



TAKE CARE OF DEPAUL, TOGETHER:

AN EMPLOYEE GUIDE FOR WINTER 2021

DECEMBER 2020

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The COVID-19 pandemic is compelling all of us to work differently and to modify our approach to serving our students. What remains unchanged, however, is an unswerving commitment to providing a quality education experience for every student. This calls us to do “what must be done” while striving to keep the DePaul University community healthy and safe. The information in this employee guide provides strategies to take care of ourselves and each other. In following these measures, we will Take Care DePaul.

In accordance with the guidance from our state and local governments, DePaul will adhere to the principles of public health and hygiene measures, physical distancing and reduced density of staff, faculty and students on campus during the winter quarter. In order to maintain appropriate density, the university will implement flexible work options determined at the college or unit level. The objective of such flexibility is to provide services where our various constituents need them, whether on campus or online. Employees will receive specific instructions by their college or unit leadership about returning to campus for work. Any DePaul faculty and staff who will be asked to return to campus will be given ample time to prepare to do so. Please note that DePaul guidelines may change over time in accordance with guidance from health and governmental officials. DePaul’s direction and practices are developed in close partnership with medical experts at our partner AMITA Health Medical Group.

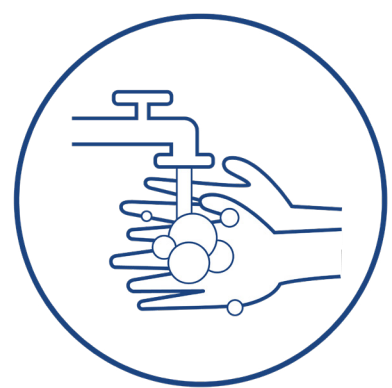
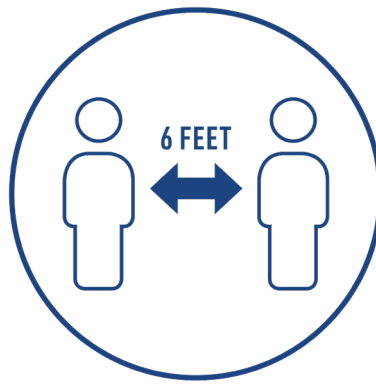
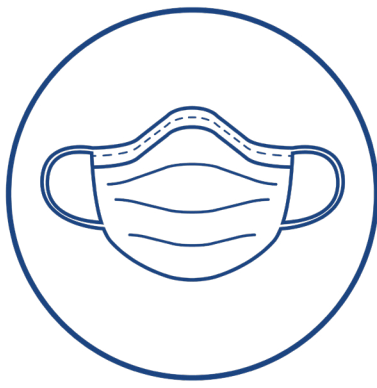
For the most up-to-date information, visit DePaul’s COVID-19 Updates and Guidance website at go.depaul.edu/covid.

PLANNING PRINCIPLES

- Promoting the health and safety of the university community and of the communities where we study, work and live;
- Ensuring that DePaul’s diverse community of learners has access to our nationally ranked academic programs and support services that will enable them to thrive;
- Supporting and maximizing student academic and personal success;
- Strengthening our university both now and for the future.

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HEALTH AND SAFETY GUIDANCE

EMPLOYEE SAFETY

The university will take precautions aimed at protecting the health and safety of employees who work on campus. These precautions include: 1) the [mandatory use of face masks](#) while on university grounds, 2) the implementation of tactics for physical distancing, 3) the [wide availability of hand sanitizer](#) for hands as well as for disinfecting personal spaces, 4) the use of plexiglass shields on service desks, and 5) a [mandatory online training](#) required to be completed by all faculty, staff and students.

EMPLOYEE TRAINING

Employees must complete a [mandatory COVID-19 online training](#). This 20-minute online training is required even if you have already been on campus or do not currently plan to return to campus. Contact training@depaul.edu with any questions or issues.

FACE MASKS

Cloth face masks that cover one's mouth and nose must be worn at all times on DePaul grounds (inside campus buildings and outdoors). Face shields are not considered a replacement for face masks. While students, faculty and staff are expected to provide their own face masks, free face masks are readily available on campus for times when people occasionally forget theirs. Free disposable mask distribution boxes have been mounted in a dozen public locations across both campuses.

Anyone who is not wearing a face mask will be asked to retrieve a face mask from a distribution box. Those who refuse to wear a face mask will be asked to leave campus. Refusal to comply also could result in disciplinary action.

HEALTH MONITORING

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our DePaul community and visitors, we require students and employees who come to campus to conduct a daily self-screening process using the [#CampusClear app](#), which includes a questionnaire and a medical symptoms check. You can find information to download #CampusClear on DePaul's [Health Monitoring webpage](#), or download it directly from the [Apple Store](#) or on [Google Play](#). You will be asked to authenticate with your @depaul.edu email address. Your daily participation is essential to help us take precautionary measures for the health and safety of everyone on campus.

While aggregate compliance data will be monitored, DePaul will not use this tool to monitor individual health data, and users should contact their healthcare provider if they need medical advice. You may be asked to display your #CampusClear app results to a university official prior to entering a DePaul-owned or operated facility. If you do not have a smartphone with you, visit the [#CampusClear website](#) from your home computer, complete the questionnaire, print the results and bring them with you to campus.

REPORTING A CASE OF COVID-19

All faculty, staff and students (including student employees) must inform the university if they have tested positive for COVID-19, received a COVID-19 diagnosis, suspect they were exposed to COVID-19 or if they learn of a positive case of COVID-19 at DePaul. This will allow the university to provide the resources and support people need, and also determine if others were exposed and may be at risk.

[Report your COVID case or the case of another person at DePaul here.](#)

COVID-19 TESTING

A variety of COVID-19 testing locations and options are available throughout Chicago and Illinois. Visit the COVID-19 testing options site [here](#) for more information.

If you:

Have symptoms: Get tested right away. Make an appointment in advance, stay at least 6 feet from others and wear a face mask.

Don't have symptoms: Get tested five to nine days after your last known contact with the infected person or since your last high-risk activity, such as attending a large gathering or traveling to a state that has experienced a surge in new COVID-19 cases.

Chicago-area Residents

Visit the [Chicago Department of Public Health \(CDPH\) website](#) for information about testing locations. Check the CDPH website prior to visiting a location for the most up-to-date information.

If you need assistance locating a testing location, please call DePaul's contact tracing team at (773) 325-3300, seven days a week from 8 a.m. to 8 p.m.

Illinois Residents

Visit the [Illinois Department of Public Health website](#) for COVID-19 testing locations.

Out-of-state Residents

Check your local and state public health departments' websites for more information.

Mail-in kit Option

DePaul offers a mail-in COVID-19 test kit for faculty, staff and students who need testing. The program is meant for those community members who have symptoms or known exposure to a person diagnosed with COVID-19 AND are having difficulty getting to an in-person testing site.

CONTACT TRACING

Contact tracing is a process that local health departments use to control and prevent the spread of diseases, like COVID-19. By identifying and isolating cases, and quarantining close contacts (as defined by the [Chicago Department of Public Health](#)), the spread of COVID-19 may be averted. To help monitor health and safety on campus and to assist our students, faculty and staff, DePaul has formed a contact tracing team. To learn more about contact tracing and DePaul's process, visit the online [FAQs](#).

RETURNING TO THE WORKPLACE

MEDICAL ACCOMMODATIONS

According to the Centers for Disease Control and Prevention (CDC), individuals with [certain conditions](#) may have a higher risk for COVID-19 infection. Staff and faculty members who have been requested to return to work on-site and have a medical condition that may place them in a higher risk group may seek reasonable accommodations related to returning to campus. Please contact the Employee Relations & Equal Employment Opportunity (EEO) team in the Office of Human Resources at employeerelations@depaul.edu.

For questions around student employees returning to work, please visit the [Office of Student Employment website](#) for more information.

WORK HOURS AND WORK OPTIONS

Colleges and units will employ various scheduling mechanisms or work options to reduce the number of individuals on campus at any one time. Such mechanisms may include compressed workweeks, staggered shifts/group rotations, or telework.

DePaul will continue its regular 35-hour workweek, though work schedules may be modified to include different work options and/or flexible work hours to avoid peak times on public transportation. Work options will be determined at the college and unit level and will be based on how best to execute the various job duties and responsibilities. Work options may include one or a combination of the following:

Compressed Workweek

A compressed workweek is an alternative scheduling method that allows employees to work the standard workweek of 35 hours over a period of fewer than five days in one week or fewer than 10 days in two weeks. Most common is to implement a four-day workweek of 8.75-hour days with Friday off. The same number of hours are worked per week, but employees have a three-day weekend every week.

In connection with COVID-19, a proposed variation of the compressed workweek is to allow employees to work four 8.75-hour days on campus, followed by 10 days of work at home, excluding the weekend. The rationale for this variation is to allow any viral symptoms to show up in the 10-day work-from-home phase before an employee returns to work on campus.

Shift or Rotational Work

Shift or rotational work refers to small groups of employees working within a fixed schedule. In connection with COVID-19, departments may choose to rotate small groups of employees whereby two groups of employees rotate between working on campus one week and then working from home the next week as follows: Week 1 - Group A works on campus and Group B works from home; Week 2 - Group A works from home and Group B works on campus. Each group continues to alternate weeks.

Telework

To protect our workforce and ensure business continuity during the COVID-19 pandemic, the university has implemented a temporary work from home arrangement for a significant portion of employees.

Generally, the amount of time employees are expected to work per day or per pay period will not change as a result of teleworking. In some cases, employees' work hours may be reduced when remote work does not enable full completion of one's responsibilities. If an employee is unsure of what hours he or she is expected to work while teleworking, they should consult with their manager.

Teleworking employees who are not exempt from overtime will be required to accurately record all hours worked using the university's timekeeping system. Hours worked outside of or in excess of those scheduled per day and per workweek require the advance approval of management.

Given the significant changes involved in work from home or teleworking arrangements, specific guidance on this work option has been addressed below.

Telework: Equipment/Tools/Supplies

Upon request, the university may provide specific office supplies, tools and equipment for the employee to perform his/her current duties from home. These may include computer hardware, computer software, and other applicable equipment (e.g., office chair) as deemed necessary. Employees may also relocate any portable equipment, such as chairs, desktop computers, and monitors from their university workspace to their homes with the appropriate approvals from their manager. Please keep in mind that Public Safety will require management authorization for the removal of office equipment from buildings. Out-of-pocket expenses for other supplies will be reimbursed with manager approval.

The use of equipment, software, and/or supplies when provided by the university for use at home is limited to authorized persons and for purposes relating to university business. The university will provide for repairs to university-owned equipment.

Faculty and staff should work through their respective department for equipment and supply needs which should be secured through the university's centralized procurement resources. Beyond that, reasonable business expenses incurred due to telework may be eligible for reimbursement, subject to advance approval from the employee's manager and in accordance with the [Employee and University Guests Reimbursement policy](#).

Telework: Security

Employees must designate an appropriate remote workspace and maintain this workspace in a safe condition, free from hazards. Consistent with the university's expectations of information security for employees working at the office, teleworking employees will be expected to take appropriate measures to ensure the protection of confidential and/or proprietary university information accessible from their home office. Employees remain subject to all applicable confidentiality policies and procedures.

Telework: Communication

Employees must be available by phone and email during core business hours or during the employee's designated work schedule. Employees must provide their manager with a cell phone, or preferred contact number. Employees and their manager will need to communicate regularly, within normal working hours, to make sure all expectations are being met. Employees must forward office calls to an appropriate phone number for conducting business. If a personal cell phone will be used, employees should consider modifying voicemail greetings to be appropriate for receiving business calls.

Teleworking employees remain obligated to comply with all university policies, practices and instructions.

Hybrid Work

Some employees will have a need to combine work options. Some days employees may be able to work effectively from home (telework); other days, they may need to return to campus for a few hours or a day, depending on the type of work that must be accomplished.

Considerations for Faculty

Academic departments will have minimal in-person staffing during the winter quarter. The few faculty who are teaching in-person will come to campus to teach their course(s) but should conduct other work remotely as much as possible. Faculty who are teaching online should continue to work remotely.

Visits to faculty offices can be made for specific purposes but offices should not be a base of work. Faculty with shared offices will need to schedule office use so it is not concurrent with other occupants. Department or college staff can assist with this scheduling. Specific campus access needs related to campus-based research or creative activity should be worked out through the relevant dean's office.

Meetings with individual students should be conducted virtually whenever possible. If necessary, an individual meeting with a student can occur in person, but face masks and physical distancing are required; college offices may make conference rooms or similar spaces available for this purpose.

All college and department committee meetings should be conducted via technology platforms, such as Zoom, WebEx, and Microsoft Teams or phone conferencing. If it is necessary to convene an in-person meeting, the attendee count of the meeting will adhere to current university guidelines based on public health guidelines.

BUILDING ACCESS

For the first two weeks of winter quarter, buildings in Lincoln Park will remain on card reader access from 8 a.m. to 5 p.m. for faculty and staff. The Loop Campus buildings will require sign-ins from 8 a.m. to 5 p.m. for faculty and staff. Students will be restricted from all buildings in this two-week period while courses are fully remote and students are expected to quarantine. Please check the [Building Hours webpage](#) for the most up-to-date information throughout the quarter.

Student Center

The Student Center and dining services will be closed for the first two weeks of the quarter and will re-open on Sunday, January 17. After that, the Lincoln Park Student Center is open every day. Please check the [Student Center website](#) for updated hours. Services located in the Student Center include meeting rooms for approved events, dining available for all students, faculty and staff, a computer lab on the first floor in Brownstones, and Mail Services and Student Food Pantry on the third floor. Use of the [#CampusClear app](#) is required for entry.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

MEETINGS (excluding classes)

The university will minimize the need to conduct in-person meetings on campus. The expectation is that meetings will continue to convene via technology platforms, such as Zoom, WebEx, and Microsoft Teams or phone conferencing. If it is necessary to convene an in-person meeting, the attendee count of the meeting will adhere to current university guidelines based on public health guidelines. Additionally, face masks and physical distancing will be required of all who attend.

RESEARCH AND CREATIVE ACTIVITY CONDUCTED IN LABORATORIES, STUDIOS, PERFORMANCE SPACES, ETC.

All groups engaging in research or creative activity involving shared workspaces will need to be approved by the relevant dean's office. In order to gain this approval, the group's faculty supervisor must complete the group-based research or creative activity [questionnaire](#). Once approval is granted, each member of the group will complete the "[Agreement for Conducting Group-based Research or Creative Activity During the COVID-19 Pandemic](#)." The Agreement articulates the specific measures each group will take to ensure that all members may work in the designated space safely. The lab/studio/performance space faculty supervisor will submit the agreement package for their group to their immediate supervisor, their dean, and the associate provost for research, after which the group can begin the research work on campus.

USING RESTROOMS

Use of face masks is required in all campus buildings, including restrooms. Follow physical distancing measures as best as possible. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Restroom doors will be propped open only in those locations wherein propping the door does not compromise the privacy of the restroom occupants. All restrooms that are conducive to door propping will have doors propped during business hours to eliminate the need for touching door handles.

USING DRINKING FOUNTAINS

In accordance with CDC recommendations, DePaul has disabled traditional drinking fountains. Bring a reusable water bottle on campus to take advantage of bottle-filling stations that are located throughout both campuses.

USING ELEVATORS

Elevator touchpoints are disinfected regularly and exhaust fans circulate and refresh air in elevators. DePaul upgraded elevators on both campuses with new fans that contain UV-C light technology aimed at supplying disinfected breathing air into the elevator cabs.

Anyone using an elevator is required to keep a face mask on at all times and stand apart as much as possible. Talking should be avoided. Please use a key, shirt tail, sleeve or clean tissue to push elevator floor buttons. Upon reaching your destination floor, wash your hands or use hand sanitizer. If you must sneeze or cough, keep your face mask in place.

UNIVERSITY-FUNDED TRAVEL

In an effort to ensure the safety of our employees and minimize the spread of COVID-19, the university has suspended university-funded employee travel that is deemed non-essential. The university will follow CDC guidance, as well as guidance issued by federal, state, and local government officials regarding travel and will update this policy as appropriate or necessary.

All employees who have any scheduled travel for university-related reasons are required to follow these guidelines:

- All university-funded international and domestic travel outside of the State of Illinois should be canceled. Waivers will be considered for essential travel only, and each situation will be reviewed on a case-by-case basis and approved by the vice president or dean. Study Abroad Programs will be reviewed on a case-by-case basis as well.
- Any employees with plans to travel within the State of Illinois for university-related reasons should consult with their manager.
- Employees should contact airlines, hotels, and other businesses with which travel plans have been made as soon as possible to request refunds as a result of COVID-19-related cancellations. Any business-related costs associated with the cancellation of university travel previously planned will be incurred by the university.

USE OF UNIVERSITY VEHICLES

Face masks are required for any travelers in university vans. Vans should be marked to ensure 6 feet between passengers. This potentially means one person per row, alternating sides. Facility Operations is providing sanitizer stations throughout campus that are 80 percent alcohol. Due to the high potency of the campus sanitizer in combination with the potential for high temperatures in the van, this sanitizer should not be used or stored in vehicles. It is recommended that departments who need to maintain vehicles should purchase sanitizer that is in the 60 percent alcohol spectrum and is a gel format, or alternative comparable cleaning products. Departments are encouraged to purchase and individually package gloves and tissues for use in vans if necessary. If garbage will be collected at your site, create a plan for safe collection and disposal of garbage in appropriate receptacles.

Please note that, as has been the case in the past, university departments are responsible for purchasing all cleaning supplies/gloves/sanitizer for vehicles and passengers. Basic cleaning supplies are available from Staples, Amazon Business and other local vendors. In addition, MedLine sells small bottles of gel sanitizer or containers of medical grade disposable wipes (Cavi-Wipes and others) that are potential cleaning solutions for vans.

PERSONAL CONSIDERATIONS

PERSONAL TRAVEL

The university strongly encourages employees who work on campus to be extremely cautious regarding any personal travel as an additional precaution to ensure the health and safety of your fellow employees.

- The CDC recommends avoiding all non-essential travel. Employees are responsible for checking the [CDC website](#) to see if their travel destination has been added to an advisory list.
- Employees should [conduct a self-screening process](#) for symptoms of COVID-19 before starting travel and after returning from travel. Employees are required to notify their manager and stay home, if they are sick.
- Employees must abide by any local or state travel orders upon returning from destinations outside of Illinois and Chicago.
- Employees traveling to states that are covered by the City of Chicago's [emergency travel order](#) must follow the guidelines set by the city. Please stay aware of the states that are included on the quarantine list, which is updated every two weeks, and plan accordingly if you will be required to quarantine. Employees will be required to take vacation days, sick days or unpaid leave, if they are unable to work from home.

PUBLIC TRANSPORTATION

If you commute using public transportation, wear a face mask before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol as soon as possible and before removing your face mask.

PARKING

DePaul offers affordable [parking options](#) on the Lincoln Park Campus. Faculty, staff and students who currently have campus parking permits may continue to park in the decks and surface lots. If you do not have a permit, you may park in one of the parking decks and pay a daily rate.

DePaul does not have parking facilities at the Loop Campus. However, nearby parking facilities offer a reduced rate for students, faculty and staff. Visit [Demon Discounts](#) for a list of participating parking facilities.

TELEHEALTH

Employees who receive health benefits from DePaul may access telehealth services, or virtual visits, as outlined in the health plan design, meaning that the normal deductibles, co-pays and co-insurance will apply.

PPO and CDHP members may access telehealth services offered by their healthcare provider for non-urgent medical care, or they can access care through MDLive. MDLive is primarily for those who would not use their own regular provider for telehealth services, or whose providers do not offer it. MDLive is essentially a pool of registered doctors who provide non-urgent medical and behavioral health services. PPO and CDHP members are encouraged to register with [MDLive](#) in advance of needing this service to enable a smoother process when care is needed.

HMO-IL members interested in virtual visits may do so for medically necessary services from providers in their medical group who offer telehealth, subject to HMO rules, such as using your Primary Care Physician for a referral. Contact your Primary Care Physician for more information and to coordinate your medical care services.

MENTAL HEALTH

All employees have access to wellness and educational resources through DePaul's employee assistance program, offered by [ComPsych® GuidanceResources®](#) (the organization web ID to log-in is EAP4DPU).

Confidential counseling sessions are also available for employees, spouses and dependents (up to six free sessions per employee/spouse/dependent, per "incident"). To speak with a counselor or schedule an appointment, employees may call (800) 621-4124 anytime.

Specific to the COVID-19 pandemic, ComPsych® GuidanceResources® has developed a [Coronavirus Digital Toolkit](#) to offer resources and guidance on how to remain healthy and deal with the emotional impacts of the pandemic.

CAREGIVING RESOURCES

Benefits-eligible full-time and part-time faculty and staff have access to backup care services for children or adults through [Bright Horizons Care Advantage Program](#). The service includes center-based and in-home care for children and adults. Co-pays and limits do apply.

DEPAUL'S COMMUNITY HEALTH AND SAFETY PLEDGE



As a Blue Demon who respects the dignity of all people, I am committed to taking care of myself and taking care of our DePaul community during the COVID-19 pandemic. I pledge to do my part to reduce the spread of COVID-19 in our campus community, by:

- Washing my hands often with soap and water, or using hand sanitizer
- Wearing my cloth face mask over my nose and mouth
- Maintaining physical distance of 6 feet or more from others
- Self-monitoring for the symptoms of COVID-19 through the self-screening app #CampusClear
- Staying home when I am sick or after exposure to someone who has COVID-19
- Reporting to the university if I test positive or have been diagnosed with COVID-19
- Abiding by all DePaul safety standards and protocols

I recognize that by taking these simple steps, I can help reduce the spread of COVID-19 and its devastating effects on people and communities. By doing this, I am taking care of myself, taking care of others, and taking care of my DePaul family.

Taking Care of DePaul, Together.