



May 29, 2020

Dear Heidelberg Employees:

As announced earlier this month, Heidelberg University is planning to welcome our students back to campus in the fall. As part of that preparation, and in accordance with national, state, and local health guidance, campus facilities will begin to reopen in June.

Stay Safe Ohio

Several orders over the past few weeks have been signed by Ohio Department of Health Director Dr. Amy Acton which outline the permissible reopening activities of businesses in Ohio while preventing the spread of infectious disease. The mandatory principles of Governor Mike DeWine's [Responsible Restart Ohio](#) remain in effect throughout the reopening period in order to support a healthy and safe state of Ohio. Heidelberg University will fully comply with all mandatory principles **and** the guidelines for [General Office Environments](#).

Beginning June 1st: Outdoor Athletic Facilities will reopen for faculty, staff, students, and the community following the governor's guidelines for outdoor recreational facilities.

Beginning June 15th: Saurwein Health & Wellness Center will reopen in compliance with gym / fitness center policies issued by the governor, including increased cleaning, equipment spaced for physical distancing, capacity limits of 10 people at one time and the 6-foot social distancing rule. The use of Saurwein will be limited to our students, faculty, staff, and families. Please follow Saurwein's social media and signage at the entrance of the facility for hours of operation. Seiberling Gymnasium will not be reopening at this time.

Beginning June 15th: All Campus Buildings will be open for faculty and staff to return to the workplace. As part of this reopening process, employees who can work from home productively and effectively are encouraged to consult with their direct supervisor for a continued remote working arrangement OR a variable remote working arrangement that supports staggering or alternating staff members within an office space.

Under this reopening, several specific and required guidelines must be followed:

- All employees and visitors entering our buildings must complete the [Self-Evaluation form for COVID-19](#) symptoms and possible exposure.
 - Once submitted, the form is received by the Director of Campus Safety & Security and maintained as confidential information.
 - In the event of an exposure, this information is needed to be able to appropriately conduct contact tracing AND notify appropriate individuals of a potential exposure event.
- Masks / face coverings **are required** for all employees and visitors. If you have a specific request, you should discuss this with your director for approval.
 - If you need appropriate personal protective equipment (PPE), please notify your SLT member.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect their personal workspaces throughout the workday.
- Hand sanitizer is provided throughout offices and buildings. Employees are welcome to bring their own hand sanitizer. A product with at least 60% alcohol content is recommended.
 - Wash your hands often with soap and water for at least 20 seconds after you have been in a public place, after blowing your nose, coughing or sneezing, and before eating.
- Posters are displayed with reminders about how to prevent the spread of germs.
- Staggered workdays and remote work are encouraged to reduce the number of people in an office space at one time.
- Workspace layouts and seating arrangements should be modified to allow for social distancing.
- Meeting rooms, classrooms, and other communal areas will have reduced seating and capacity limits.
- Hallways and stairways will be marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.
- Maintain physical (social) distancing by keeping space between you and others.
 - Stay at least 6 feet (about two arms' length) from other people at all times.
 - Do not gather in groups.
 - Meetings, to the greatest extent possible, should continue via remote options (Zoom, Google Meet).

Mental & Emotional Wellbeing

Heidelberg University employees have access to Summit ProMedica Employee Assistance Program (EAP). The EAP is available to all employees whether they are enrolled on the 'Berg Benefits or another health plan. The EAP provides professional, confidential consultation by phone and in person for immediate and dependent family members for up to 5 sessions per personal matter (including, but not limited to: stress, addictive behaviors, parenting, financial issues, marital stress). The EAP may be reached at (866) 327-3759.

FAQs:

What if I do not feel comfortable coming to work on campus?

Employees who have concerns about returning to work due to a medical condition that places them or an immediate family member in a higher risk group should contact the Office of Human Resources to discuss their situation and what, if any, accommodations may be available.

Will we have summer working hours this year?

No. The Senior Leadership Team has decided to take a pause on this program for the 2020 summer months. The Summer Working Hours program will be revisited for next year.

Will I get paid? Do we need to report our hours for June 1st – June 15th?

Heidelberg University will continue to pay employees their regular wages and benefits during this reopening transition and through June 30, 2020, as communicated on April 23rd. As included in previous communications, it is the University's intent to ensure all employees receive their regular rate of pay and benefits during this pandemic crisis. Employees who can report to work, and who cannot work from home, should report to work on June 15th. For employees on the bi-weekly payroll, please continue to report hours on Employee Self-Service via OASIS. If you are taking a vacation day or a sick day, please report those hours as well.

Please check your email and the [Campus Update](#) frequently to see the most recent information and keep yourself informed and up to date.

Thank you to all of the campus community for the patience, flexibility, and resilience you are all giving during this unprecedented time.

The Office of Human Resources is here to help. Don't hesitate to reach out with any additional questions or concerns via hr@heidelberg.edu.

Sincerely,
Margaret Rudolph, CHRO/Title IX Coordinator

Important Links and Information for Your Use:

US Surgeon General – [Make Your Own Facemask](#).
[No-sew option](#).

[How to Avoid Stress When Working from Home](#)

[How to Have a Successful Virtual Happy Hour](#)

[Quarantine Recipes to Try](#)

[Guiding You Through Turbulent Times](#) (provided by TIAA)

[Understanding the Director's Stay at Home Order](#) (Ohio Department of Health)

[The Benefits of Journaling for Stress Management](#)

[Seneca County General Health District](#)

[Ohio Department of Health](#)

[University Policies Handbook](#)

[University Benefits Handbook](#)

[Summit Employee Assistance Program \(EAP\)](#)

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