

Guidance for the University of Georgia on Executive Order 03.14.20.01, regarding a Public Health State of Emergency in the State of Georgia, which requires workplace measures to mitigate the exposure and spread of the COVID-19 Coronavirus among its essential workforce during reduced campus operations.

1. Screening and evaluating workers who exhibit signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath;

Employees should be directed to their own personal healthcare provider for screening. Employees may also be directed to Augusta Hospital System's online screening tool that is free of charge to USG employees. Employees may access the online screening tool at: augustahealth.org/expresscare/covid-19-virtual-screening. Supervisors should refrain from attempting to perform any screening and are expected to direct employees to appropriate medical professionals.

The most effective and globally applicable screening method is to encourage vigilant self-monitoring and to be openly receptive to the reporting of symptoms or signs experienced by employees that may be consistent with COVID disease.

Given their context, medical staff at the University Health Center (UHC) and the College of Veterinary Medicine's hospital and clinics may screen and take temperatures of its essential employees as they deem the practice to be safely and reliably implemented and the outcomes of consistent merit.

2. Requiring workers who exhibit signs of illness to not report to work or to seek medical attention;

Employees are advised to not report to work if they are exhibiting signs of illness. This has been a consistent message since the COVID-19 communications began from the University System of Georgia and University of Georgia leadership and other officials. Employees are not expected to report when sick, including under the current reduction in campus operations. Employees may take advantage of leave available to them under existing policies. Certain employees may qualify for new leave options under the FFCRA. Supervisors are still encouraged to review existing USG leave and telework options where appropriate for employees.

Please note that employees should report in "fit to work" condition. If an employee experiences an illness which is spread through casual contact (sneezing, coughing, etc.), he/she should take all appropriate measures to avoid infecting other employees' including staying home to recuperate. This is consistent with the UGA "[Sick Leave with Pay](#)" Policy:

"Supervisors should ensure the workplace is a safe environment for all workers. To that end, a supervisor may ask an employee exhibiting signs of being unfit for work to take appropriate leave or to submit medical documentation supporting his/her "fitness for duty."

3. Enhancing sanitation of the workplace as appropriate;

UGA's Facilities Management Division (FMD) continues to provide maintenance and cleaning/disinfection of the workplace during reduced campus operations. FMD is monitoring usage of campus buildings and is focusing reduced staffing into areas where essential employees are returning to campus regularly. FMD can be contacted (<https://workrequest.fmd.uga.edu/>) for additional cleaning as appropriate in workplace areas in which essential employees are working, if it appears that areas are not being serviced.

4. Requiring hand washing or sanitation by workers at appropriate places within the business location;

UGA encourages all essential staff to follow CDC guidelines for hand washing and sanitation in the workplace. FMD continues to maintain restroom and breakroom facilities that may be used for hand washing consistent with the CDC guidelines.

5. Providing personal protective equipment as available and appropriate to the function and location of the worker within the business location;

UGA is committed to providing appropriate personal protective equipment (PPE) to essential staff when required. Essential employees should contact their supervisor if they believe their essential work requires personal protective equipment. Proper social distancing and the current CDC guidance that individuals wear non-medical/non-surgical grade (e.g. cloth) face masks when in public is applicable to the public spaces on UGA campus.

6. Prohibiting gatherings of workers during working hours;

No more than ten (10) essential employees may occupy the same UGA facility or office work space (except for medical facilities). Essential employees must follow CDC guidelines on social distancing to the greatest extent possible with the acknowledgement that some duties performed by essential employees may require distancing less than the CDC guidelines for safety purposes of the work performed. Supervisors should monitor and ensure the 10-person rule.

7. Permitting workers to take breaks and meals outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable;

UGA essential employees are permitted to take breaks and meals in a manner consistent with social distancing guidelines. Supervisors should monitor and encourage employees to social distance themselves during breaks and meals.

8. Implementing teleworking for all possible workers;

The University will continue to implement telework for staff and faculty wherever practicable and possible.

9. Implementing staggered shifts for all possible workers;

The University will continue to implement staggered shifts for essential staff to promote social distancing guidelines while maintaining those services required during the reduced campus operations.

10. Holding all meetings and conferences virtually, wherever possible;

USG has provided guidance requiring that all in-person meetings be held virtually or rescheduled to when public health conditions related to the COVID-19 Coronavirus public health emergency are modified and USG modifies its guidance on in-person meetings.

11. Delivering intangible services remotely wherever possible;

The University will continue to provide its intangible services remotely wherever practicable and possible.

12. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment;

Supervisors should ensure that essential staff are provided with the resources necessary to ensure compliance with this requirement.

13. Prohibiting handshaking and other unnecessary contact in the workplace;

Supervisors should encourage and monitor compliance with this rule among essential employees reporting to work.

14. Placing notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen;

Supervisors will ensure that notices that encourage proper hand washing and hygiene are posted in UGA Facilities.

15. Suspending the use of Personal Identification Number ("PIN") pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies; and

Where appropriate and permitted, UGA has suspended use of devices like key pad entry devices to maintain social distancing.

16. Enforcing social distancing of non-cohabitating persons while present on such entity's leased or owned property.

To the greatest extent possible, UGA residential facilities have been closed and are only in use by exception.