

Vanguard University Return to Campus Playbook/FAQ

At Vanguard, it is always a priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our institution. These FAQs detail how we plan to reopen and still keep our faculty and staff safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of supervisors and employees, and outlines the steps Vanguard University is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this Playbook/FAQ, Vanguard University hopes to clearly communicate our plans and answer questions for those essential employees already on campus and returning soon, highlighting workplace protocols in place to protect your safety and establish a level of comfort for all of our employees. There is also a section at the end of this document that focuses on working remotely, integrating and updating the original working remotely FAQ provided back in March.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their supervisor or HR to discuss alternate arrangements, should they be necessary.

Returning to Campus

When will employees return to working on campus?

In addition to those essential workers who have already been back on campus using modified schedules, Vanguard plans to return other employees to work in a safe and phased manner as the COVID-19 pandemic abates. Vanguard's phased-in approach will allow for the safe return of employees over time in a coordinated process to ensure appropriate physical distancing and availability of personal protective equipment (PPE).

When you are requested to return to work on campus, you will be notified via Vanguard email by your supervisor. You should not return to campus for any reason until receiving notice and approval from Vanguard.

Will employees need to complete safety training before returning to work?

All employees returning to work are **required** to complete the Return to Campus Health and Safety for Employees training. If you were unable to attend a training, please [click here](#) to watch them. Those who have already returned have been provided protocol regarding social distancing and PPE, along with other

guidelines. **Employees will not be allowed to return-to-campus and remain working on campus unless the training has been completed.**

The training covers the following topics:

- Campus Arrival Protocol
- Face Covering
- Social Distancing
- Hand washing
- Office and Desk Sanitation
- Meeting protocol
- Sick Days
- Testing requirements
- Personal protective equipment (PPE) and sanitation protocols
- Navigating scenarios with co-workers
- Guidelines for leadership

Employee Screening

What is the daily health assessment and how do employees complete it?

All employees who have been instructed to return-to-campus must complete a daily health assessment on the day the employee wishes to come to campus. The daily health assessment will be available via the new Titan HST app beginning Monday, August 17. They will also be posted on the entry doors to several buildings on campus and are on the VU website (HR microsite) in the Covid section. You must be free of ANY symptoms potentially related to COVID-19. Once the Titan APP is operational, upon completion of the assessment, which is self-administered, if you can answer no to the 4 screening questions, you will receive a green screen on your phone and are released to come to work/campus that day. If you answer yes to any of the 4 questions, you will see a RED screen telling you not to come to campus and to contact your supervisor. One of the questions asks if you have a fever of 100.4 or above. If you do not have a thermometer, we will provide one for you. **IF YOU ARE NOT SCHEDULED TO COME TO CAMPUS THAT DAY, YOU ARE NOT REQUIRED TO COMPLETE THE ASSESSMENT ON THAT DAY, AGAIN, ONLY ON THE DAYS YOU INTEND TO COME TO CAMPUS.**

Screening Questions:

After conducting your self administered temperature check today, do you have a fever of 100.4 or higher? Yes ____ No ____

1. In the past 14 days: Have you tested positive for COVID-19 or been told by a health care provider that you likely have COVID19, even if you were not tested? Yes ____ No ____
2. In the past 14 days; Have you been within 6 feet, or close contact (>15 minutes) with, any person with a diagnosed, or suspected case of COVID-19? Yes ____ No ____
3. Have you been exposed to COVID-19 and are you experiencing symptoms of COVID-19 (i.e., fever, shortness of breath or difficulty breathing, cough, chills, muscle pain, sore throat, diarrhea or vomiting, loss of taste or smell, headache)? Yes ____ No ____

[CDC SYMPTOM LIST HERE](#)

How should employees complete the 4 question health assessment if they do not have access to a computer or smartphone?

As mentioned, the assessment is self-administered and consists of answering 4 questions. You can access those via the Titan Application on your phone or computer. If neither option is available, the questions are listed on the VU website and you should keep a hard copy at home. They will also be outside most building entrances, and you can also reach out to your Supervisor to have them walk through the screening.

What happens if I do not complete the health assessment?

All employees are required to complete the assessment via self administering or the Titan HST app. You will also sign an acknowledgement as part of the training resource materials attesting that you will self-administer the daily health assessment, even if that was doing it on the honor system reading the questions from a hardcopy, or upon arrival at work. Employees who refuse to complete the daily health assessment, including the temperature check, and are on-site will be sent home. In addition, if you come to campus after receiving a red screen on the Titan App. telling you not to come to campus, you will be sent home. Employees may use available paid time-off (e.g., sick, vacation) until they return-to-work, and they must comply with the daily health screen upon return.

What should I do if I do not pass the health assessment?

Employee's must be free of ANY symptoms potentially related to COVID-19 in order to work on campus. Employees who do not pass the daily health assessment must immediately:

1. Remain at home or leave campus if they completed the screening/health assessment , and not come/return to campus
2. Inform their Supervisor that they are unable to come to campus

3. Contact their healthcare provider for possible COVID-19 testing and medical care;

What if I test positive with no symptoms, or have been in close contact with someone who has the virus or was exposed, but I still have no symptoms?

If you tested positive but have no symptoms, remain isolated at home until 10 days have passed since testing positive. If you have been in close contact with someone who has the virus, or someone who was exposed to the virus, and you have no symptoms, remain isolated until after they have received results (negative) from their test, or for 14 days whichever comes 1st. Some test results are taking longer than anticipated.

Return to Work Considerations (from the CDC)	
Employee was symptomatic but was not tested for COVID-19 (presumed COVID-19 positive).	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time. • Cough, shortness of breath, and other symptoms have improved. • Ten days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time • Cough, shortness of breath, and other symptoms have improved. • 10 days have passed since they tested positive for COVID-19

What does Vanguard do with health assessment information? How long is the information held, and where is it stored?

In circumstances where Personally Identifiable Information (PII) is transacted, data privacy and storage rules will apply, and we will comply with health information rules (HIPPA). Should that be the case, the data retention process will include the following safeguards:

- Detailed temperature readings will not be stored, Vanguard will store limited yes/no responses.
- Forms will be stored separately from any employee performance files (both physically and within on-line systems)

- Employees without appropriate designation will not have access to this information

How will Vanguard handle high risk or vulnerable employees?

According to the CDC, individuals with certain conditions have a higher risk for COVID-19 infection. Those conditions include (subject to change pending available data and CDC guidelines):

- Older adults (65+ years old)
- Cancer
- Chronic kidney disease
- Chronic Obstructive Pulmonary Disease (COPD)
- Type 2 Diabetes
- Sickle cell disease
- Immunocompromised state
- Obesity (BMI of 30 or higher)
- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies

Additionally, the following conditions might also be at an increase risk for severe illness from COVID-19 (subject to change pending available data and CDC guidelines):

- Asthma
- Cerebrovascular Disease
- Cystic Fibrosis
- Hypertension
- Neurological conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary Fibrosis
- Smoking
- Thalassmia
- Type 1 Diabetes

Employees who identify as “high risk” or who have high risk individuals in their household may request temporary accommodations to the extent feasible. The employee need not identify the specific medical condition to their Supervisor. Notification to the supervisor that the employee is in a “high risk” health category is sufficient. Then if further discussion is required, your supervisor will consult with Human Resources. HR will engage in dialogue with the employee to determine if a longer term, temporary accommodation is needed.

What if an employee with a disability, but who is not high risk, feels uncomfortable with returning to work?

If an employee who is not high risk has concerns about returning to work, the employee should first contact their supervisor to discuss their concerns. Employees who cannot be accommodated may be required to use available time-off accruals (e.g., vacation) or permitted to use sick leave. Established accommodation processes, including the interactive dialogue, will be followed for employees with a disability who require an accommodation.

Guests/Visitors

Can employees bring non-Vanguard guests on campus if the VU employee is working on campus? What about deliveries or other visitors to campus?

From the most recent California Higher Education Guidance, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g. material deliveries, academic registration, and selected tours, etc), Vanguard will take steps to safeguard employees and visitors by:

- Those who invite the visitor is responsible.
- Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
- Requiring visitors to practice social distancing and good hygiene while on-site.
- Face coverings are required. If your visitor does not have one, we will provide one to them.

What about protocol for government agencies who may come to campus?

Vanguard has special visitor guidelines available [here](#) should you encounter a visit from outside governmental agencies.

Health and Safety on Campus

What can I and others do to reduce the risk of getting COVID-19 while on campus?

The best preventive actions that employees can take are the same as those for preventing flu, including:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Socially distance from other individuals in the workplace (6 feet) as much as possible
- Wear your mask whenever within 6 feet of other individuals or as much as possible when on campus
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home if COVID-19 symptoms arise
- Cover a cough or sneeze with a tissue. Then throw the tissue in the trash and disinfect hands
- Clean and disinfect frequently touched objects and surfaces and your work areas each day

What should I know know about proper hand washing hygiene?

Employees should wash hands every 30 minutes (for at least 20 seconds) and regularly use hand sanitizer when soap and water are not readily available. Hands must be washed after any of the following activities:

- Using the restroom
- Coughing or sneezing
- Touching the face (this may be hard to comply with)
- Blowing the nose
- Cleaning, sweeping, mopping
- Touching an animal
- Smoking
- Before and after eating and drinking
- Before and after starting a shift

How can employees and others on campus practice physical distancing?

To effectively practice physical distancing, employees and others on campus should:

- Keep at least six feet between yourself and another person in all public places including the library, dining commons, etc.

- Avoid close contact, including handshakes and hugging
- Limit in-person meetings

Should I wear a face mask while on campus?

Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, parking lots).

One face covering will be provided by Vanguard. Disposable masks may only be worn for one day and then must be discarded. Employees may wear a cloth face covering in place of a disposable mask. All masks must cover mouth and nose. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. It is suggested that cloth face coverings should only be worn for one day at a time and must be properly laundered prior to reuse.

When to wear a face covering per COVID-19 Industry Guidance for Higher Education:

- Interacting in-person with any member of the public
- Working in any space visited by members of the public regardless of whether anyone from the public is present at the time;
- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people are present when unable to physically distance;
- Driving or operating any public transportation or partransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

Should employees wear gloves while on campus?

Gloves are not required for employees. However, there may be some roles or situations (i.e. cleaning) that require the use of gloves, and gloves will be provided to those employees, as informed by local guidelines and ordinances. Employees may bring their own gloves, if they meet the requirements set forth by the local guidelines and ordinances.

If an employee reports a latex allergy and is unable to wear suitable gloves, the employee should inform their Supervisor who will find alternative glove options that meet the requirements.

What is Vanguard doing to make sure my work environment is safe?

Employees must do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or copier, telephone, microwave, etc.), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the college. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

In addition to health and safety measures by employees, Vanguard is committed to providing an enhanced cleaning protocol.

Our custodial services (Aramark) have implemented enhanced cleaning procedures, including all routine cleaning, sanitizing of high-touch areas and PPE requirements, as well as adding multiple rotations per day.

Vanguard will also ensure that hand sanitizers and tissues will be readily available in workspaces.

Are there any guidelines for using equipment on campus that I should be aware of?

Employees should limit sharing of equipment to their own (e.g., phones, keyboards). Employees should also clean and disinfect equipment and other objects they frequently touch, including workstations, phones, keyboards, etc., as well as wipe down any areas touched in common areas (e.g., coffee machine, microwave, copier, refrigerator).

Can I still hold in-person meetings in the workplace?

Until further notice, only essential in-person meetings are permissible. Meetings may not exceed more than 2-3 people and allow for physical distancing of six feet between attendees. All attendees must wear a mask or face covering while sharing space in a common room. If the meeting needs to be in-person and it is more than 3 people, please hold the meeting outside with masks and physical distancing.

Where feasible, meetings should be held in whole or in part using the extensive range of available collaboration tools (e.g., Zoom, telephone).

What will happen if an employee tests positive for COVID-19?

Any Vanguard University employee who experiences COVID-19 symptoms while on campus or has tested positive for COVID-19 must notify their supervisor or covid19@vanguard.edu as soon as possible. The employee will be asked to leave campus and may be contacted by Vanguard and/or public agency for contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Vanguard will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. The University may elect to close an office for a period up to 72 hours or reasonable time frame following a confirmed case to allow for natural deactivation of the virus and will institute deep cleaning before employees return to that site.

Will the Cafe on campus be open?

Yes, the Cafe will remain open. We have implemented a mobile ordering app that allows for contactless ordering and pickup. Employees are encouraged to take the food back to their office area or eat outside. If employees are eating in a work environment (e.g., break room, office), they must maintain a six-foot distance between others. Individuals should not sit facing one another. Individuals should wipe all surfaces (e.g., table, refrigerator handle, coffee machine) after use in common areas.

Compensation and Benefits Considerations

Will I be compensated for the time spent on the daily health assessment?

Yes, non-exempt employees should simply incorporate the few minutes (should be max of 5) to their daily timesheets to comply with the requirement. If the employee believes that it took longer to complete the assessment, the employee should inform their Supervisor so that the employee is paid for the additional time spent. No OT should be logged for this time, but rather you can simply work a few minutes less at the end of the day.

What are my time-off options if they are sent home due to exhibiting symptoms or having been diagnosed with COVID-19?

If the illness is deemed to be covid related, the employee should log into the Paychex system to log their COVID related time off (exhibiting symptoms, positive diagnosis, caring for someone with Covid, or home during waiting period for test results or quarantine) in the section/drop down menus called “temporary evacuation” Depending on the employee’s individual situation and extensiveness of their illness, the employee may be eligible for Family Medical Leave Act/ California Family Rights Act, or another form leave, paid or unpaid. An employee may also be required to use any available accrued vacation or sick time.

Working Remotely

Pursuant to the recent communication from President Beals, due to the current COVID-19 (coronavirus) outbreak, some employees will be asked to work on campus and others we will be asked to work from home, and/or a combination thereof. Most of us have had experience working remotely, especially recently. For others, this may be new, especially at Vanguard. In either case, we have attached the current [Telecommuting Policy \(730:065\)](#) that resides in our employee handbook for foundational information that applies at all times.

In addition, the University is continuing temporary telecommuting guidelines for employees who have been asked to work from home until further notice. On the home front, many are grappled with the personal effects of California school closures this past spring, anticipation of uncertainty about the fall, along with recent statewide return to shelter in place directive to stay at home, while monitoring their own health, and the care and health of loved ones.

The below FAQ’s are intended as workplace guidelines for those working from home on a full or part time basis to address these recent, highly disruptive changes. Not every question has been answered, nor every situation anticipated. Please apply them with equal measures of common sense and compassion, consulting with your supervisor, the covid19 team (covid19@vanguard.edu) and HR (hr@vanguard.edu) as needed. Please see our work from home best-practices **graphic** ([link](#)) along with other resource materials on the COVID-19 site ([link](#)) on how to simplify and enjoy working from home.

How long will this new structure of telecommuting be in place?

As of now, we will be continuing with the updated campus operations and telecommuting guidelines until we are told that it is safe to go back to normal on-campus operations. We will update you when more information is available.

When will training be for remote teaching?

Training sessions took place in March, and are continuing over the summer as we prepare for the fall teaching schedule. If you are a Faculty or Adjunct Faculty member, for questions in regards to remote teaching and/or training, please contact bstachowiak@vanguard.edu

Do I continue to get paid my regular pay during this time working remotely, and what about picking up my check if I don't have direct deposit?

Yes. Working from home or remotely doesn't impact how you get paid. You are encouraged to practice best practices as indicated in VU's standard **Telecommuting Policy** and the recommendations on the VU COVID-19 site. The only major change will be for those who do not have direct deposit. Check pick-up in the HR office will not be available at this time. Live checks (those not on direct deposit) will be mailed to the home address we have on file within 3 days of payday. Pay dates remain the 1st and 16th of each month. We encourage everyone to have direct deposit, so please contact hr@vanguard.edu for details on how to proceed with signing up.

What if I am an hourly employee?

You will continue to get paid as you work from home or are asked to remain on campus using the Paychex system just like you regularly do.

How do I fill in my timecard if I need to self-isolate or work from home?

The Paychex system is not IP specific, meaning you can log in remotely from anywhere. Non-exempt (hourly) employees should record their actual hours worked as you would normally if you are working from home.

If you are sick unrelated to the Coronavirus, please use sick pay. If you are sick from the Coronavirus, or caring for someone who has the virus, use pay code TE (Temporary Evacuation).

Exempt (salaried) employees should only use the appropriate sick or TE codes if you are unable to work in increments of 4 hours.

I currently participate in the Flexible Spending Account for childcare. Since I am now back home with my children, has the government made any provisions to allow me to stop my deductions?

Yes, we recently received notification for such, and if you are currently participating, you should have already received a notice as to what your options are to reduce or suspend deductions if you qualify. For more information, please email hr@vanguard.edu

How do I handle paid holidays working from home?

The same as you would usually. Based upon the date of this document, the next Vanguard paid Holiday is Labor Day, Monday September 7, so whether you are working from home or back working on campus, that is a day off.

What if I have questions about my work, hours, pay, etc.

The process is the same as if you were on campus. Start with your supervisor, then as needed, email hr@vanguard.edu or payroll@vanguard.edu for assistance.

NOTE: For those working remotely, there is a requirement that we provide access to the electronic labor posters ([click here](#)) similar to those on campus outside the HR office and in the Santa Ana office. Thank you.

If I am working from campus and feel sick, what should I do?

Regular, pragmatic advice still applies. If you are sick, you **should not** go to work or you should leave work immediately until you have been evaluated and advised by a medical professional. The Center for Disease Control recommends individuals who have been in close contact with a person known to have COVID-19, have recently returned from international travel, and/or have symptoms such as fever, cough, or difficulty breathing, take the following actions:

- Seek medical care right away, but call the doctor's office or emergency room before going, and tell them of your symptoms.
- Avoid contact with others and **until you have been evaluated** by a medical professional.
- Cover your mouth and nose with a tissue or your sleeve (and not your hands) when you cough or sneeze.
- Wash hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.

Those with concerns or questions about their illness or seeking advice about whether to come to work are invited to email Covid19@vanguard.edu.

I think I may have COVID-19. Where can I get medical care?

If community members become ill with a fever, sore throat, cough, or have difficulty breathing, they are advised to contact their primary care physician, or a local urgent care facility. Please remember to call before you go so that they can direct you to the best facility and help you avoid contact with others.

What do I do if I need to self-isolate for ten days or longer due to being tested positive for COVID-19?

Faculty and staff should contact their supervisor, and remain isolated at home or at a location they can be well cared for until such time they have been released by the Orange County Health Department to return to work.

What do I need to do in returning to work after being out sick with COVID-19?

If you test positive for COVID-19, you will need to comply with CDC guidelines to return to work (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>), . If you are under self-quarantine but not tested for the virus and do not develop symptoms, medical clearance will **not** be required for return to on-campus or remote work except in very rare cases where abuse of paid sick/dependent care time is suspected. However, CDC guidelines above will need to be followed. It is assumed that Vanguard employees are honest and trustworthy in their dealings with each other and the University.

I would like to talk with someone about my fears concerning COVID-19, like a counselor. Can the University assist me?

Vanguard has an Employee Assistance Program (WorkLifeMatters) available for a variety of matters, especially times like this. You can talk with a specialist for help with feelings of stress or anxiety about these events. For more information about WorkLifeMatters, go to www.ibhworklife.com, USER NAME = Matters, PASSWORD = wlm70101

Can employees continue to work remotely if they have not been asked to return?

Employees should continue working remotely unless they have been instructed by Vanguard to work on-site. Employees who have not been asked to work on-site must not return until they've been asked to do so to avoid a large density of people on campus. For detailed information about working remotely please reference the remote work document on the Covid -19 site.

If employees are designated to work remotely, can they come to campus?

No. If employees do not have formal permission to be on campus, they should refrain from entering campus. If you must return to pick up equipment or special circumstance, please get approval from your supervisor who will direct you to follow proper protocol.

Any questions related to laptop or application support, please contact helpdesk@vanguard.edu

Compliance

What are the consequences of not complying with Vanguard's guidelines?

Vanguard's guidelines are in place to comply with the direction of federal, state, and local authorities, and, more importantly, are in place for the health and safety of all on campus. Supervisors will support employees with ensuring that they have a thorough understanding of these requirements. If an individual refuses to complete the required steps to ensure the health and safety of all, the Supervisor will:

- Direct the employee to leave campus/stay home
- Consult HR about the employee's noncompliance
- If refusal to comply continues, the Supervisor will consult the appropriate VP about any additional steps, consistent with the policies and procedures associated with the individual's personnel type (i.e., Faculty, Staff)

Any individual's refusal to complete the necessary steps will be treated as a performance or conduct issue. More on this in the enforcement/acknowledgement section below.

Enforcement and Non-Retaliation

Failure to comply with these Return to Campus and Working Remotely protocols, especially social distancing measures may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating these protocols, you are encouraged to talk with them first, then as appropriate report them to your direct supervisor or designated person in your department immediately.

Vanguard University prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of these protocols or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and Vanguard will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Conclusion

Vanguard University greatly appreciate those who have been on campus preparing for summer and fall students, and to those working from home balancing work with personal responsibilities. We look forward to all of us returning to campus. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees as we enter the next phase in our reopening of campus.

We will execute on our plan cautiously, following applicable state and local guidance. We understand that this guidance will be adjusted regularly and we plan to change our stance as guidelines are adjusted. We also understand that each employee's needs and situations will be different as we reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor.

We also want to remind you about the other resources on the COVID-19 VU website (LINK). Please read those documents and included therein will be an acknowledgement that you are required to sign.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic will likely require that our return to work plans remain flexible.

Employees should direct questions regarding this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, please review the CA Guidance for the Workplace [here](#) or the Guidance for Higher Education [here](#).