



June 10, 2020

Dear Heidelberg Employees:

We hope this communication finds everyone doing well! The planning to welcome our students back to campus in the fall is fluid – moving along with national, state, and local health guidance. Similarly, opening our campus facilities requires consideration of internal resources as well as reliance on external providers. **Due to the amount of continued preparation needed to re-open safely, we are adjusting our campus re-opening date to Monday, June 22<sup>nd</sup>.**

Here is the revised re-opening information in total (**with the most current updates highlighted**):

### 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 re-opening 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 re-opening 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 1<sup>st</sup>: Outdoor Athletic Facilities**

**Beginning June 22<sup>nd</sup>: All Campus Buildings will begin to open** for faculty and staff to return to the workplace. **If there any changes or unique circumstances that would delay a building opening, your direct supervisor will communicate with you.** Under this re-opening, 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 need appropriate PPE, please notify your appropriate SLT member **and/or supervisor so that a PPE Request may be made to the Krammes team.**
- 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 work spaces throughout the workday.
- Hand sanitizer is provided throughout the 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 on how to prevent the spread of germs.
- Staggered work days and remote work is encouraged to reduce the number of people in an office space at one time.
- Workspace layouts and seating arrangements should be revised to allow for social distancing.
- Meeting rooms, classrooms, and other communal areas will have reduced seating and capacity limits. **Additional updates regarding classrooms, common spaces, and residence halls will be provided as that work is completed before students arrive on campus.**
- Hallways and stairways will be marked as one-way to reduce face-to-face traffic. **Signage is first being placed in buildings with the most current traffic but all buildings will eventually be updated with this information.**
- 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). **In-person meetings, in accordance with the Ohio Department of Health Order signed on May 29<sup>th</sup>, are limited to no more than 10 persons.**

As part of this re-opening 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 which supports staggering or alternating staff members within an office space.

### **Mental & Emotional Wellbeing**

Heidelberg University employees have access to Summit ProMedica Employee Assistance Program (EAP). The EAP is available 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 depending 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. Senior Leadership Team has determined 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 1 – June 22?**

Heidelberg University will continue to pay employees their regular wages and benefits during this re-opening transition and through June 30, 2020 as communicated on April 23<sup>rd</sup>. 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 22<sup>nd</sup>.**

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](mailto: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 \(EAP\)](#)

Stoner Health & Counseling Center: 419-448-2042 or [jbaldoss@heidelberg.edu](mailto:jbaldoss@heidelberg.edu)

Office of Human Resources: 419-448-2111