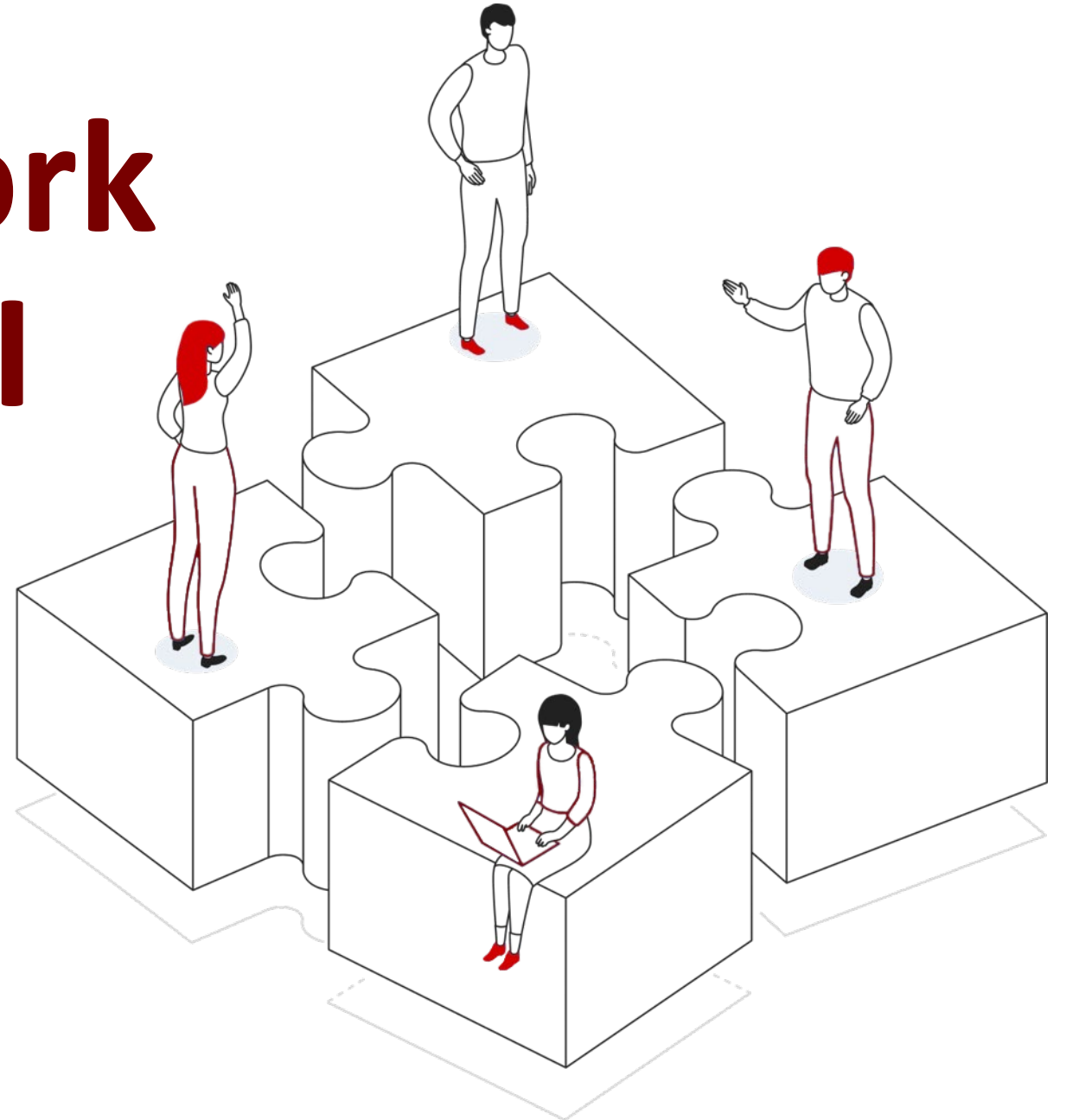


# Return-to-Work Guide for CWI Employees



# Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously. The following will help provide guidance and support as employees begin to transition back to work on campus.

—Presidents Cabinet and Executive Operations Team

# Our Goals in Reopening CWI

- Protecting Employees, Students, and the Public
- Supporting Sustainable College Operations
- Maintaining a Healthy Work and Learning Environment
- Taking Personal Responsibility to Ensure Success of Reopening

# What we are doing:

- All employees and visitors entering our buildings should be self-screening for COVID-19 symptoms and possible exposure prior to coming onsite. For guidelines on self-screening, view CWI's [Return-to-Work SOP](#).
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms, and other communal areas have reduced seating and capacity limits.
- Hallways and stairways are marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.

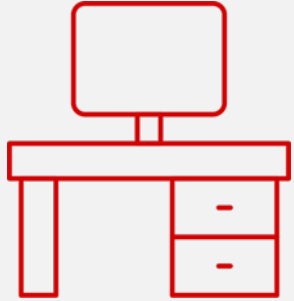


# What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering while in buildings.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



# Frequently Asked Questions



## Can I continue to work from home?

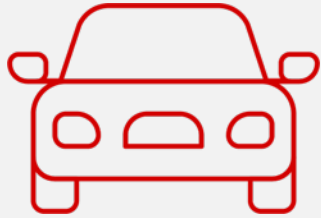
Employees able to work remotely will continue, unless onsite work is required. We expect all employees identified as **required to be onsite** to report to work at our CWI location unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager and Human Resources.



## Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

# Frequently Asked Questions, cont.



## **What if I can't work because I don't have access to childcare?**

The Families First Coronavirus Response Act has provisions that you may be able to utilize if you are unable to work remotely. If you are unable to work remotely employees should work with their manager and Human Resources to discuss your specific situation.



## **Will we continue to have in-person meetings?**

In order to promote social distancing in the workplace, some meetings will need to be restructured. Largely, meetings will be held virtually and should in-person meetings be necessary there will be limited attendees in an area large enough to meet social distancing requirements. The meeting organizer and your manager can provide you with guidance specific to your role.

# Frequently Asked Questions, cont.



## Do I have to answer medical questions when reporting to work?

All employees and visitors entering our buildings should be self screening for COVID-19 symptoms and possible exposure prior to coming onsite. For guidelines on self-screening, view CWI's [Return-To-Work SOP](#). This is only a tool for the individual to identify if they should remain home and will not be reported to or kept by CWI. Employees that stay home following this protocol will not be penalized by their manager.



## What should I do if I feel sick?

Employees who feel ill should notify their manager and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid leave that may be available. Contact Human Resources for more information on available paid time off through the Families First Coronavirus Response Act.

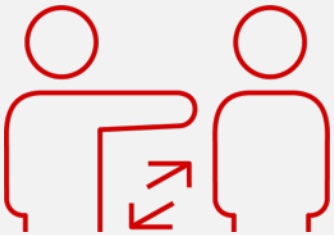


# Frequently Asked Questions, cont.



## **Do I have to wear a mask at work?**

Yes, at this time in the interest of protecting our employees and students we are asking that all employees returning onsite wear face coverings while in the building. Face coverings can be removed when employees are in private work areas away from other employees or students. If you have a medical condition that restricts you from wearing one, please speak with Human Resources.



## **Will employees and managers be trained on these new procedures?**

Yes, at this time we will focus first on training the managers on the new procedures. This will be a mandatory training for those that supervise employees. As we move forward resuming more onsite campus operations, employees will be trained through a variety of means including by their manager and information made available to employees.

# Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances and will consider implementing additional practices and facility adjustments to keep our workplace safe going forward. Some changes you may experience at any of our locations include:

- Clear shields (sneeze guards) at certain locations
- Less furniture in common areas
- Time limitations for people to be in waiting areas or breakrooms
- Space use limitations like one person in an elevator at a time
- Restroom adjustments 1 toilet and 1 sink available
- No vending machines or drinking fountains
- Office space/cubicles arranged or scheduled differently

