



Thank you for sharing your ideas and questions surrounding the return to full on-campus work on March 29, 2021. Below are responses to implied questions within the document that was provided by Staff Council, as well as questions Human Resources has received from other employees which may also be helpful.

The University remains grateful to our staff who have adapted to the changing circumstances of the pandemic and for the resolve that has been displayed in these trying times. Everything you are doing to help John Carroll University fulfill its mission in the face of challenge is truly appreciated.

As a reminder, we have COVID-19 Resources on the [HR website](#), including an FAQ section. Please contact a member of the [Human Resources team](#) if you have additional questions or individual concerns.

Q. Now that I am returning to on-campus work, can I join the Faculty and Staff Surveillance Testing program that started in January?

Employees who have not previously participated in the Surveillance Testing program can still opt-in by filling out this form: [Surveillance Testing for Faculty and Staff Opt-In](#). This program is voluntary, and faculty and staff are not required to participate in this surveillance testing program at this time. Those who opt in to participate in the program will be required to do "return to campus testing" scheduled during the week of March 29, and may be contacted for a COVID-19 test during the remainder of the semester. Testing will only be conducted on asymptomatic employees (with no COVID-19 symptoms or close contact exposure), who have not had Covid-19 in the past 90 days. The testing program is not for treatment purposes. Participants will be required to sign a consent and disclosure form prior to any COVID-19 testing. Please review information on the faculty and staff surveillance testing program via this link: <https://jcu.edu/covid-19-resources-hr>.

Q. Who can I contact with questions or concerns about my physical work space, if it may need to be updated or addressed to meet physical distancing requirements/HVAC improvements/proper signage/plexiglass dividers/etc.?

Employees must maintain physical or social distancing of a minimum of 6 feet of distance from others at all times, including in shared workspaces, desks or workstations. Please contact Garry Homany (ghomany@jcu.edu or 216-397-1982) for consultation and guidance on office furniture redesign or the installation of temporary barriers and floor markers.

Q. Who can I ask about campus resources and responses for COVID-19 protocols? Is there anyone who can train our staff on COVID-19 protocols?

Here is a list of COVID-19 Campus Resources Contacts who would be happy to consult with you or your team about the following topics:

- For general COVID-19 health questions, contact Jan Krevh, Health Center- 216-397-4349, jkrevh@jcu.edu
- For #CampusClear processes or JCU policies and procedures, including accommodations, telecommuting, flexible work schedules or the COVID-19 interim policies, contact Jen Rick, Human Resources- 216-397-1905, jrick@jcu.edu
- For questions regarding building and office health and safety, contact Garry Homany, Risk Management- 216-397-1982, ghomany@jcu.edu
- For questions regarding Space Finder and ABM Cleaning Services, contact Rory Hill, Auxiliary Services- 216-397-3015, rhill@jcu.edu

Q. Will JCU require faculty and staff to get COVID-19 vaccines? Will JCU offer vaccines to the community?

JCU strongly encourages all employees to get vaccinated when you are eligible. As the vaccines are still under emergency use authorization, we will not be requiring members of our community to be vaccinated.

We have been in contact with several vendors to try to have on-campus opportunities to receive Covid-19 vaccinations and once supply is available, that opportunity will happen. This vaccine clinic would be voluntary and would be conducted in a manner similar to how we offer flu shots.

Q. How will those receiving accommodations permitting remote work remain engaged and included with their on-campus colleagues? How can we support those who remain virtual from feeling “outed” or “different” when they log in from a visible off-campus location? How can we support them/guide them to respond when they receive in-person meeting requests?

[Telecommuting](#) and [flexible schedule](#) arrangements may occur for many reasons, not just medical accommodation reasons, and both policies discuss that in-person attendance at some meetings may be required as part of the established agreement.

If telecommuting (otherwise known as remote work) is the result of a medical accommodation or work adjustment in which you are required to stay home all of the time due to your own or an immediate family members' higher risk for serious complications of COVID-19, expectations and modalities for attending team meetings should be established with the supervisor at the outset of the agreement. Supervisors who choose to hold in-person meetings should make every effort to include remote workers via phone or video conference.

Zoom offers virtual backgrounds if you are uncomfortable with others seeing that you are working remotely from your home.

If others ask about why you are not in the office, you are under no obligation to share the reasons, and your supervisor will not share the reasons, without your permission, including information such as:

- That you or your family member have a health condition
- Your diagnosis or personal health circumstances
- That you are being accommodated via ADA or FMLA

You or your supervisor can respond to questions from co-workers by stating that John Carroll University has fair policies and practices for employees who need to use them. You can explain that some issues are personal and it is JCU's policy to respect employee privacy in such circumstances.

If an in-person meeting is requested by someone who is unaware you are working remotely, you can respond that you are unable to join the meeting in person and can attend via zoom or phone conference.

Q. Please provide further detail regarding the expectations regarding if most meetings should occur over Zoom or to what degree in-person meetings in meeting rooms should be expected. Additional guidance regarding indoor meeting spaces especially considering ventilation practices/understandings would be appreciated.

The modality for each meeting, in-person or on zoom, will be decided at the discretion of the meeting organizer. It is recommended that meeting organizers who choose to hold in-person meetings should make every effort to include those who continue to work remotely via phone or video conference.

Meeting organizers who choose to have in-person meetings must follow the required expectations of the Interim Campus Events Policy ([Link to Interim Campus Events Policy During COVID-19](#)). These include, but are not limited to:

- Wearing face coverings inside all buildings (except when alone in an office or residence hall room) as well as outdoors when physical distancing cannot be maintained.
- Limiting capacity at events to meet 6-foot physical distancing guidelines, according to the revised maximum capacities and room setups assigned and posted for campus rooms and spaces. Room capacities can be found on the JCU Faculty and Staff Google drive and [via this link](#).
- If food or beverages are going to be available at the meeting, they must be individually-packaged, single-serving items, or must be plated by an approved vendor such as [Parkhurst Dining](#). Home baked or home cooked items are not permitted, even if individually wrapped.
- Event participants must have access to hand-washing or hand-sanitizing materials.
- If possible, event organizers should identify both a dedicated entrance and a separate dedicated exit from the event location.

- If an event involves any hands-on component or shared resource use, participants are expected to wash and sanitize their hands before use, and materials should be sanitized between use.
- Space setups must never be changed as they have been configured to comply with six feet physical distancing between participants at all times.
- Any in-person events should be broadcast via online formats in order to support remote participation whenever possible. Attendance (numbers of attendees and their full names) must be taken at all in-person events or meetings to ensure the ability for effective contact tracing if necessary.

If you have questions about a conference room that is not listed, or if rooms need to be altered for a special event, contact Rory Hill at 397-3015 or rhill@jcu.edu for details and costs.

Q. Why was March 29 selected as the date for the full return of campus? Why does the entire staff need to return on that date, when some offices are not student-facing? Why can't we allow for offices to just maintain an on-campus presence as was the original plan in January? Doesn't this decision contradict the guidance of the State of Ohio and CDC?

Concern about student experience and retention, especially for our freshman and sophomores who have had limited opportunity to connect with the services of the University, strongly influenced the SLT's decision to change our previous guidance to a full return of staff. We all have a role to play in supporting the student experience. Offices that may not provide direct support to students do serve others in the University who are working towards that purpose and help reflect the vibrancy of campus.

University leadership considered all options related to measures that could be reinforced, reinstated, or implemented and came to the consensus that it was time to plan for a mandated full return of staff to their on-campus work. March 29, 2021 was selected because it allowed for a reasonable 30-day notice and would quickly improve our students' access to services.

The University leadership believes there should be collaboration and community in support of the University's mission. While the pandemic showed that many of our jobs could be done via remote work, our University's identity does not support that they should be done remotely. Our responsibilities to demonstrate the core values of the University would suggest that our work is not done as well or completely when done remotely because we are not in community with one another and with the University's students.

Our campus has been open for all faculty and staff since June 2020, when the governor ended the stay-at-home order. We have effective safety protocols in place, and our students and co-workers are in need of one another's presence and support. The CDC does list remote work and staggered schedules "if possible" among many options to maintain social distancing, yet our current behavioral expectations of conducting a daily symptom assessment, maintaining six feet of social distance, and wearing masks, among other measures, are also recommended as best

practices by CDC for in-person work In addition, the Ohio Department of Health has lifted a number of orders that were previously in place for businesses and employers, as the community spread of COVID-19 in Ohio has decreased. These include further guidance on measures to be utilized for in-person work. We are following best public health practices designed to maintain a healthy and safe environment.

Thank you.