

JUNE 11, 2021

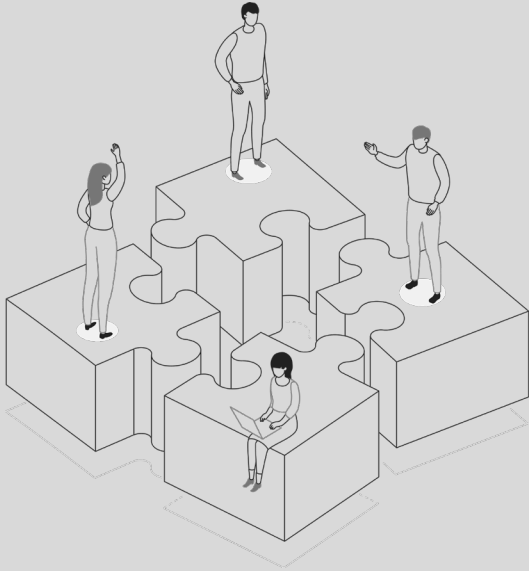
BACK TOGETHER, COLUMBIA

RETURN TO CAMPUS GUIDE FOR MANAGERS

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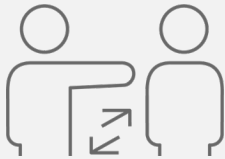
FREQUENTLY ASKED QUESTIONS



How do I schedule the use of a conference room for group meetings? How do I know the capacity limit in conference rooms?

You can reserve a meeting space via the [online Room Request form](#). Capacity limits for each available room is indicated on the Room Request Form.

Questions regarding space and scheduling can be directed to space@colum.edu.



Will we continue to have in-person meetings?

As you schedule meetings you will want to consider whether you will include a virtual option (Zoom, Teams, teleconferencing, etc.) for employees to participate from their personal workspace and to accommodate employees' flexible work schedules.

FREQUENTLY ASKED QUESTIONS



Can an employee choose to continue to work from home?

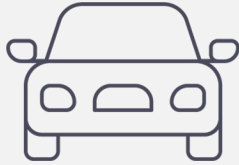
No. We expect all employees to report to work on campus based on the departments established work schedules, unless there is a legitimate reason for continued working remotely, such as an approved ADA accommodation with Human Resources.



What if employees are concerned about safety in returning to work?

Employees should be reminded that the college is taking every precaution to ensure our workplace is safe. We have implemented practices such as on-campus COVID-19 testing, mandatory COVID vaccination for students and testing for unvaccinated employees and students. In addition, campus facilities are cleaned and disinfected daily. We are following city and state health and safety guidelines as well as guidance from the CDC, CDPH and our partners at RUSH University Medical Center and the University of Chicago.

FREQUENTLY ASKED QUESTIONS



What if I my employee states they can't get to work?

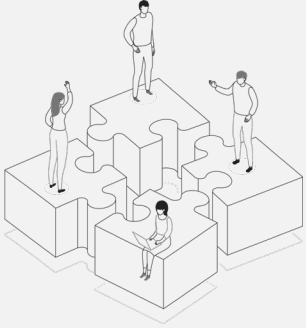
Using mass transit may be an option or may be considered risky for some. As a result, some employees may have to change their normal commuting practice. Employees should take steps now to identify all potential options for a safe commute, such as using a personal vehicle, car-pooling or ride-share services. The college will not provide employees an accommodation to work remotely due to a fear of using mass transit.



Can I ask my employees if they are vaccinated?

Yes, but only for return to campus planning purposes. You may need to know this is in order to adequately schedule for coverage in the department while employees receive their vaccine or to advise non-vaccinated employees of the college's testing requirements.

Note: Disclosure by the employee is voluntary. You cannot *require* an employee to disclose whether they are vaccinated. You should not be disclosing whether an employee is vaccinated with the rest of the team without expressed consent from the employee.



I'm concerned about the person next to me who is not vaccinated even though I'm vaccinated.

COVID-19 vaccines help protect people who are vaccinated from getting COVID-19 or getting severely ill from COVID-19, including reducing the risk of hospitalization and death. However, because people can still get sick and possibly spread COVID-19 to others after being fully vaccinated, CDC recommends people continue to take precautions, like wearing a mask, maintaining an appropriate distance from others, avoiding crowds and poorly ventilated spaces, and washing hands often.



What is the college's policy for testing or vaccinations?

The college is not requiring mandatory vaccinations for employees. However, any employee who is not vaccinated will be required to test every three days, on-campus.

FREQUENTLY ASKED QUESTIONS



Will employees need to complete the daily pre-check to gain entry to campus?

No. Daily pre-checks will not be required upon entry to campus in the Fall. Employees should self-monitor for COVID symptoms at home.



What if an employee feels sick?

Employees who feel ill should notify their manager and not report to work. If the employee is already at work and begins feeling sick, they should notify their manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Managers and employees should contact human resources for more information on available paid time off if the illness is deemed to be related to COVID-19.

FREQUENTLY ASKED QUESTIONS



What do I do if I find out an employee tested positive for COVID-19?

If that employee tests positive for COVID-19 on-campus that employee should be sent home immediately. The employee should notify Campus Security at securitycommand@colum.edu and Human Resources at humanresources@colum.edu.

The college's contract tracing team and Human Resources will follow-up with the employee to provide guidance on when they will be cleared to return to campus.



How do I go about requesting more disinfectant and cleaning materials for my department?

If additional supplies (hand sanitizer, disinfecting spray, paper towels) are needed for your department, your department administrator or designee should compile a list of supplies needed and submit the request via [360Facility](#). Materials will be delivered with the mail, with south campus deliveries on Tuesdays and Thursdays and north campus deliveries on Mondays and Wednesdays. For more info visit the [Facilities and Operations Sharepoint site](#).

FREQUENTLY ASKED QUESTIONS



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

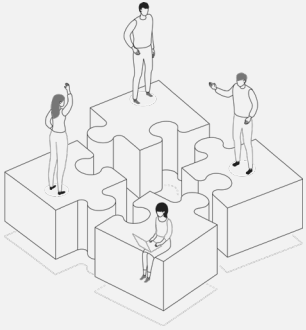
Despite all precautionary measures, there is always a risk of potential workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, the college will implement current contact tracing and will notify individuals as appropriate.



Will the COVID-19 Childcare Leave Benefit still be available to employees?

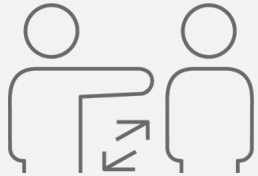
Yes, the COVID-19 Childcare Leave will remain available to employees through the fall semester. Employees who need to take a COVID-19 Childcare Leave should submit a completed Emergency COVID-19 Childcare Leave Request Form to Human Resources and your manager no later than two-weeks prior to their requested leave date, or as soon as possible after you becomes aware of the need for leave. For more info visit the [HR Sharepoint site](#) or contact benefits at HRbenefits@colum.edu.

FREQUENTLY ASKED QUESTIONS



Dealing with non-compliant co-workers, employees

If you observe an employee or colleague who is not adhering to the College's health and safety requirements kindly remind them of the college's health and safety requirements and our shared responsibility to contribute to a healthy work environment. If the employee continues to defy the college's safety requirements, you should inform your supervisor accordingly. Employees who continue to violate the college's safety requirements may be subject to disciplinary action up to or including termination.



Dealing with non-compliant students

If a student continues to defy the college's safety requirements despite multiple requests from faculty or staff to adhere to established health and safety requirements, you will want to inform your Department Head and apprise the Office of the Dean of Students of the issue. Students who continue to violate the college's safety requirements may be subject to disciplinary action.

GUIDANCE FOR MANAGERS

PLANNING FOR YOUR EMPLOYEES' RETURN TO CAMPUS

The College is following the guidance of city and state authorities and will continue to implement necessary safety protocols to ensure we safeguard the collective health of our campus community.

While we remain optimistic and are actively planning for a full return to campus by August 2, managers will need to be prepared to pivot in the event that state and/ or city guidelines change. The College will continue to keep management apprised of any changes or adjustments to established safety protocols on campus that impact return to campus plans for the Fall 2021 semester.

Questions pertaining to the Return to Campus Guidelines can be directed to humanresources@colum.edu.

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