have you experienced any of the following new or worsening symptoms, in a way that is not normal for you: fever (≥ 100°F), coughing, shortness of breath, or persistent pain or pressure in your chest?

* must provide value

☐ Yes
☐ No

In the previous 14 days, have you tested positive for COVID-19 or been in close contact with a person that has tested positive for COVID-19?

* must provide value

☐ Yes
☐ No

In the previous 14 days, have you been directed by a public health or medical professional to self-quarantine or isolate due to possible exposure to COVID-19?

* must provide value

☐ Yes
☐ No

Submit
Face masks or cloth face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).
Campus Controls and Community Protection

REVIEW JOB TASKS

• Supervisors must review job tasks with their employees.
  – Identify employees who can work remotely
  – Adjust methods and procedures to minimize the duration of time where employees must work within 6 feet of one another.

• Due to staggered shifts and physical distancing, consider how some job tasks may need to be performed differently to ensure safety.
Campus Controls and Community Protection

MEETINGS

• Conduct virtual meetings and phone calls instead of in-person meetings.
• Limit attendance for in person meetings to 5 people.
• Limit the number of people in conference rooms and common areas to allow for 6-foot physical distancing.
• Wear face coverings.
Campus Controls and Community Protection

**SHIFTS**
- Stagger shift start/stop times to prevent groups from arriving and leaving at the same time.
- Alternate work schedules - days/weeks.

**BREAKS/MEALS**
- Stagger break/meal times and limit the number of people in common areas to allow for 6-foot physical distancing.
- Discourage group lunches/carpooling
Campus Controls and Community Protection

HYGIENE AND DISINFECTION

- Ensure employees have access to adequate handwashing and disinfectant supplies.
- Provide guidance for cleaning shared equipment and high-touch surfaces.
- Ensure employees wear appropriate face coverings in accordance with UTD guidelines.
- Avoid sharing phones, desks, offices, vehicles, tools & equipment when possible.

If a suspected/confirmed positive COVID-19 case is reported, follow reporting procedures. [https://utd.link/covid19-selfreport](https://utd.link/covid19-selfreport)
Campus Controls and Community Protection: Physical Distancing

- Ensure adequate separation between workstations in open areas.
- Only one person should be in each enclosed office space.
- Utilize remote work rotations to limit the number of people in desk areas at any time.
Campus Tracing: Employees

Ways information is received:

- Daily Health Screening Trigger
- Self-report form
- C19 Resource contacted by supervisor
- C19 Resource contacted by individual
- UTD Close Contacts identified by positive/symptomatic case
Campus Tracing: Employees

C19 Coordinator gathers information:
- Contacts employee to find out additional information
- Instructs employee that they should quarantine/isolate and not return to campus until cleared
- Requests employee contact C19 if there are any changes to their situation
- Gives employee opportunity to ask any questions they may have

VEOCI and Notifications:
- C19 Coordinator inputs information in Veoci
- Employee and Supervisor receive an email from Veoci
- Automated notifications go to various departments to take additional action
- If positive/symptomatic case, C19 reaches out to UTD close contacts (repeat above)

Next Steps and Follow Up:
- If confirmed positive, communications sends notification to the campus community
- C19 Coordinator follows up with individuals 3 days prior to return to clear them
- C19 Coordinator sends email to employee and supervisor on status of return
Campus Tracing: Employees

Campus Tracing occurs for the following scenarios:

• Scenario 1: Positive for COVID-19
• Scenario 2: Exhibiting Symptoms of COVID-19
• Scenario 3: Close Contact
Supervisor Guide: Definitions

Case

Close Contact

Contact of a Close Contact
What is a case?
A patient has a diagnosis of COVID-19.

Take Action: Isolate
Separate from people who are not sick to avoid spreading illness.
What is a close contact?
A close contact is any individual who was within 6 feet of an infected person for at least 15 minutes* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) regardless of face covering. (definition provided by CDC).

Take Action: Quarantine
Stay at home to limit community exposure to illness and to see if symptoms

*cumulative or consecutive in 24 hours
What is a contact of a close contact?
An individual had or continues to have close contact with a contact.

Take Action: Everyday Preventative Actions
Wash hands, cover coughs and sneezes, and clean surfaces frequently. Be alert for symptoms.
Supervisor Guide: Scenario 1

Direct Report has tested positive for COVID-19

- Instruct Direct Report to:
  - Follow CDC guidance/doctor’s orders
  - Complete COVID-19 Self-Report form
  - Determine date last on campus

- Send notice to C19 Coordinator
  - C19 Coordinator instructs on next steps

- Direct Report returns
  - Notify C19 Coordinator prior to return
  - Direct Report must meet return to work criteria

Please DO NOT notify potential contacts without first consulting with the C19 Coordinator. In most cases, the C19 Coordinator will perform the notification as part of the follow up and outreach process. You will receive guidance on when and how to notify potential contacts if the need arises.

An individual who was diagnosed with COVID-19 may return to campus when the following criteria are met:
- Two negative test results, at least 24 hours apart; OR
- At least 1 day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); AND
- The individual has improvement in symptoms (e.g., cough, shortness of breath); AND
- At least 10 days have passed since symptoms first appeared
Supervisor Guide: Scenario 2

Direct Report exhibits COVID-19 symptoms, but has not tested positive

Direct Report exhibits COVID-19 symptoms

- Instruct Direct Report to:
  - Stay at home until cleared by C19 Coordinator
  - Complete COVID-19 Self Report form
  - Determine date last on campus

Send notice to C19 Coordinator

- C19 Coordinator instructs on next steps

Direct Report returns

- Notify C19 Coordinator prior to return
- Direct Report must meet return to work criteria

Please DO NOT notify potential contacts without first consulting with the C19 Coordinator. In most cases, the C19 Coordinator will perform the notification as part of the follow up and outreach process. You will receive guidance on when and how to notify potential contacts if the need arises.

An individual exhibiting symptoms may return to campus when the following criteria are met:

- Two negative test results, at least 24 hours apart; OR
- Provide a medical professional's note clearing the individual for return based on an alternative diagnosis; OR
- At least 1 day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); AND
- The individual has improvement in symptoms (e.g., cough, shortness of breath); AND
- At least 10 days have passed since symptoms first appeared
Supervisor Guide: Scenario 3
Direct Report is a close contact of a COVID-19 positive case or individual exhibiting symptoms

Direct Report is a close contact
- Instruct Direct Report to:
  - Stay at home until cleared by C19 Coordinator
  - Complete COVID-19 Self Report form
  - Determine date last on campus

Send notice to C19 Coordinator
- C19 Coordinator instructs on next steps

Direct Report returns
- Notify C19 Coordinator prior to return
- Direct Report must meet return to work criteria

Please DO NOT notify potential contacts without first consulting with the C19 Coordinator. In most cases, the C19 Coordinator will perform the notification as part of the follow up and outreach process. You will receive guidance on when and how to notify potential contacts if the need arises.

An individual who is a close contact of a COVID-19 positive case may return to campus when the following criteria are met:
- Two negative test results, at least 24 hours apart; OR
- At least 14 days have passed since last known contact

Close Contact: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated regardless of face covering. (definition provided by CDC).
Supervisor Guide: Scenario 4

Direct Report is a contact of a close contact

- Instruct Direct Report to:
  - Monitor symptoms for 10 days
  - Continue reporting to work unless symptoms occur

- IF symptoms occur, send notice to C19 Coordinator
  - C19 Coordinator instructs on next steps

- Transition to another scenario
  - If Direct Report tests positive, next steps will be identified in Scenario 1
  - If Direct Report exhibits symptoms without testing positive, next steps will be identified in Scenario 2

Please DO NOT notify potential contacts without first consulting with the C19 Coordinator. In most cases, the C19 Coordinator will perform the notification as part of the follow up and outreach process. You will receive guidance on when and how to notify potential contacts if the need arises.

Close Contact: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated regardless of face covering. (definition provided by CDC).
COVID-19 Self-report Form

UT Dallas will treat this information as confidential to the fullest extent allowed by state and federal law.

PLEASE NOTE: UT Dallas is obligated to notify your local health department if you have been in known contact with an individual with COVID-19 or tested positive for COVID-19.
Families First Coronavirus Response Act

New Federal Emergency Paid Sick Leave and Emergency Family & Medical Leave

A Few Acronyms You Should Know:

• **FFCRA** – Families First Coronavirus Response Act

• **EPSL** – Emergency Paid Sick Leave

• **EFML** – Emergency Family & Medical Leave
Emergency Paid Sick Leave: EPSL

• Available on first day of employment with UTD

• Up to two weeks/80 hours of leave

• Employees will receive 100% of their regular pay

• No impact on benefits

• Acceptable documentation supporting the need and eligibility of leave is required

• Only approved for three reasons
The Only Three Reasons for EPSL:

EPSL hours must be used *continuously* for these COVID-19 reasons:

- Employee is unable to work because they must quarantine
- Employee is unable to work because they need to care for individual subject to quarantine

EPSL hours may be used in *one day increments* for unavailable childcare reasons related to COVID-19:

- Employee is unable to work because of need to care for his/her child(ren) whose school/child care provider is closed or unavailable due to COVID-19 related reasons
Emergency Family & Medical Leave: EFML

• Available after 30 days of employment with UTD

• Up to ten weeks/400 hours of leave that is considered part of FMLA

• Employees will receive 2/3 of their regular pay

• No impact on benefits

• Acceptable documentation supporting the need and eligibility of leave is required

• Only approved for one reason
The One and Only Reason for EFML:

EFML hours may be used in **one hour increments** for unavailable childcare reasons related to COVID-19.

- Employee is unable to work because of need to care for his/her child(ren) whose school/childcare provider is closed or unavailable due to COVID-19 related reasons.
Where Do I Find the Application?

- Employee fills in all blanks and checks appropriate boxes
- For continuous leave, leave dates must be included and accurate
- If employee does not use full allotment, they can save balance of leave
- Employee must reapply if they wish to use balance of leave
- Employees must sign statement acknowledging all information is true and complete
- Misleading or false statements may result in revocation of leave and disciplinary action
- Supervisor must sign form acknowledging they have reviewed the request and support the request
- Supporting documentation must be submitted with leave request
Examples of Acceptable Supporting Documentation:

1. Email from C19Resource@utdallas.edu stating employee is to quarantine
2. Letter from medical provider stating employee is experiencing COVID-19 symptoms or is in high risk category so they are advised to quarantine
3. Letter from medical provider stating employee needs to care for family member who needs to quarantine or who is in high risk category
4. Documentation from school/child care provider that they are closed due to COVID-19
Overview of Process:

1. Employee contacts C19Resource@utdallas.edu if they believe they have been exposed or have symptoms of COVID-19.
2. Employee submits completed leave request form, along with supporting documentation, to LOA@utdallas.edu.
3. Once request has been approved, email will be sent to employee and department.
4. Payroll will be notified to add new Time Reporting Code (TRC) to employee’s online timesheet in Galaxy.
5. Once TRC has been added, email will be sent to employee and department.
6. Employee* will accurately note EPSL/EFML leave dates and times on employee timesheet.

Note: Please allow two weeks from the time the form is submitted for the entire process to be completed.

*or Time Admin for designated departments only.
What Happens When EPSL/EFML is Exhausted:

1. Employee will use their comp time
2. Employee will use their sick or vacation leave
3. Employee will have pay docked

Health and Wellness Resources

Employee Assistance Program

UT Dallas offers counseling and mental health services to all employees through the Deer Oaks Employee Assistance Program (EAP). The EAP services can be accessed by calling 888-993-7650 or online at www.deeroakseap.com. To access the online services, visit the member login page and enter "utdallas" for both the username and password.

Employee Wellness

Wellness resources (e.g. fitness, nutrition, health screenings, etc.) can be found on the employee wellness website www.utdallas.edu/wellness

Telehealth

MDLIVE
www.mdlive.com\bcbstx

UT Select BCBS Health Advocates
www.bcbstx.com\ut
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