



FORT HAYS STATE UNIVERSITY

Phased Plan Toward FHSU Employee Return and University Re-Opening

GENERAL APPROACH

There is limited benefit to hurriedly rushing back to campus during the summer. Instead, let's work to successfully position Fort Hays State University for the anticipated re-opening of campus to students in the fall.

GUIDING PRINCIPLES

- Prioritize the health and safety of faculty, staff, and students
- Protect the mission of FHSU
- Maintain critical operations and fiscal footing
- Be mindful of good governance principles
- Remain nimble and true to FHSU's innovative culture
- Comply with any Kansas Board of Regents directives

PUBLIC HEALTH CONSIDERATIONS

- Align with federal, state, and local guidelines
- Comply with State and local requirements
- Consult best practices among peers and experts (internal and external)

* Every decision should be in accordance with the [Governor's Ad Astra re-opening plan](#) and can be more restrictive but not less. Plans and timelines are subject to change.

"Higher education facilities that are closed before May 4th should remain closed for in-person learning or events involving groups of more than [a certain size] at a time."

PHASE ONE

Begins June 1, 2020

EMPLOYEES

Those working remotely will continue to do so. Supervisors will determine who cannot work effectively while remote. These individuals will be allowed to return to campus to complete required duties and responsibilities. Decisions concerning remote work will be made by supervisors after sharing plans and consulting with the appropriate vice president. Employees will be given a week's notice before the expectation of returning to the workplace.

- Supervisor plans should identify returning employees and comply with the guidelines set forth below.

General workplace expectations and guidelines. Employees will be expected to practice personal responsibility and comply with the outlined protocols and guidelines set forth herein, as well as those included in the "[Toolkit for Returning to the Workplace](#)" provided by Human Resources.

Employee health and safety protocols. While working on campus, group size, social distancing, personal responsibility and hygiene standards must be maintained in accordance with Governor's re-opening plans. (For additional information on these measures, see the "[Toolkit for Returning to the Workplace](#)" from HR.)

- *Pre-arrival health assessment* – Employees are to perform a self-evaluation, utilizing [a form](#) provided on the COVID-19 resources page, and follow the guidelines set forth therein. Employees who are not feeling well must stay home and are asked to call their health care provider for medical advice, including advice on testing and related matters. Employees are responsible for following and complying with advice and instructions from medical and public health officials, and are reminded that HaysMed has a hotline to call for COVID-19 questions (1-877-261-7140).
- *Face coverings* – We strongly encourage all employees to wear face coverings, which may include nonmedical cloth masks. Guidance regarding face coverings can be found on the [CDC website](#). Employees who are in spaces where others are present, where social distancing is not possible, will be strongly encouraged to wear face coverings. We ask that employees provide their own, but we will have a supply per department available.
- *Group sizes and social distancing* – Gatherings must be limited in accordance with the Governor's re-opening plans, but employees are urged to avoid gatherings or face-to-face meetings and discussions in favor of telemeetings and teleconferences. Employees are responsible for maintaining social distancing (i.e., 6 feet) whenever possible, and supervisors will be tasked with re-configuring office space to enable employees to be located at least 6 feet apart whenever possible.
- *Personal responsibility and hygiene* – Employees are expected to be knowledgeable of, and comply with, public health guidelines and directives. This includes, but is not limited to, the various guidelines for individuals set forth in the [Governor's Ad Astra re-opening plan](#). If symptomatic or otherwise not feeling well, or if the employee has been in close contact with

someone who is sick, the employee should stay home, except to get medical care, and should avoid high-risk individuals. Additional examples include:

- Wash hands frequently with soap and water, and sanitizer if soap is not available.
 - Consider using gloves as appropriate.
 - Avoid touching your eyes, nose, and mouth.
 - Distance yourself from others when in public.
 - Use cloth masks or face coverings in public.
 - Cover coughs and sneezes into an elbow or tissue. Throw away used tissue and immediately wash your hands.
 - Be cautious about common touchpoints (use elbow, etc.) and clean and disinfect frequently touched surfaces at least daily, including phones, keyboards, doorknobs, handles and light switches.
- *High-risk populations* – Employees in this category should consider the guidelines for high-risk individuals set forth in the [Governor's Ad Astra re-opening plan](#), and should coordinate with their supervisors and Human Resources to discuss any special considerations.

FACILITIES

Enhanced cleaning/sanitizing protocols. Employees are responsible for disinfecting their own workspace during the day, and supplies will be provided for this purpose. Custodial staff will thoroughly clean and disinfect common touch points during their normal assigned schedule, and will thoroughly disinfect offices and restrooms.

Offices and Workspace. Supervisors, directors and department heads are ultimately responsible for evaluating their physical workspace and workplace environment to implement the measures that prioritize the health and safety of faculty, staff, students, and visitors, including social distancing requirements, physical barriers, reconfigured space, entry/exit flow, signage, etc. Such measures should be included in the planning and consultation between supervisors and the appropriate vice presidents, and will be subject to further vetting by the Critical Incident Policy Group or designees. Requests for equipment, supplies and workspace redesign should be routed through the appropriate channels within each division.

Building access restrictions. All buildings will be locked with public access by appointment only during Phase One. For any appointments, in addition to performing a self evaluation and ensuring compliance with the other guidelines herein, employees will be expected to require visitors to perform a similar self-evaluation. Off-campus buildings, like Sternberg Museum and the Wetlands Center, may offer limited public access once plans are approved.

TRAVEL

University-sponsored travel is not allowed. Employees will be expected to minimize non-essential travel and follow CDC, KDHE, and local health travel/quarantine guidelines and mandates, including in their personal travel.

ON-CAMPUS EVENTS/ACTIVITIES

University events and activities continue to be suspended. On-campus activities, including any camps, conferences, and performances, continue to be suspended through the end of July.

PHASE TWO

Anticipated to Begin July 1, 2020

Phase Two, which is anticipated to begin on July 1 (following the scheduled “phase out” of the Governor’s Ad Astra re-opening plan), will depend on progress in implementing Phase One and the underlying public health situation. We currently anticipate that many of the same plans and parameters for Phase One will be in place for Phase Two, with the possibility of an increase in employees working on-site and access to campus buildings. Decisions concerning any operational changes from Phase One to Phase Two are expected to be made and announced by June 24.

PHASE THREE

Anticipated to Begin August 1, 2020

In accordance with [FHSU’s Framework to Plan for Re-Opening](#) (“FHSU Framework”), the three division heads will continue to lead the planning efforts within their respective areas, and all plans and recommendations will be vetted by the Critical Incident Policy Group, ELT, and President Mason.

Planning will continue to center around various fall contingencies and scenarios for course delivery, student housing, facilities planning, athletics and events, along with the other operational areas and categories identified in the FHSU Framework. Critical exploration and planning discussions regarding efforts to protect those most at risk, determining appropriate testing capabilities and related protocols, sourcing adequate equipment and supplies, and many more issues – including establishing new processes and procedures as required – are underway. We continue to believe that a methodical approach, utilizing “localized” planning processes that are informed by the University’s guiding principles and evolving public health guidance and practices is important.

To that end, we anticipate completing proposed plans for the fall re-opening phase (Phase Three) and sharing decisions by early July.



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