

# GUIDE FOR RETURNING TO THE WORKPLACE



---

GUIDE FOR RETURNING TO THE WORKPLACE  
*Adapted from Duke University, with appreciation*

# CONTENTS



Effective June 5, 2020

<b>PHASED RETURN GENERAL INFORMATION.....</b>	<b>1</b>
<b>CAMPUS SELF-SCREENING QUESTIONNAIRE.....</b>	<b>8</b>
<b>EMPLOYEES POTENTIALLY EXPOSED TO COVID-19.....</b>	<b>9</b>
<b>FACULTY AND STAFF RETURN TO WORK POLICIES AND GUIDELINES.....</b>	<b>10</b>
<b>FACULTY AND STAFF REQUIRED COVID-19 AWARENESS TRAINING.....</b>	<b>11</b>
<b>SUPERVISOR RESOURCES.....</b>	<b>12</b>
<b>REMOTE WORK GUIDELINES.....</b>	<b>14</b>
<b>CDC POSTERS AND ANIMATED GIFS.....</b>	<b>15</b>
<b>CONVERSE BRANDED COVID-19 SIGNAGE.....</b>	<b>16</b>
<b>EMPLOYEE ASSISTANCE PROGRAM.....</b>	<b>17</b>
<b>INFORMATIONAL CDC VIDEOS.....</b>	<b>18</b>
<b>QUESTIONS.....</b>	<b>19</b>

# PHASED RETURN GENERAL INFORMATION



## **TASKFORCE RESPONSE TEAM GOAL:**

Converse University's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, safety for our faculty and students, and for the public we interact with.

## **COVID-19 RESPONSE TEAM MEMBERS:**

Boone Hopkins, Interim President  
Lienne Medford, Interim Provost  
Dianne Crocker, VP for Finance & Business  
Zach Corbitt, Chief Information Officer  
Jenn Bell, Director of Athletics  
Jamie Grant, VP of Enrollment Management  
Mike Kennedy, Interim VP for Philanthropy & Alumni Relations  
Bethany Garr, Dir. Counseling and Wellness  
Claire Gregg, Director of Human Resources  
Pam Wylie, Interim Registrar  
Gladden Smoke, Director of Facilities  
Holly Duncan, Interim VP of Marketing and Communications  
Sher-Ron Laud, Director of Residential Life  
Larry Jones, Director of Campus Safety  
Rhonda Mingo, Dean of Students  
AVI Foodsystems Representative  
Budd Group Representative  
Margaret Moore, Faculty Senate President  
Danielle Stone, Director of Community and Inclusion  
Kristin Lacey, VP for Operations and Strategic Planning  
Chris Vaneman, Dean of the School of the Arts  
Debbi Thompson, Director of Event Services  
Jessica Backman, Director of Student Activities and Civic Engagement  
Karen Mims, SGA President  
Will Case, Associate Provost for Student Success

## **WORKPLACE EXPECTATIONS & GUIDELINES:**

All staff are expected to fully comply with the policies, protocols, and guidelines outlined on this document as part of Converse University Workplace Expectations and Guidelines.

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) - [WORKERS' RIGHTS](#)**

Workers have the right to:

- Working conditions that do not pose a risk of serious harm.

- Receive information and training (in a language and vocabulary the worker understands) about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace.
- Review records of work-related injuries and illnesses.

### **SYMPTOM MONITORING REQUIREMENT:**

Employees who have been instructed to return to the workplace must [conduct a self-screen questionnaire](#) every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by the Wellness Center, Teladoc, or another medical provider to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, you should notify your supervisor and go home immediately if you are at work. If you experience symptoms before arriving at work, stay home and call and inform your Supervisor per the Absence Reporting and Call-In Requirements Policy. Please seek medical attention in both situations.

Converse University acknowledges that the COVID-19 outbreak has brought changes and challenges to the university, its operations, and its employees. Many employees face unique and individualized challenges related to health and their work due to COVID-19 during this unprecedented time. The Centers for Disease Control (CDC) has published information on groups of people who are at higher risk or more vulnerable to COVID-19 due to serious underlying medical conditions. Documentation is required for all accommodations.

**I. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.** Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.

#### **II. Risk for Severe Illness Increases with Age**

As you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

**III. People of any age with certain underlying medical conditions** are at increased risk for severe illness from COVID-19:

- Chronic kidney disease

- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently, there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, 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
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

### **Those Who Also Need Extra Precautions**

- Racial & Ethnic Minority Groups
- People with Disabilities
- People with Developmental & Behavioral Disorders
- Pregnant People
- People Experiencing Homelessness

Employees who are at higher risk for COVID-19 may make requests for temporary modifications during the outbreak to help mitigate their risk and better enable them to perform as many of their essential job functions as possible while COVID-19 remains a threat. Temporary modifications may include but are not limited to, moving classes to an online format, personal protective equipment for essential in-person work, remote work for essential job functions that do not require in-person duties for employees deemed essential in-person personnel, modified or flexible schedule, modified assignments for in-person work, or leave.

Converse understands that many health care providers are overloaded due to the COVID-19 outbreak and may not be able to see employees or complete paperwork to support requests in a timely manner. To help expedite employee requests for temporary modifications, the university is providing guidance on the steps supervisors and employees should take during this extraordinary time:

- Employees should make every effort to work with employees who request a temporary modification due to high risk or increased vulnerability to COVID-19.
- Employees who request a temporary modification due to high risk or increased vulnerability to COVID-19 and have not previously submitted documentation through the ADAAA process should be asked to submit documentation of the underlying medical condition to [hr@converse.edu](mailto:hr@converse.edu) for assessment

and granted interim accommodations pending receipt and assessment of documentation by Human Resources. Due to the extraordinary circumstances presented by COVID-19, the Office of Human Resources will accept documentation that includes a diagnosis such as a health insurance claim/benefits form, health care visit summary, or other medical records within the last two to three years documenting the condition in lieu of a signed health care provider evaluation form.

- All temporary modifications requested and granted must be reasonable and appropriate in connection with the employee's job and potential COVID-19 risk, be documented, and have an end date. Temporary modification requests that are deemed, through an interactive process facilitated by Human Resources, to be an undue hardship on the department or university will not be granted.
- As the COVID-19 crisis evolves, temporary modifications and end dates may be revisited by the supervisor, employee, and Director of Human Resources.
- Modifications granted during the COVID-19 crisis are not permanent modifications or reasonable accommodations as defined by the Americans With Disabilities Act and Amendments Act. If a need exists for reasonable accommodations post COVID-19 crisis or if modifications are necessary for a period of more than six months, the interactive process with the Director of Human Resources must be followed resulting in a determination whether reasonable accommodations are required and, if required, what are appropriate reasonable accommodations.
- Employees experiencing challenges accessing or using assistive technology while teleworking can contact the helpdesk@converse.edu

### **PHASED STAFFING:**

Converse University will phase in a return of staff overtime in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and self-screening protocols for COVID-19. Converse will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions, once approved, will be communicated through your respective supervisor.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No department should increase staffing levels beyond the current needs to support critical on-site operations without approval from your supervisor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the COVID-19 response team will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

### **STAFFING OPTIONS:**

Once staff members have been instructed to return to work on-site, there are several options departments should consider maintaining required social distancing measures and reduce population density within buildings and workspaces.

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus,

departments should 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.




**[WATCH RETURN TO WORK VIDEO WITH PRESIDENT NEWKIRK HERE](#)**

**PERSONAL SAFETY PRACTICES:**

**Guidance for Masks/Face Coverings:** After careful consideration and CDC recommendations the University requires [all employees to wear a face-covering or mask](#) when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. Masks/face coverings are worn and social distancing is maintained at all times in shared campus community spaces such as kitchens, breakrooms, copier rooms, meeting rooms and bathrooms.

It is permissible for employees to wear face coverings, masks, or neck gaiters they have made or purchased as long as coverings:

- Fit snugly but comfortably against the side of the face
- Be secured with ties, ear loops, or equivalent
- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be laundered without damage or change the shape

UNDERSTANDING MASK DIFFERENCES			
	 CLOTH FACE COVERING	 PROTECTIVE FACE MASK (3 PLY)	 KN95 RESPIRATOR MASK
<b>Intended Use and Purpose</b>	Helps protect others from you, especially if you are infected but have no symptoms, not fluid resistant	Fluid resistant and protects wearer from large droplets, splashes and sprays of other's bodily fluids. Protects others from wearer's respiratory emissions.	Reduces wearer's exposure to airborne particles including small particle aerosols and large fluid droplets
<b>Face Seal Fit</b>	Loose-fitting	Loose-fitting	Tight-fitting
<b>Filtration</b>	Provides <b>Low Level</b> of filtration and may help user keep hands off face	Provides <b>Moderate Level</b> of filtration, has a middle high density filter layer	Provides <b>High Level</b> of filtration, filters out at least 95% of large and small airborne particles
<b>Leakage</b>	Leakage occurs throughout cloth	Leakage occurs around mask edges when user inhales	When properly fitted and worn correctly, minimal leakage occurs around edges of this respirator when user inhales
<b>Use Limitations</b>	Wash after each use and before reusing. Not to be used on children less than 2 years.	Disposable. Discard after each use or patient encounter.	Disposable. Ideally discard after each use or patient encounter.



**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff working on-site must follow these social distancing practices:

- Stay at least 6 feet (about arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings



**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

**Gloves:** Departments defined as high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but 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:** Budd Group Housekeeping teams will clean based on CDC guidelines for disinfection. Facilities will also maintain hand-sanitizer stations at major building entrances, elevator stops, and high-traffic areas. Mechanical, electrical, plumbing, and monitoring systems will be assessed and readied prior to the reopening of buildings.



**Working in Office Environments:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.



A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

**Using Elevators:** Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others.

**Using Restrooms:** Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements.

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward.



# CAMPUS SELF-SCREENING QUESTIONNAIRE



The daily self-screening questionnaire is a tool that will help you assess your symptoms and determine if you are able to return to work. It also offers guidance on when to seek medical care and what to do in the meantime. This information is based on the Centers for Disease Control and Prevention (CDC) guidelines and recommendations for reopening.

Faculty and Staff are required to do a self-screen every morning prior to coming in to work [and submit a form HERE](#). It is a daily requirement to ensure the safety of everyone on campus. **If you respond “yes” to any of the questions and you are advised to stay home, please communicate with your supervisor in a timely manner per the [absence reporting and call-in requirements policy](#).**

\*\*Please note the [RAVE app](#) is being reviewed to replace this temporary process to collect the same data.



# EMPLOYEES POTENTIALLY EXPOSED TO COVID-19



If an employee has been directly exposed to COVID-19 or feels they are exhibiting symptoms at work, these are the guidelines we will use for our office workspaces [as suggested by the CDC](#):

1. Close off the employee's work area and wait to 24 hours to deep clean if the case is confirmed. Once we know test results we will have Budd Group clean. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.
2. Wait 24 hours before cleaning and disinfecting. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in the area. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection are not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
3. Follow the CDC cleaning and disinfection recommendations:
  - Clean dirty surfaces with soap and water before disinfecting them.
  - To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are appropriate for the surface.
  - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
  - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Please remember any time you are coming in close contact with other employees or their workspaces to wear masks, keep a safe distance, and wash hands often. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, etc, however, we realize the importance of disinfecting all surfaces, to make sure we are providing maximum health and safety measures ([CDC](#)).

If you are going to work at someone else's space, please wipe down surfaces both BEFORE and AFTER you are sitting in their area. Employees must have a release to return to work from the Wellness Center, Medical Provider, EAP, etc.

# FACULTY AND STAFF RETURN TO WORK POLICIES AND GUIDELINES

Converse University is committed to supporting the health and safety of faculty, staff, students, and visitors as part of the nation's finest learning community. The multi-phased Return to Work on Campus plan is designed to:

- Safely return staff and faculty to work on campus after the Governor of South Carolina has modified the stay at home orders.
- Provide guidance on social/physical distancing, hygiene, policies, self-monitoring of health, prior to the first phase tentatively scheduled for June 15th.
- All employees will be required to follow the guidelines for social/ physical distancing, face-coverings, and hygiene in order to protect the health and safety of students, staff, faculty, and visitors.

In an effort to maintain compliance for reopening from the CDC, SCDHEC, and OSHA, the following policies were developed. Employees should review and acknowledge the policies prior to their return to work date. The health and safety of all members of the Converse community and neighbors is paramount to the work of the Task Force.

- [Social Distancing Policy](#)
- [Face-Covering/Mask Policy](#)
- [Absence Reporting and Call-In Requirements](#)
- [Self-Isolation Policy](#)
- [Infectious Disease Control Policy](#)
- [Self-Quarantine Policy](#)

Please note: COVID-19 continues to be a fluid situation, and university guidelines/policies may continue to evolve. We will provide further updates to our community if revisions are deemed necessary.

# FACULTY AND STAFF REQUIRED COVID-19 AWARENESS TRAINING



All returning staff the registration information for two (2) Wright eLearning courses:

- **COVID-19 Pandemic Response**  
Length: 10 Minutes [0.17 Hours]  
Language: English

This course covers the rapidly evolving COVID-19 pandemic and separates the myths from the facts so you can protect yourself and those around you in uncertain times. It features important tips on social distancing, as well as steps to follow to avoid exposure, reacting to infection, and maintaining good mental health during times of uncertainty.

- **Practicing Hand Hygiene**  
Length: 15 Minutes [0.25 Hours]  
Language: English

Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.

Please complete the training modules and acknowledge your completion of the training [HERE](#).

# SUPERVISOR RESOURCES



Leading Converse employees in times of change can be challenging in the best of circumstances. As a supervisor faced with guiding your employees through change due to the COVID-19 pandemic, it is only natural to feel like you are navigating uncharted territory. In many ways, you are doing just that. However, while the circumstances surrounding the current public health crisis are very different from most work-related change, the principles of effective leadership and change management remain the same. The following resources are in place to assist with providing you with guidance.

- [OSHA Protecting Workers During a Pandemic](#)
- [Return to Work Guidance for Supervisors](#)
- [Workplace Decision Tree](#)  
(Resource to help you decide if your department meets the criteria to return to work).
- [OSHA Guide](#)
- [CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again](#)

All supervisors should complete the (4) Wright eLearning courses:

- **COVID-19 Pandemic Response**  
Length: 10 Minutes [0.17 Hours]  
Language: English

This course covers the rapidly evolving COVID-19 pandemic and separates the myths from the facts so you can protect yourself and those around you in uncertain times. It features important tips on social distancing, as well as steps to follow to avoid exposure, reacting to infection, and maintaining good mental health during times of uncertainty.

- **Practicing Hand Hygiene**  
Length: 15 Minutes [0.25 Hours]  
Language: English

Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.



- **Preparing Your Workplace for COVID-19**

Length: 25 Minutes [0.42 Hours]

Language: English

Learn the latest guidance from OSHA and the CDC regarding your response to COVID-19 in the workplace. This course helps employers and supervisors in non-healthcare settings prepare their workforce and workplace for Coronavirus 2019's effects.

- **[Being an Effective Manager During COVID-19](#)**

The way we manage our departments and staff, as well as our personal lives, during this time of the coronavirus pandemic is new to everyone. In *Being An Effective Manager During The COVID-19 Pandemic*, we discuss suggestions and tips to help you in your job as a manager.

Please complete the two training modules and acknowledge your completion of the training [HERE](#).





# REMOTE WORK GUIDELINES



Remote work can be helpful in urgent situations such as a pandemic, allowing for continuity of operations. This guide outlines key considerations, best practices, and university guidance specific to COVID-19 remote work.

- [Guidelines for Remote Work](#)



# CDC POSTERS AND ANIMATED GIFS



These printable posters can be used to help raise awareness about handwashing and other COVID-19 related matters, in highly visible public areas, such as schools, workplaces, and restrooms. They are designed for all audiences, and some are available in multiple sizes and languages.

## RETURN TO WORK SAFETY

- [Protect Yourself and Others](#)

## FACTS VS MYTHS

- [Share Facts PDF](#)

## FACE COVERINGS

- [Cloth Face Covering PDF](#)
- [DIY Cloth Face Covering Instructions PDF](#)
- [Face Coverings Do's and Dont's PDF](#)

## SOCIAL/PHYSICAL DISTANCING

- [Social Distancing Guidelines PDF](#)

## SYMPTOMS

- [COVID-19 Symptoms PDF](#)

## HAND HYGIENE

- [Handwashing and Hand Sanitizer Use PDF](#)



# CONVERSE BRANDED COVID-19 SIGNAGE



Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas. Signs and flyers can be downloaded for posting in buildings and other facilities. The following posters have been created for placing on desks or posting. If you are in need of additional signage please contact [communications@converse.edu](mailto:communications@converse.edu).

- [Social Distancing Office Guidelines](#)
- [Stop the Spread Flyers](#)



# EMPLOYEE ASSISTANCE PROGRAM



In an ever-stressful world, it gets harder and harder to balance our workload with our personal lives. Each day, we put on our work clothes and our work faces and concentrate on getting the job done. It is extraordinary, really, how much gets done by people who are facing worry, trouble, and concerns in their lives.

Many of your co-workers and friends appear calm and focused on what they are doing, yet worry is with them always. Nearly half of all marriages end in divorce today. Some of our co-workers might be grieving the death of a loved one. Others may be struggling with drug and alcohol issues, caring for an aging parent, or dealing with the challenges of raising children.

Converse University realizes the difficulty of this balance and appreciates the achievements you bring to the workplace. That is why they provide you and your dependents an Employee Assistance Program (EAP).

Your EAP services are provided by ComPsych, an independent firm. The EAP counselors are not employees of Converse. This is one way we ensure confidentiality to you and your family members.

- [Your GuidanceResources Program](#)
- [Available 24 Hours a Day](#)
- [Confidentiality](#)
- [GuidanceResources for Family Members](#)
- [Here for You](#)

Username: LFGSupport

Password: LFGSupport1

## CDC Health Topics

The CDC Streaming Health channel on YouTube currently hosts over 2500 videos on a variety of health topics, from flu to HIV/AIDS and many more. Visit CDC Streaming Health to watch,



# INFORMATIONAL CDC VIDEOS



A core component of understanding COVID-19 is through education and training. The CDE participates in online video sharing which is a popular and powerful activity for exchanging information. Using video-sharing sites to disseminate tailored health education and health communication messages helps provide an engaging experience for consumers to view and create health and safety information. Here are a few videos that can assist with understanding COVID-19 and recommended precautionary measures.

- [What You Need to Know About Handwashing](#)
- [Global Handwashing Day](#)
- [Fight Germs! Wash Your Hands](#)
- [Symptoms of COVID-19](#)
- [DIY Face Coverings](#)
- [How to Safely Put on PPE](#)
- [What Older Adults Need to Know](#)
- [How COVID19 Can Spread in the Community](#)
- [Are you at a Higher Risk of Severe Illness](#)
- [Managing Anxiety and Stress](#)

To learn more view CDC videos at [www.cdc.gov/CDCTV](http://www.cdc.gov/CDCTV).

# QUESTIONS?



The HR team is committed to delivering quality service to each employee with the highest standards of respect and integrity. Please contact us with any questions regarding the COVID-19 Policies and Guidelines.

**LOCATION:**

Carnegie - 2nd Floor

**PHONE:**

864.596.9213

**EMAIL:**

[hr@converse.edu](mailto:hr@converse.edu)