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East Central University COVID-19 Phased Return Plan

Thank you for being flexible and dependable during this past semester. I am grateful to have an amazing group of people to work with. Many of you have stated you are eager to return to campus, and I agree with you. We are ready to be back on our beautiful ECU campus.

We established an ad hoc “return to campus safely” committee to prepare a plan that maintains our mission and core values. Employee and student health and safety will remain the top priority throughout all phases of the return. The plan below provides an overview of our returning to campus. We continue to fine tune the details. Please be aware that there are many variables and we may need to modify our plan accordingly. We will provide updates as needed.

Phase One (limited personnel) May 18 – May 29

We will continue to operate with essential personnel and some limited personnel on campus as we have since closing campus in mid-March. Supervisors will notify personnel who are to continue or may start working on campus. All other employees continue remote/telework.

Phase Two June 1 – June 12

Offices should open as normal except without the presence of the public. All employees should be on-campus for their scheduled 40 hours a week unless approved by the Director, Vice President, and Employment Services.

Phase Three June 15 – Forward

All employees return for their scheduled 40 hours a week unless approved by the Director, Vice President, and Employment Services. Campus is open to the public. Work travel may resume with approval of department Vice President.

CAMPUS

- Campus remains closed to the public in Phases 1 and 2.
- No communal areas open (Wellness Center, University Center, Linscheid Library, etc.) in Phases 1 and 2.

EMPLOYEE WORK PROTOCOL

- Employees self-screen for COVID symptoms and contact their supervisor if they are displaying symptoms. Employees with symptoms may not be on campus.

- No on-ground meetings during Phases 1 and 2.
- Social distancing guidelines, such as maintaining a distance of 6 feet of separation, followed during Phases 1 and 2.
- Employees should bring their own masks if they choose to use one.
- Employment Services should be contacted to help determine appropriate work assignments for any employee deemed vulnerable.
- Non-essential work travel remains suspended in Phases 1 and 2.

EMPLOYEE HYGIENE PROTOCOL

- All employees will maintain proper hand hygiene practices.
 - ECU will provide hand soap in the bathrooms and hand sanitizer as it becomes available.
- All employees will help (minimum of twice daily) clean and disinfect office space, including common areas, personal office space, paying close attention to frequently touched surfaces.
 - Physical Plant will ensure adequate disinfecting products for each office and department.
- All employees will practice proper safety and cleaning protocols when exchanging items or equipment on campus.

Summary: All employees will review COVID-19 updates provided by ECU to maintain awareness of up-to-date education, information, resources, and applicable plan, guidelines, and protocols in place.

Stay safe and healthy.



Katricia G. Pierson, PhD
President