



June 19, 2020

Dear Heidelberg Employees:

Happy Midsummer's Eve!! In celebration of the longest day of the year, I hope you are able to take time to enjoy the day! While we continue to plan and navigate the "welcome back" of our students in the fall we are continuing as planned with the re-opening on Monday, June 22<sup>nd</sup>, in accordance with all available local, state, and national guidance. Please review the following key points that have been announced in prior communications.

**Beginning June 22<sup>nd</sup>: All Campus Buildings** will be open for faculty and staff to return to the workplace. 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. **For employees, this means every day you are reporting to work.** Please don't forget this important step!!
- **Masks / face coverings are required** for all employees and visitors.
- Let's face it, no one "likes" to wear a mask unless they have super-secret powers and do not want their identity revealed. I wear a mask because it is important that I protect the people around me. I carry my mask in my purse. I put my mask on in the car and then walk to my office building. I take it off when I am in my office. I put it on when I walk to the bathroom or the Pit Stop. The expectation is that everyone wears a mask when they are moving between buildings, when there is a distance of less than 6 ft between another individual, and when they are not working alone in their office or in a confined or isolated area. Wear the mask. We are all responsible to enforce masks on our campus.
- If you need Personal Protective Equipment (PPE), please notify your appropriate SLT member **and/or supervisor so that a PPE Request may be made to the Krammes team.**
- The Krammes team is working really hard to do A LOT of work. We can all help and here is how:
  - We can assist with cleaning our immediate work spaces.
  - We can work with our supervisors to revise office spaces or create new traffic patterns through our work spaces.
  - While plexi-glass barriers are being constructed, we can post signage that provides a phone number or have appointment-only visitors. The plexi-glass is intended to provide additional protection when a distance of 6ft cannot be maintained. Please feel free to identify options and solutions that work for your office.

- 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.**

### **Don't miss this part...**

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. Please work with your direct supervisor to talk about this option!

### **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.

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](#).

[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 or [mrudolph@heidelberg.edu](mailto:mrudolph@heidelberg.edu)