Return to Campus Guidelines
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Introduction

At Wartburg College, it is our top priority to keep our students, employees, and their families healthy and safe, especially during the COVID-19 pandemic. We will continue to follow required federal and state guidelines while balancing public health concerns with the needs of the College. This return-to-work plan pulls guidance from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and local community partners, highlighting the responsibilities of supervisors and employees in addressing COVID-19.

While the College can implement protocols to mitigate the risk of infection (see our campus-wide guidelines here), it is ultimately up to each employee to execute these guidelines out of respect for the campus community.

We understand every employee’s situation is different and encourage those with specific risks or concerns to reach out to their supervisor or HR to discuss possible alternate arrangements.

Return-to-Campus Timeline

Wartburg will transition staff back to campus in phases beginning the week of July 6, 2020, with the intent to have all staff on campus by Aug. 17 and faculty by Aug. 18.

Workplace Protocols

Employee Screening

All members of the Wartburg community must self-monitor daily for symptoms including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or a new loss of taste or smell. If symptoms are present, faculty and staff should stay home, call their primary health care provider, and notify their supervisor of their absence. Tests will be available at Noah Health Clinic after Aug. 10. If employees are on campus when they first develop symptoms or learn that they have been exposed to someone who has tested positive, all employees can contact the clinic to obtain a test.

If an employee decides to get tested because they are symptomatic and/or have a household contact that is symptomatic or positive then they should quarantine (not come to work) until they are cleared to return with a negative test result or quarantine/self-isolation time period has expired. To be clear, if an employee has a confirmed exposure, a negative test result is likely not sufficient for release from quarantine. For guidance in such a matter, the employee should contact Ryan Callahan, our lead in regards to contact tracing.
COVID-19 Exposure and Confirmed Illness

Employees who test positive for COVID-19 or believe they have been infected will be instructed to self-quarantine and seek the advice of a medical professional. When in quarantine, they should:

- Stay away from others as much as possible.
- Do not allow visitors to their home.
- Wear a mask as much as possible if around people.
- Clean surfaces often.
- Monitor symptoms, and call their health professional if conditions continue to worsen.

<table>
<thead>
<tr>
<th>Return to Work Considerations</th>
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<tbody>
<tr>
<td><strong>Employee was symptomatic but not tested for COVID-19</strong></td>
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<tr>
<td>The employee may return to work if:</td>
</tr>
<tr>
<td>1. They have not had a fever for at least 72 hours and have not been using fever-reducing medication during that time.</td>
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<tr>
<td>2. Cough or other symptoms have improved.</td>
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<tr>
<td>3. Seven days have passed since they experienced the first symptoms.</td>
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<tr>
<td><strong>Employee tests positive for COVID-19 and has NO symptoms</strong></td>
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<tr>
<td>The employee may return to work if:</td>
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<tr>
<td>1. Ten days have passed since they have been in self-quarantine.</td>
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<tr>
<td>2. They continue to have no symptoms.</td>
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<tr>
<td><strong>Employee or household member tests positive for COVID-19 or has symptoms</strong></td>
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<tr>
<td>The employee may return to work if:</td>
</tr>
<tr>
<td>1. Fourteen days have passed since they have been in self-quarantine.</td>
</tr>
<tr>
<td>2. They continue to have no symptoms.</td>
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</table>

*Guidelines taken from the Centers for Disease Control*
COVID-19 Transparency

An employee who has been tested or has tested positive for COVID-19 must notify their supervisor as soon as possible. The employee will be instructed to refrain from coming to campus for a minimum of 10 days. Supervisors should report any positive cases to Human Resources immediately so the College can begin its contact tracing protocol. Though names will not be released, impacted employees will be notified that a confirmed case of COVID-19 exists in the workplace. All individuals who have been deemed to be in close contact with the individual will be required to quarantine until the Iowa Department of Public Health has had the opportunity to conduct its own contact tracing protocol (usually within 24 to 36 hours). The College may request employees work remotely. When working remotely isn’t an option, employees who earn PTO may use their 10 days of COVID leave, which the college provided earlier this year, to help cover the absence.

This information will be tracked separately from personnel records.

Health and Safety Protocols

Employee Health and Hygiene

Employees should wash their hands more frequently than they typically would. If soap and water are not available, hand-sanitizing stations are available across campus. The College will focus on disinfecting and sanitizing key areas, but individuals should sanitize and disinfect high-touch areas in their spaces more frequently. Employees should also avoid using others’ work areas, tools, and equipment. If cleaning supplies (spray bottle cleaner and a rag) are needed for an office, please contact the Physical Plant.

Face Coverings

Face masks, cloth face coverings, or face shields are required indoors. Exceptions to this policy include:

- A student’s own residence hall room (though are strongly encouraged if another person is visiting).
- Residence hall hallways and restrooms on a student’s own floor.
- Designated eating areas while eating (must be worn while in line and getting food)
- Your personal workspace is at least six feet of physical distance from other personal workspaces (though masks are strongly encouraged if someone enters that workspace).
- Athletic practices (these guidelines will be determined by the NCAA, A-R-C, and Athletic Department)
- Music ensembles (these guidelines will be determined with input from national organizations)
• Public exercise and swimming areas of The Wartburg-Waverly Sports & Wellness Center (lower level only)

Face masks also will be required outdoors when a physical distance of at least six feet is not reliably possible to maintain. All students, faculty, and staff will be provided with a washable, cloth face covering (in late August), but additional masks will be the responsibility of each individual. If you do not have a face mask, a disposable one will be made available to you until the Wartburg ones arrive. Please email maintenance@wartburg.edu to request a disposable face mask.

Office Protocols

In addition to the guidance above, the College has implemented the following workplace procedures until physical distancing guidelines can be lifted:

- Potlucks and/or shared foods - Potlucks or food brought in to be shared with others is prohibited.
- Meetings – In-person meetings are permitted assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Breaks – Departments/offices should try to stagger breaks as much as possible to follow the physical distancing guidelines in the policy.

The College may add to this list as employees return to work and health and safety precautions change.

Conclusion

Wartburg College looks forward to our employees returning to work on campus. We realize the COVID-19 pandemic has created uncertain times and has resulted in unprecedented workplace challenges. While we will execute our plan cautiously, we ask employees for their patience and understanding if these plans need to change. Employees will be given as much notice as possible in the event of a change to these guidelines.

Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor or HR.

Thank you to all our faculty and staff who had to pivot and teach/work remotely. Your ability to adapt has been appreciated and we cannot wait to welcome you back to campus.