University of Minnesota Sunrise Plan

SUNRISE PLAN

Last updated June 30, 2020

View the Sunrise Plan FAQ
Return to Safe Campus Public Health Alert

Topics

• Who qualifies
• Return request
• Employee expectations
• Special circumstances
• Workplace safety
• Handwashing
• Respiratory etiquette
• Distancing
• Housekeeping
• Communication

Downloadable Resources
Stop the Spread of COVID-19

Request for Return form

The University of Minnesota is committed to providing a safe and healthy workplace for all members of our community. Our employees, faculty, and staff are important to the continued success of the University and the surrounding community. Our community has been greatly affected by the COVID-19 outbreak, and it continues to affect our community in different ways, including how, when, and where many of us are able to work.

Most University employees should continue to work from home. Governor Tim Walz reinforced this advice for all Minnesotans when he announced May 13, 2020 new executive orders to replace Minnesota’s “Stay at Home” order.

The University has developed this Sunrise Plan (the Plan) to assist University employees in determining if they qualify to return to the workplace.

**The Plan will:**

- Assist you in determining if your job duties qualify you to work on site. Importantly, if you can work from home today, this Plan does not pertain to you. Continue working from home until instructed otherwise.
- Inform you about the approval process you must follow to work on site. There are no exceptions; all employees who qualify to work on site must adhere to the requirements of this Plan.
- Assist you by outlining the health and hygiene requirements you must follow if you are approved to work on site.

**Who currently qualifies for consideration under this Plan?**

Until further notice, the University expects that any faculty or staff who can work from home will continue to do so. The University expects that the list of those who qualify to return to the workplace will grow as the University’s active tracer testing program is implemented.

This Plan (revised June 12, 2020), anticipates that a growing number of faculty, staff and student workers and students will qualify for return to campus. The following categories are considered for potential return of work to campus:

- Researchers and their supporting staff whose research requires their physical presence to advance research goals or grant requirements;
- Faculty whose work requires their physical presence to complete;
- Extension educators who may require access to offices or other equipment to accomplish their duties;
- Administrative functions that are not otherwise possible if working from home;
- Undergraduate student workers or researchers, in coordination with their supervisor, on all campuses.

In particular, returning employees should only include:
Those who do not have public-facing roles;
Those who would normally engage with students, faculty, staff, or the public, but can work without permitting others into their work space;
Those who can demonstrate an ability to maintain social distancing, which could include staggered shifts by time or day, relocating some staff, or other solutions;
Those who may not fit neatly into these categories, but have developed a personalized “sunrise safety plan” unique to their work environment, subject to approval by University Health and Safety.

Employees who were already designated as “Essential On-Campus” employees or those who have been approved to conduct essential research and have been working on site already, can continue to do so without seeking additional approval.

As of June 12, undergraduate student workers and researchers in any University facility may apply to return in person. Undergraduate student workers must follow the University’s Connecting Campus campaign and work on a staggered schedule of 5 days of on-site work per week.

It is important to note that this Plan will evolve as necessary in response to the public health conditions in Minnesota and the University’s ability to facilitate safe on-campus operations.

It is also important to note that if transmission of the COVID-19 virus becomes significant on our campuses or at other worksites, the University may determine that employees who have received approval must return to a work-from-home scenario.

### Request for Return

Individual faculty, staff, or student workers who meet the criteria above may request a return to their worksite under the University’s COVID-19 Return to Campus Plan. Request for Return workflow process
and will require two steps of approval, which will be managed through the following routing process:

1. Research: needs approvals by unit head and Dean / Associate Vice Chancellor for Research or similar official as communicated by your leader.
2. Teaching and Outreach: needs approvals by unit head and Dean or similar official as communicated by your leader.
3. Administrative Activities: Vice President / Vice Chancellor or senior leader who oversees your unit or similar official as communicated by your leader.

No member of the University community may return to work on site until they have received the appropriate approval(s). It is the employee’s responsibility to comply with this Plan. Failure to receive approval will result in immediate on site work stoppage.

### Considerations and Expectations for Employees

An overview of the actions that all on site employees must take is provided by the University’s Office of Academic Clinical Affairs. This overview and the following detailed instructions for each employee category will serve as a guide to faculty, staff, and student workers as they return to campus.

As a reminder, if transmission of the COVID-19 virus becomes significant on our campuses or at other worksites, the University may determine that employees who have received approval must return to a work-from-home scenario.

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It is important to note that this Plan will evolve as necessary in response to the public health conditions in Minnesota and the University’s ability to facilitate safe on-campus operations.

It is also important to note that if transmission of the COVID-19 virus becomes significant on our campuses or at other worksites, the University may determine that employees who have received approval must return to a work-from-home scenario.
MDH, the CDC, and the University’s own medical and public health experts. If you believe you may have COVID-19, contact your primary health care provider. As with any illness, stay home and report your absence using the standard process for your unit.

Employee Self-Screening for those Working On Site

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor must require that the employee stay home, and the employee should seek guidance from their healthcare provider.

In the Workplace

- Staff members must be at least six feet away from each other.
- Per CDC recommendations, employees are required to wear face coverings indoors, as well as outdoors where physical distancing measures are difficult to maintain. Review information on required face coverings for employees, students and visitors and possible exceptions here.
- In-person meetings are discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other and wearing cloth masks.
- Break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation. Employees should wash hands with soap and water for at least 20 seconds prior to entering and after exiting the room.
- Visitors who are not directly related to the individual’s or unit’s work are not allowed.
- Sick employees must stay home.

Continue Good Health Habits

- Wash hands with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (as possible).
- Cover your cough or sneeze.
- Clean all high touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth with unwashed hands.

Consistent with our longstanding compliance with HIPAA and patient privacy, the University protects the privacy of faculty and staff health status and health information. Managers and supervisors are reminded that they have an obligation to protect the privacy of employee health information.

The University has leave policies that encourage faculty and staff to stay at home when they are sick, including:

- University Emergency Leave for COVID-19
- Pay Provisions During Emergency Closings or Reduced Operations
- Family Medical Leave Act
Family First Coronavirus Response Act Emergency Paid Sick Leave (federal)
Sick Leave:  Civil Service -- Labor Represented -- P&A
Vacation Leave:  Civil Service -- Labor Represented -- P&A -- Vacation Donation for Civil Service and Labor Represented employees
Comp Time:  Civil Service -- Labor Represented
Short-Term Disability (if applicable, employee-elected benefit)
Office of Human Resources COVID-19 FAQ

For faculty and staff with underlying medical conditions, or who have household members with underlying medical conditions, the following policies, resources, and supports are available:

- Employees should contact their unit HR Lead, who is available to consult with the campus disability resource/service office and/or UReturn to initiate the University’s process. This process considers accommodation(s) that can be put in place.

The University will work with MDH to inform workers if they have been exposed to a person with COVID-19 in the workplace, and MDH will require them to self-quarantine for the recommended amount of time.

Individual Circumstances

The University acknowledges that it is a community of individuals with different abilities and circumstances. If an employee feels that they need an accommodation, they should contact their unit HR Lead, their campus disability resource/service office, or UReturn to initiate the University’s process. This process considers accommodation(s) that can be put in place.

Safety in the Workplace

The University has implemented a number of enhancements to reduce opportunities for transmission in a number of ways.

Modifications to individual offices or workstations are not permitted unless an assessment from University Health and Safety confirms that said modifications are necessary.
Handwashing

Faculty and staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the restroom. Additional handwashing stations are also available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

- The MDH “Clean Your Hands!” poster, located in all restrooms, provides proper hand washing methods.
- In occupied areas, custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizers at a minimum of once per day, and more often in heavily trafficked public spaces.

Respiratory etiquette: Cover your cough or sneeze

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—afterward. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available.

- The Stop the Spread of COVID-19 initiative is our shared commitment to protect one another with daily individual health monitoring, proper handwashing, physical distancing, and wearing masks.
- The CDC “Stop the Spread of Germs” poster has been posted in all building lobbies and other common areas. The poster is also displayed on digital boards across our campuses where available.
- Individual departments are responsible for providing tissues in common areas, including reception areas and conference rooms. Tissues are ordered through U Market Services.
- Employees are required to wear cloth face coverings (masks) indoors, as well as outdoors where social distancing measures are difficult to maintain. Individuals may bring their own mask, or campuses/units may order them at no cost from U Market Services (masks are limited to two per employee at no cost).
- University Health and Safety staff are available to provide training on respiratory etiquette for units or individuals who are at a heightened risk of exposure.

Physical distancing

Physical distancing has been implemented across University campuses and facilities:
Faculty, staff, and visitors will avoid gathering in groups and in confined areas, including elevators.

Faculty, staff, and visitors will avoid using anyone else’s personal protective equipment, phones, computer equipment, etc. They should take precautions to sanitize them between use, as well as wash their hands before and after use.

In areas where hoteling workspace is in use, sanitizing wipes will be made available by the individual unit (wipes can be ordered from U Market Services when the supply chain recovers). Employees are expected to wipe down a hoteling workspace prior to using it and dispose of the wipe in the trash.

Where workstations do not permit at least six feet between employees, employees will wear cloth masks at all times.

Common spaces such as break rooms, study spaces, and conference rooms will have furniture rearranged or restacked to ensure a distance of six feet between employees. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.

Housekeeping

Regular housekeeping practices are being enhanced by the University, including routine cleaning and disinfecting of workspaces.

- All custodial staff and their supervisors have been provided refresher training on proper cleaning techniques.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the University, Environmental Health and Safety will coordinate cleaning and disinfecting of that individual's work space.
- Facilities management teams will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary. Twin Cities Facilities Management (FM) has listed additional details. Contact your campus FM for guidance at your location.
- Departmentally owned spaces such as labs will continue to be primarily serviced by the lab occupants, as they had been doing prior to the COVID-19 outbreak. MDH guidelines should inform cleaning frequencies.
- For shared departmental equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean before and after use. Units can order the necessary cleaning supplies from U Market Services or can call their campus facilities contact.

Communication

The most up-to-date version of this Plan will be posted at the Safe Campus/Public Health Alert webpage. The original and updated versions of the Plan are communicated via systemwide emails from the President, on MyU, in M Listservs, and via the Safe Campus Alert System. It will be updated, as necessary, to inform and guide faculty, staff, students, workers, and researchers on how to safely use University facilities.