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**COVID-19 GUIDANCE for  
EMPLOYEES AND SUPERVISORS**

**December 16, 2020**

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## GUIDING PRINCIPLES

Clemson University will continue to closely monitor potential negative impacts to the safety of students, faculty, staff and the Clemson community brought on by COVID-19. Clemson is committed to protecting the most vulnerable and minimizing the potential spread of the virus at any campus location.

Throughout the pandemic, decisions will continue to be made with health and safety as the top priority, using guidance from the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC).

Clemson University has adopted protocols to manage COVID-19. As part of this continuing effort, the Office of Human Resources compiled the information in this guide to assist our staff, faculty and student employees.

Faculty, staff and student employees, a.k.a. team members, should check the [University's Healthy Clemson United as Tigers](#) page frequently for updates to employee guidance. In addition University leadership will continue to communicate to Clemson's community any updates or changes.

**At the end of this guidebook, supervisors will find important information to assist them in their supervisory role.**

# GUIDANCE FOR EMPLOYEES ACCESSING UNIVERSITY FACILITIES

## Workplace Expectations and Guidelines

In order to protect the health and safety of Clemson's employees, students, visitors and contractors, all employees are expected to fully comply with the guidelines outlined in this document. Failure to do so may result in corrective action.

## COVID-19 Workplace Training

All employees are required to complete the COVID United as Tigers Training through the Tiger Training system. This training covers detailed instructions on all aspects of the workplace, including non-pharmaceutical interventions, such as wearing cloth facial coverings and maintaining social distance.

For current employees who completed the online Fall 2020 training, no further action is required.

New employees will be required to complete the COVID United as Tigers Training, and this training will be assigned through the Tiger Training system. The Tiger Training system will provide email reminders to these employees until the training is completed.

## Symptom Monitoring Requirement

Team members reporting to work at Clemson locations must conduct daily symptom monitoring using the [self-assessment tool](#) available on the [COVID-19 website](#) or available through the my.Clemson app — to quickly access the recommended actions someone should take in the event they experience symptoms of COVID-19. Access through the website requires users to log in with DUO, Clemson's computer two-factor authentication tool.

Follow instructions on the [COVID-19 Quick Reference](#) if you are sick, experiencing symptoms of COVID-19, if you've tested positive for COVID-19, if you think you may have been exposed to COVID-19 or if you've been exposed to someone who was exposed to COVID-19.

## COVID-19 Testing Requirement

In an effort to provide initial data on positive cases in our population, and to minimize exposure on campus by identifying and isolating individuals prior to their arrival on campus, the University will require all faculty, staff and students who are working, learning or visiting a Clemson location to be tested for the COVID-19 virus. To register for testing and to find detailed instructions, follow this link to the [University's COVID testing page](#).

## Testing in 2021

Clemson University leadership, in conjunction with internal and external public health experts, announced the initial plan for COVID-19 testing for 2021. With the continued priority of health and safety for all members of the community – students, faculty, staff and the surrounding population, the testing process will build upon the successful, aggressive testing procedures implemented in 2020.

By regularly testing asymptomatic students, faculty and staff, the University's goal remains to identify and isolate active cases to minimize the spread of the virus.

Broken into pre-arrival and in-semester/ongoing testing periods, Clemson intends to test every student and employee prior to their return to university facilities. With increased capacity provided through the University's on-campus lab, capacity and turnaround time have drastically improved.

## Accepted Tests

The accepted method of testing for students and employees is a negative polymerase chain reaction (PCR) test via nasal, nasopharyngeal, throat or saliva. Negative antigen tests will be accepted as well for pre-arrival requirements only (samples collected Dec. 28, 2020 – Jan.2, 2021).

The University will not accept a positive serological test at this time.

## Pre-Arrival Testing Information

All pre-arrival testing information was published on December 16, 2020.

Explore [January return to campus testing details](#).

## In-Semester (Ongoing) Testing

Beginning January 11, all faculty, staff, and students accessing campus facilities (classrooms, study areas, dining halls, offices, recreation areas, etc.) will be required to test weekly. Registration will be required through the [University's COVID testing page](#).

## Testing Locations

- Clemson's Main Campus

- Testing is available, and employees can use the [University's COVID testing page](#) to register for a free test. The result is uploaded automatically, removing the need to use the Upload Tool.
- Greenville Area Testing
  - In addition to DHEC sites, the University is finalizing details on a dedicated Clemson Greenville-area testing location. Students, faculty and staff at CU-ICAR and Greenville One will be notified of testing availability and processes once finalized.
- Non-main Campus Locations
  - Visit [expanded mobile testing](#) locations around the state.

## Uploading Your Results

At Clemson-specific testing locations (on main campus, dedicated Greenville location), test results are automatically uploaded employees need not take additional steps.

Employees tested anywhere other than a Rymedi/Clemson testing location should continue to use the [Upload Tool](#) to submit results.

## If an Employee Tests Positive

Those who test positive will be required to self-isolate for 10 days before returning to a Clemson location.

## Employees Who Do Not Need to Access University Facilities

Faculty and staff who do not plan to access any University facility (remote work, all online classes, etc.) are not required to submit test results or report for weekly testing. If for any reason, access to University facilities becomes needed at a later date, individuals must provide a negative test result completed within seven days prior.

## Additional Voluntary Employee Testing - Main Campus

At times information will be shared with all employees regardless of whether they work from home or from a University facility regarding optional testing availability. Employees may sign up for testing using the [University's COVID testing page](#).

## Compliance

Any individual found to be not in compliance with university testing requirements will face disciplinary action.

## Should You Return to the Workplace?

To help slow the spread of COVID-19, proactive measures to safeguard the health and safety of employees in the workplace are being offered based on the direction of South Carolina Department of Administration. Measures include extending telecommuting arrangements and/or other special considerations to

eligible workers who may have a higher risk for COVID-19 infection as defined by the Centers for Disease Control and Prevention (CDC).

According to the CDC, people of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Based on what the CDC knows as of November 2, 2020, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

You may be eligible to request a workplace accommodation related to COVID-19 if you are high-risk for COVID-19 as described above or if your concerns about returning to work include the following:

- You are the primary caregiver for someone with higher risk factors as defined by the CDC above.
- A member of your household has a serious health condition.
- You have household members who are front-line health care workers.
- You are facing difficulties due to school closings or a lack of access to childcare.
- You have anxiety or fear of returning to work.

Team members who are at a **higher risk** for COVID-19 based on the above risk factors or concerns should first discuss their concerns with their supervisor. Team members do not need to disclose any specific medical information or medical history with your supervisor — only that you or you as a caregiver or a member of your household meets the higher risk criteria defined by the CDC guidelines listed above.

If additional accommodation is needed, visit Clemson's [ADA site](#) to review the guidance and request an accommodation by clicking on the orange banner entitled complete the [COVID19 Notice: Employee Guidance to Request Accommodations including Telecommuting due to COVID-19](#). Continue to maintain close communication with your supervisor.

Supervisors are encouraged to use flexibility and consult with HR when making decisions related to requests that do not fall under the protection of the Americans with Disabilities Act or the Pregnancy Discrimination Act.

## **Anxious to Return to Work?**

Clemson is committed to protecting the most vulnerable and minimizing the potential for an outbreak at any campus location.

Speak with your supervisor about your concerns and reach out to [ASK-HR](#) with any additional concerns. Supervisors are encouraged to review support guidance specifically included for them at the end of this guide.

## **Roles and Responsibilities for COVID-19 Illness and Exposure**

All members of the Clemson University community have a shared responsibility for the University's management of COVID-19. Whether you are a supervisor needing to know what to do if one of your team becomes exposed to COVID-19, you are a team member who is ill with COVID-19 or someone with direct roles and responsibilities related to the University's response, follow instructions offered on the [COVID-19 Quick Reference](#).

# HEALTH AND SAFETY GUIDANCE - NON-PHARMACEUTICAL INTERVENTIONS (NPIS)

## Masks and Cloth Facial Coverings

Cloth facial coverings are required while in all Clemson University buildings, in all University programs held in non-University buildings, in outdoor spaces on-campus, when using University mass transit and where appropriate physical distancing cannot be guaranteed.

Follow [these instructions](#) while driving or riding in shared vehicles.

Masks are not required when in private offices, in housing rooms, when not in close contact with another person such as walking alone outside, or when eating or drinking.

*Note: Cloth facial coverings are not a substitute for physical distancing.*

## Your Cloth Facial Covering and Safety Steps for Use

Two cloth facial coverings were purchased for each employee. Cloth facial coverings may not be reused without proper laundering with detergent between workdays. You may use your own cloth facial covering if you choose.

## Safety Steps

- Wash hands/use hand sanitizer prior to using the cloth facial covering.
- Ensure your cloth facial covering fits over your nose and under your chin.
- Avoid touching the front of your cloth facial covering.
- When removing your cloth facial covering, do not touch your eyes, nose or mouth.
  - Handle only by the ear loops or ties.
  - Fold outside corners together.
- Wash hands/use hand sanitizer after removing your cloth facial covering.
- Cloth facial coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- For more information on using or caring for your cloth facial covering, visit the [CDC's website](#).

## Physical Distancing

Maintaining a distance of no fewer than 6 feet (two arm lengths) between you and others is key to minimizing the potential spread of the coronavirus and your exposure to it. People can spread the virus before they know they are sick, so it's important to stay away from others.

Team members at Clemson facilities must follow physical distancing practices, especially for those considered to be at higher risk per CDC guidance.

## Handwashing

Team members should wash their hands often with soap and water for at least 20 seconds especially after time in a public place, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains at least 60 percent alcohol should be used. See the [CDC's When and How to Wash Your Hands](#).

Handwashing should occur on the following occasions:

- Before, during, and after preparing food.
- Before eating food.
- Before and after caring for someone at home who is sick with vomiting or diarrhea.
- Before and after treating a cut or wound.
- After using the toilet.
- [After changing diapers or cleaning up a child who has used the toilet](#).
- After blowing your nose, coughing or sneezing.
- After touching an animal, animal feed or animal waste.
- After handling pet food or pet treats.
- After touching garbage.

## Gloves

Depending on your work duties, gloves may be part of your Personal Protective Equipment (PPE).

Most team members do not use gloves for their assigned work duties, and gloves are not recommended in the prevention of coronavirus. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

## Cleaning/Disinfection

Teams from University Facilities will clean high-touch/high-traffic office and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety (OES) protocols. Because of the significant increase in their cleaning requirements across campus, Facilities will provide limited office space cleaning, and you and your team members should wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and that are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Supervisors may want to consider

checklists for cleaning shared spaces, like meeting rooms, and assign team members to rotate cleaning these spaces.

Facilities and Procurement Services will be working together to obtain additional cleaning materials to provide to individual departments. However, individuals are allowed to supplement cleaning efforts in their individual areas where possible with self-provided supplies.

Work with your supervisor to determine if there are department funds that can pay for additional cleaning supplies. A supervisor may contact Facilities to request additional cleaning supplies.

### **Cough/Sneeze Hygiene**

Team members should cover their sneeze or cough with their elbow or by using a disposable tissue. Cloth facial coverings further prevent the spread of the virus. Immediately after sneezing or coughing, team members should wash their hands for 20 seconds or use hand sanitizer.

No team member should report to work if they are sick. Any team member experiencing [symptoms of COVID-19](#) should follow instructions on the [COVID-19 Quick Reference](#).

## **GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS - PHYSICAL DISTANCING**

### **Public Transportation**

If you must take public transportation or use the CatBus Transit, you are required to wear a cloth facial covering before entering the bus or while waiting in confined areas for a bus. Avoid touching surfaces with your hands while on the bus. Maintain a distance of no fewer than 6 feet between you and other passengers. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60 percent alcohol before removing your cloth facial covering.

### **Working in the Office**

If you work in an open environment, even if partitions are constructed, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another individual.

Break areas, conference rooms, etc. should have measures in place to reduce the number of people in an effort to support physical distancing.

If you work in a closed office, no more than one person should be in your office unless the required 6 feet of distancing can be consistently maintained.

If more than one person is in any room, cloth facial coverings must be worn by all individuals and at all times. A cloth facial covering is not required if you are working alone in a confined office space, but partitioned work areas are considered open environments.

A cloth facial covering must be worn by any individual in a reception/receiving area. Cloth facial coverings must be worn when walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

When present, follow safety signage and directions posted throughout Clemson University facilities.

Keyboard covers, which are able to sustain routine disinfecting, should be employed on keyboards in shared spaces such as lobbies and kiosks in an effort to prevent damaging equipment while maintaining safety efforts.

Remove communal area items such as magazines and pens.

## Using Restrooms

Use of restrooms should take into consideration any limits based on restroom size to ensure at least 6 feet of distance between individuals. Cloth facial coverings are required in restrooms that have space for more than one person. Wash your hands thoroughly for 20 seconds afterward to reduce the potential transmission of the virus. If paper towels are available, use a clean one to turn off the water and a clean one to open the door. Dispose of paper towel(s) when exiting the restroom.

## Using Elevators and Stairs

Avoid elevators and use the stairs whenever possible because stairs are more open areas. If use of the elevator is needed, limit the number of people using the elevator at the same time.

If you are using the elevator, you must wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible.

Wash your hands or use alcohol-based hand sanitizers upon departing the elevator or using railings in stairwells.

## Meetings

Meetings should continue to be held using remote platforms such as Zoom, WebEx or another video conferencing tool. Additionally, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than in person.

The University produced [\*\*HEALTH & SAFETY DIRECTIVES FOR MEETINGS AND EVENTS\*\*](#) as a guide for all meeting planners.

If you use a shared meeting place, be sure to maintain the 6-foot physical distance and you must wear your mask or face covering. In addition to returning the room to its proper order, please clean the table surfaces and any equipment used such as a keyboard, mouse, phone, etc. Assign an individual to clean the area with disinfectant before and after each meeting. Try to only meet members of the public by appointment, and do not accept walk-in meetings if possible. Members of the public should be instructed to call a designated number upon arrival for the meeting to gain access to the building. All visitors are required to wear a cloth facial covering and to practice physical distancing and attendance at the meeting should be taken.

## **Meals**

Before and after eating, you should wash your hands thoroughly for 20 seconds using soap and water to reduce the potential transmission of the virus.

When dining on campus, follow all physical distancing guidelines and safety signage in the dining facility. Cloth facial coverings are required. Individuals are encouraged to take food back to their private office area or eat outside.

If you are eating in a shared work environment (break room, office, etc.), maintain 6 feet of distance between you and others. Cloth facial coverings are required. Only remove your mask or face covering in order to eat, then put it back on. Break rooms should be rearranged to allow for proper physical distancing. Follow any safety instructions on signage. Wipe all surfaces, including table, refrigerator handles, coffee machine, etc. prior to leaving the common area.

Replace reusable kitchen items (flatware, dishes and cups) in break rooms with sustainable, single-use options. Replace shared appliances with single-use or no-touch options (coffeemakers, ice/water dispensers) whenever possible.

## **Laboratory Work**

As essential research operations continue and more research activity is phased in, it is important to continue to minimize the potential for transmission of COVID-19. Part of this practice is regular sanitization of research laboratories. Sanitization of laboratory surfaces should be conducted on a regular schedule several times each workday. Sanitization should be conducted using a disinfecting solution / wipe approved by the CDC or EPA. A 70% solution (v/v) of ethanol or isopropanol and water can also be prepared in most labs and used with paper towels. Some common surfaces for disinfecting include:

- Doorknobs and cabinet / drawer handles.
- Benchtops and desks.
- Chair backs and armrests.
- Light switches.
- Keyboards.

- Other commonly touched surfaces.

In laboratories, many surfaces are frequently touched that may not be thought of when sanitizing surfaces. Some examples include:

- Fume hood / BSC sashes.
- Refrigerator / freezer handles and doors.
- Analytical instrument control surfaces and accessories.
- Microscopes, incubators, centrifuges.
- Frequently shared items such as pipettors, multimeters, tools, etc.
- Whiteboard pens and markers.
- Scales / balance control panels.
- Frequently handled optics, mirrors, detectors, etc.
- Glassware and other labware.
- Flow control knobs, faucets, regulators, etc.
- Glove box gloves.
- Other commonly touched objects / surfaces as determined by the group.

A plan for regular lab sanitization should be designed and implemented at the lab level, and responsibilities should be delegated as needed. In all cases:

- Any personnel who are ill (or have an ill household member) should not report to work. Supervisors should be notified immediately.
- Continue to observe proper physical distancing, wear your required cloth facial covering and practice good hygiene.

## Guidance for Essential Research Activities During Modified Operating Conditions

The intent of essential research activities during modified operating conditions is to minimize the number of individuals working in proximity at any one time and to conduct only research that is deemed critical.

General safety guidelines for essential University research activities include:

- Any personnel who are ill (or have an ill household member) should not report to work. Supervisors should be notified immediately.
- At least two persons should be in the lab at a time to ensure safety and security. Be sure to observe physical distancing, wear your required personal protective equipment and observe hygiene guidelines. No more than three individuals should be in a lab space at a time if possible.
- Work should only be conducted during typical business hours (8 a.m. to 6 p.m.) and during the specific times indicated in the essential research proposals that have been approved.
- Building access is provided only to those listed as approved personnel. No unapproved personnel shall be provided building access. No undergraduate students are permitted access.
- Ensure communications are in working order and emergency contact information is up to date.
- Update and discuss emergency procedures with your research group.
- Ensure all laboratory safety equipment is available and in proper working order (e.g., safety shower/eyewashes, fire extinguishers, spill kits, first aid kits, etc.).
- Ensure all local ventilation systems are functioning (i.e., fume hoods, snorkels, etc.).
- Avoid conducting high-risk operations such as the use of pyrophoric or air-sensitive reagents, previously untried hazardous operations, large-scale reactions, etc.
- Wear appropriate personal protective equipment (PPE) at all times.
- Chemical, biological and radioactive waste for essential activities should be collected and stored according to established protocols. Waste pickup will be conducted on a case-by-case basis and may be delayed. Effort should be made to minimize the generation of waste during this period.
- Restrict required vehicle ridership to one person per vehicle whenever possible and provide adequate ventilation/air flow. Follow [these instructions](#) while driving or riding in shared vehicles.
- Continue to observe all prudent laboratory practices.
- Anticipate the potential for further restrictions, including a University wide shutdown of all research operations. Under such conditions only

maintenance and monitoring operations of critical infrastructure and living specimens will be approved.

- During modified operations, no laboratory equipment, chemicals, apparatuses, etc. may be transported home for use.

If there are questions or concerns regarding essential research functions, contact your supervisor or department leadership. [Occupational and Environmental Safety](#) is also available to assist during this period.

## HEALTH AND WELL-BEING

### Employee Assistance Program

Clemson is committed to supporting your overall health and well-being and offers an Employee Assistance Program (EAP) to all faculty and staff. This benefit even extends to your spouse, dependents and other household members. EAP offers emotional, work/life and wellness support during this stressful period. Telephone or video counseling is available, and you can access this service using most smartphones, tablets and computers.



You may contact EAP Deer Oak Services by calling 866-327-2400 24 hours a day, seven days a week or by visiting the Deer Oaks website at [clemson.edu/human-resources/eap/index.html](https://clemson.edu/human-resources/eap/index.html).

### Counseling and Psychological Services (CAPS)

Stress and anxiety related to COVID-19 is normal. The fear of the unknown can feel overwhelming. During this trying time, taking care of your mental health is essential. See below for resources, information, tips and strategies on how to best manage stress and anxiety.

The University offers COVID-19 Mental and Well-being tips to manage stress related to COVID-19. Visit [clemson.edu/campus-life/healthy-campus/mental-health/covid.html](https://clemson.edu/campus-life/healthy-campus/mental-health/covid.html).

In light of the COVID-19 pandemic, a statewide support line for individuals in need of mental health or substance use services can be reached 24/7, toll-free at 1(844) SC-HOPES (724-6737).

### Sullivan Center

Clemson University's Joseph F. Sullivan Center provides virtual clinic visits to university employees and community members. Operated by Clemson's College of Behavioral, Social and Health Sciences, the Sullivan Center is an interdisciplinary health center serving university employees and communities across South Carolina.

Through this service, patients will have secure virtual visits with one of the Sullivan Center's nurse practitioners to address non-COVID-19 issues. If clinical problems cannot be fully addressed in a virtual visit, the Sullivan Center will schedule a follow-up, onsite visit at the Sullivan Center's Clemson or Walhalla Clinic with heightened precautions against COVID-19 transmission. Insurance and normal billing will apply for onsite visits.

To schedule a virtual clinic appointment, call (864) 656-3076. To learn more about the Sullivan Center virtual clinic, visit [clemson.edu/virtualclinic](https://clemson.edu/virtualclinic).

## Flu Shots

For Clemson employees and other individuals on the State Health Plan, flu shots are free. For those who are uninsured or have a different type of insurance, the cost of the flu shot is \$40 and can be paid by cash, credit card or check to the Sullivan Center. Before arriving for a flu shot, Sullivan Center staff recommend filling out the new patient form here and submitting it to the Sullivan Center via encrypted email to CUWELL@clemson.edu or fax to 864-656-1123.

To schedule an appointment, contact the Sullivan Center office at 864-656-3076.

# FACILITY ACCESS CONTROL

## Building and Facility Access

Whenever possible, use your ID card/badge and not a key to enter the building. You may not hold or prop open exterior doors under any conditions. Always ensure the door closes and locks behind you while entering and exiting the building.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical "rush hours" of the business day. If instructed to return to the workplace, enter and exit through the designated building access and at the designated time to facilitate physical distancing.

If you have not received approval to access your workplace, but think you have a legitimate need, request access via your supervisor. Access for research purposes should follow the prescribed process outlined [here](#).

Individuals approved to be on campus will be able to access the appropriate building. However, in the event you have difficulty accessing your workplace, contact your [Building Security Coordinator](#).

## **Signage**

Departments are asked to display signage throughout the workplace reminding individuals of guidance from the CDC on entering the workplace. Individuals reporting to a Clemson facility are expected to comply with safety signage.

Signage will be available for individuals to download on the [COVID-19 website](#) and to print to office computers.

## **Communication**

University Relations will oversee sending out key messages to the University related to COVID-19 and workplace guidelines through the employee newsletter, OUR Clemson.

# COVID-19 GUIDANCE FOR SUPERVISORS

# COVID-19 GUIDANCE FOR SUPERVISORS

## Introduction

Supervisors have a unique responsibility to not only ensure that jobs are completed by their direct reports successfully, but they also need to take precautions to assist in the safety of those team members and others with whom they may come into contact.

Every situation is different based on the team member's role and the personal circumstances. Supervisors should exercise flexibility whenever possible to accommodate requests while maintaining work standards and deliverables.

The information below is intended to provide additional guidance to support supervisors in their decision making related to the COVID-19 work environment.

## Supervising Team Members Who Are Anxious About Returning to Work

Supervisors should speak with team members to explore concerns and determine if and when the team member is able to return to the workplace. In addition, supervisors should discuss possible accommodations. Some considerations are staggered work schedules, rearranging or closing off workspaces, providing workplace barriers, limiting the sharing of supplies and common areas, etc.

Supervisors are encouraged to use flexibility and consult with HR when making decisions related to requests that do not fall under the protection of the Americans with Disabilities Act or the Pregnancy Discrimination Act. With some position requirements, there may be limited accommodations that can be made. The Staff and Faculty Relations Unit in HR can help you think creatively to meet your work expectations and the team member's medical or personal concerns. Continued below is key information for managing your team members during the pandemic, but you can reach out to [ASK-HR](#) with any additional assistance.

If supervisors support team members continuing to work remotely, then a [Telecommuting Agreement form](#) should be completed.

## **Supervisor Template: Return a Team Member to a University**

The University's COVID-19 workplace may involve team members temporarily working staggered and alternating schedules, and consequently State HR and Clemson's Office of Human Resources strongly recommend you provide a minimum of seven calendar days' notice of your team member returning to a Clemson-owned facility.

Supervisors who need to communicate to team members they supervise that they can return to the workplace may download this [template](#).

All team members must meet testing requirements before returning to any Clemson work location.

## **Supervisor Guidance on Staff Performance**

Staff members are responsible to meet the requirements listed in their position description when working on premises or remotely. A supervisor may adjust a staff member's planning stage to either account for a work accommodation or replace tasks that are not required or feasible during the unusual COVID-19 work environment. The supervisor should discuss any changes with the staff member, record the changes in the planning stage and share the changes via email with the impacted staff member. Changes can be made to the planning document whenever a business reason arises that causes an adjustment to the original plan.

Sometimes, adjustments need to be made if team members with family care demands arise due to school or health care needs. The supervisor should discuss alternate arrangements and not just remove tasks that the team member is responsible for but determine if the tasks can be performed at a different time or in a different way. Also, supervisors can request team members swap some responsibilities for a short period of time to maintain business deliverables.

If a supervisor is struggling with ideas to meet a specific work adjustment due to COVID related issues, please contact our Staff and Faculty Relations or Talent and Organizational Development units through [Ask-HR](#).

If you are in an area where the performance review period is nearing, please consider if adjustments to work have been made and not previously documented when providing a staff member with an overall evaluation. Supervisors should hold staff members responsible for tasks completed or not and give credit to activities added due to COVID-19 requests. Please remember that when delivering the final performance review, there should be no surprises. Where possible, please make every effort to adjust the planning stage prior to starting the evaluation period and provide regular verbal and written feedback to employees regarding their performance throughout the performance period.



## **Return to Campus/Staffing**

Supervisors should evaluate their workplace staffing needs in an effort to mitigate risks and to ensure the safety of faculty, staff, students and the community. Supervisors should monitor that all team members are following the protocols detailed in this guide for returning to their workplaces.

University leaders will closely monitor impacts of the virus and implement procedures to mitigate the spread. If localized outbreaks emerge, tighter restrictions and reduced staffing may result.

## **Team Staffing Options**

The following work schedule types should be considered by supervisors in an effort to reduce the number of people reporting to a workplace:

### **Partial Remote Work/Alternating Days**

With a supervisor's approval, team members able to work remotely could be asked to continue to do so for all or a part of their work schedule. See the [Telecommuting Policy](#), which includes an agreement form.

### **Staggered Reporting/Departure**

Stagger the reporting and departure times of individual team members by at least 30 minutes to reduce traffic in common areas such as building entryways, lobbies and break rooms. Team members using public transportation may experience additional commute times due to physical distancing requirements and reduced capacities on buses.

### **Flexible Work Schedules**

Team members may be candidates for flexible work schedules to expand workdays into evening hours. Review the [Workweek Policy](#).

## **Illnesses of Team Members**

Supervisors can ask a team member if they are experiencing symptoms of an illness but should not ask any questions that are likely to elicit information about a disability. For example, asking a team member about symptoms or how they are feeling is not likely to elicit information about a disability.

Supervisors should encourage team members to stay home when they are sick until they've been fever free or symptom free for 24 hours.

All concerns about COVID-19 should be referred to the [Sullivan Center](#), and team members who have been diagnosed with COVID-19 should contact the Sullivan Center prior to returning back to work.

Follow protocols identified on the [COVID-19 Supervisors, Building Security Coordinators and Occupational and Environmental Safety](#) if a member of your team tests positive for COVID-19.

## **Cleaning and Cleaning Supplies**

Supervisors may want to consider checklists for cleaning shared spaces, like meeting rooms, and assign team members to rotate cleaning these spaces.

Supervisors may contact Facilities to request additional cleaning supplies.

## **A Special Note of Thanks to Supervisors**

Thank you for your important work in supporting employees during this time while protecting the safety of our campus. If you have any questions about the information in this guide, please reach out to [Ask-HR](#).