



## Coronavirus (COVID-19)

### Governor DeWine – Responsible RestartOhio (Effective May 4th)

How This Impacts Heidelberg University Employees

A **HUGE** thank you to all of our faculty and staff who have worked so hard AND navigated uncharted territory during these past few weeks! As previously noted, Heidelberg University's primary focus continues to be the safety and well-being of all members of the campus community, including students, faculty, staff and visitors. You are all making this happen with your hard work, collaboration, and adaptability in these unprecedented times!

### Responsible RestartOhio

On Monday, April 27<sup>th</sup>, Governor Mike DeWine released [Responsible Restart Ohio](#) which outlines **5 mandatory Responsible Protocols** for all businesses as well as industry-specific rules for re-opening. Heidelberg University will fully comply with all mandatory principles **and** the guidelines for [General Office Environments](#).

The first and most important step to adhere to these guidelines is the continuation of our remote working practices. **Heidelberg University will continue to work remotely, to the greatest extent possible, for the month of May 2020.** In other words, the exact same provisions from April will be in place for May. Employees should not report to work unless they are performing one of the following specific functions and have the approval of their direct supervisor:

- Facilitating distance learning;
- Performing critical research; or,
- Performing essential functions.

If you must complete work on campus, please be aware of the following **specific and required guidelines**, including all of the previous health and prevention directives issued by Governor Mike DeWine and the Ohio Department of Health, **that must be followed in order to permit you to work on campus:**

**Five Protocols for All Businesses** – Heidelberg University will follow all of these protocols:

1. **Require face coverings for employees and recommend them for clients/customers at all times.**

What this means for HU:

- Face coverings include medical and non-medical grade masks and also include scarves, bandanas, gaiters, and can be crafted from a variety of household items.
- At this time, due to a lack of available suppliers, Heidelberg is NOT providing face masks.

- Employees who have a solitary work environment (i.e., office that is not shared with anyone else) may remove their face covering when working in that area. An employee moving throughout any public space (i.e., walking through a building) must wear a face covering.
  - Resources:
    - US Surgeon General – [Make Your Own Facemask](#).
    - [No sew option](#).
    - Employees may also contact [Janelle Baldosser](#) for assistance in obtaining a non-medical grade face mask.
    - [Ohio FAQ's re: Face Coverings](#)
- 2. Conduct daily health assessments by employers and employees (self-evaluation) to determine if “fit for duty.”**

What this means for HU:

- If you are going to be working on campus, you must complete a Self-Evaluation Form and return it to your direct supervisor BEFORE starting work. The Self-Evaluation Form can be completed and submitted online via [inside.heidelberg.edu](https://inside.heidelberg.edu). A link to the form will be provided in a separate email.
- 3. Maintain good hygiene at all times – hand washing and social distancing.**

What this means for HU:

- Wash your hands often. If you do not work in an area that has water and soap readily available, you must have hand sanitizer available and use it frequently.
  - Refrain from touching your face, eyes, or nose.
  - Sneeze or cough in your elbow.
  - Maintain 6 feet between you and any other individual who you come in contact with.
- 4. Clean and sanitize workplaces through workday and at the close of business or between shifts.**

What this means for HU:

- All employees who work in an office space will be responsible for sanitizing their office space at the end of the day in which they are on campus.
  - All common areas (counter tops, copier “control” panel, filing cabinet handles, doorknobs, etc.) must be wiped down with EPA-listed disinfecting agents. If your office does not have the appropriate disinfecting supplies, please contact the Krammes team to obtain them.
- 5. Limit capacity to meet social distancing guidelines.**

What this means for HU:

- Heidelberg University will continue to limit all meetings, groups, etc. to no more than 10 individuals. These meetings should be extreme exceptions. All meetings to date have been conducted virtually and unless there is an emergency requiring on-site presence, any in-person meetings should continue to be virtual.

An employee coming on to campus to complete work must follow these protocols and must have contact with their direct supervisor.

**All telecommuting requests previously submitted and approved are automatically extended through May 31<sup>st</sup>.** Employees who do not need to be at work, whether they can telecommute or not, **should not be on our campus.** If you have not submitted a telecommuting request, you may do so [HERE](#).

**Will I get paid? How long will I get paid?**

Heidelberg University will continue to pay employees their regular wages and benefits 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.

**Do I need to complete my bi-weekly time-sheet?**

Yes! Employees on the bi-weekly payroll can log into OASIS via any internet connection to complete their bi-weekly time-sheet and supervisors can do the same to approve time-sheets. Please report the time as "Regular" unless you are taking vacation or sick leave for a specific date or time.

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 work you are doing in this unprecedented time. This has been challenging for all of our campus community and everyone really is doing great work! Please continue to check in on each other – say hi, share a virtual happy hour, share a successful Zoom meeting, give comfort when your colleague has had a rough day – we are truly in this together and come out stronger when we stick together!

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,

Janelle Baldosser, CNP, Director, Stoner Health & Counseling Center  
Margaret Rudolph, CHRO/Title IX Coordinator

**Important Links and Information for Your Use:**

[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 \(EAP\)](#) -- please note that telecounseling options are now available and additional counseling staff is ready to assist.

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)