

Return-to-Work  
Guide for HU  
Employees



HARRISBURG  
UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

## Welcome back!

As we return to work and begin our new hybrid, flexible work model at HU, we understand many employees have concerns about safety, as well as the changes to HU policies and procedures that we have implemented. We want every employee to be assured we are taking your concerns and the well-being of our employees seriously.

HU will update the COVID 19 Harrisburg Site and email employees with important updates. Employees can also reach out to [COVID19@harrisburgu.edu](mailto:COVID19@harrisburgu.edu) with any questions or concerns.

# What we are doing:

- All employees will perform a daily health assessment prior to arriving to HU campus to screen for COVID-19 symptoms and possible exposure.
- HU will continue to follow CDC and state/local guidelines regarding wearing a mask. **Effective 8/16/2021 ALL employees and students will be required to wear a mask while inside HU buildings, regardless of vaccination status.**
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the buildings.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business office hours will continue to be 8am-5pm, M-F; however employees may choose to work their shift between 7am-7pm, M-F to allow for staggered work shifts to reduce the number of people in the buildings at one time. This extended timeframe is also intended to meet the needs of HU employees to achieve a healthy work/life balance.
- Workspace layouts will be revised to allow for social distancing as needed. Acrylic wellness screens are available for employees who wish to have one on their desk.
- Meeting rooms, break rooms and other communal work areas have reduced seating and capacity limits.
- Business travel remains restricted to essential travel only.



# What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering as directed.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- **Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.**



# Frequently Asked Questions



## Can I continue to work from home?

HU would love to have all employees return to campus to restore the culture we worked so hard to create. However, we recognize many positions can continue to be successful working fully remotely or in a hybrid model. You should discuss your specific circumstances with your manager, if you have not already done so.



## Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as daily employee health assessments and social distancing practices to keep our workplace healthy.

# Frequently Asked Questions, cont.



## How will staggered work shifts impact me?

We are extending the start and end times of administrative/business work shifts to reduce the number of people coming and going at any particular time. For example, instead of everyone working 9 a.m. to 5 p.m. and entering the parking garage, elevator, etc. at the same time, some employees may start and end their day a bit earlier or later than traditional hours. Your manager will meet with you to discuss a schedule that works for you and meets the needs of HU students and partners.



## What should I do if I feel sick?

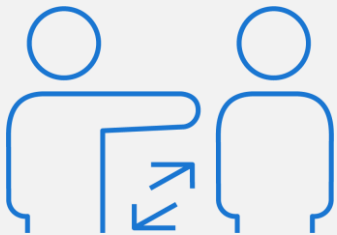
Employees who feel ill should notify their manager per the company policy and not report to work on campus. If you are already on campus and begin feeling sick, you should notify your manager and go home immediately. Employees must determine if they are well enough to work remotely or if they need to utilize accrued PTO that may be available. Contact human resources for more information on available paid time off.

# Frequently Asked Questions, cont.



## Do I have to wear a mask at work?

HU is requiring all individuals, regardless of vaccination status, to wear a mask on campus until further notice. Employees are expected to provide their own mask and wear the mask over their nose and mouth. Please review [the CDC guidelines for appropriate masks](#).



## Will we resume in-person meetings?

In order to promote social distancing in the workplace and account for the hybrid work model, many meetings will continue to be held virtually. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace.

# Frequently Asked Questions, cont.



## How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure, in a confidential manner. Employees who have been potentially exposed will be sent home and asked to telework for up to 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



## How should I communicate my questions regarding COVID-19?

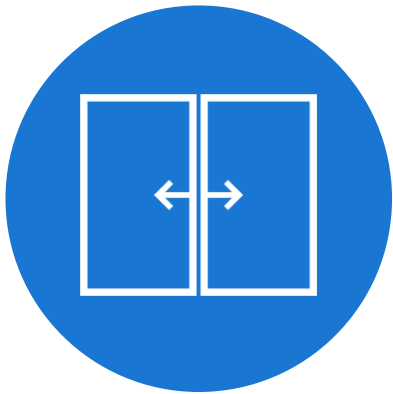
In order to streamline communications, HU has set up a new email address for employees and students to use to communicate questions and suggestions regarding COVID-19:

[COVID19@harrisburgu.edu](mailto:COVID19@harrisburgu.edu)



# Changes You May See at Work

HU has implemented new technology to keep our workplace safe going forward. Some of the new technology you may experience at any of our worksites include:



**Automatic doors**



**Air cleaners and HVAC filters to reduce airborne contaminants**



**Motion-sensor toilets, faucets, soap and paper towel dispensers**



**Body temperature scanning devices**



**Virtual Help Desk Kiosks**