



# SAINT AUGUSTINE'S UNIVERSITY

*Transform. Excel. Lead.*

## SAU Returns to Campus

- Employees will return to campus as early as 7:00am on Monday, June 1st. In order to avoid a backlog of employees standing in line six (6) feet apart) each department will be given a time to report to campus on Monday. Please check with your supervisor for your designated time.
  - ✓ SAU Staff will report to Gordon Health Building for daily temperature checks for fourteen (14) days. Due to HIPPA requirements each employee must present identification.
  - ✓ SAU Faculty will report to Baker Hall for daily temperature checks for fourteen
  - ✓ (14) days. Due to HIPPA requirements each employee will be required to present identification.
  - ✓ One (1) NK95 mask will be distributed to each employee after their initial temperature check.
  - ✓ The university strongly encourages all employees to wear face masks, shields, or coverings while on the campus to protect you, other colleagues, and your family.
  - ✓ You will be given a document to clear you to report to your office and this should be presented to your supervisor.
  - ✓ If your temperature is 100.5 degrees or more, you will be asked to return home and you will be contacted by Health Services and/or Human Resources.
- As we return to our workplace, there are several options departments will consider to maintain required social distancing measures and reduce population density within buildings and workspaces.
  - ✓ Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments will schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.
  - ✓ Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.



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- ✓ Remote Work: If approval is given by the VP, those who can work remotely to fulfill some, or all their work responsibilities may continue to do so. These arrangements can be done on a full or partial day/week schedule as appropriate. Supervisors are responsible for work plans to ensure that goals and responsibilities are met.
  
- SAU has or will take the following steps to ensure your safety:
  - ✓ Installation of sanitation stations in buildings.
  - ✓ All buildings and offices will be sanitized and fogged.
  - ✓ All temperature checks will be taken and tracked by Health Services and the Police and Safety Department Staff.
    1. Health services conducted thermometer/temperature training for all Police and Safety Department Staff
    2. Infrared thermometers (no contact) were purchased and will be used to take temperatures.
    3. All buildings that are utilized will be sanitized throughout the day and at the end of the day in preparation for the next day of business.
  
- SAU employees are strongly encouraged to:
  - ✓ Wear mask, shields, or face coverings while on campus
  - ✓ Wash hands for at least 20 seconds several times during the day
  - ✓ Practice "social distancing" always.
  - ✓ Report any COVID-19 symptoms to Health Services ASAP

If you have concerns or questions please forward an email to [OfficeofHumanResources@st-aug.edu](mailto:OfficeofHumanResources@st-aug.edu) or call the office beginning on Monday at (919) 516-4203.