



EDGEWOOD COLLEGE

**GUIDELINES**  
— *for* —  
RETURNING  
— *to the* —  
WORKPLACE



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REVISED: 5/22/20

For the most up to date information: [visitedgewood.edu/covid-19](https://visitedgewood.edu/covid-19)

# GUIDING **PRINCIPLES**

## A **GRADUAL APPROACH** TO RETURNING TO WORK.

- **WE ARE STAGGERING THE RETURN OF EMPLOYEES TO CAMPUS** so we can maintain social distancing practices and minimizing in-person contact.
- We are developing schedules for employees that will involve a combination of on-campus work and telecommuting for most people.
- These schedules are being developed by the Vice Presidents, working with supervisors.
- We want offices open during regular business hours, but we will operate with skeleton crews on campus.



# GUIDING **PRINCIPLES**

## A **GRADUAL APPROACH** TO **RETURNING TO WORK.**

- **NO ONE WILL BE REQUIRED TO RETURN TO CAMPUS.**

Those who have comorbidity issues or living with someone who does, those with childcare responsibilities and no childcare available, or those who simply do not yet feel safe returning to campus should contact their supervisors and indicate that they will wish to continue to telecommute at this time.

- **TAKE REASONABLE PRECAUTIONS**

The approach to our gradual return to campus is to take reasonable precautions informed by guidance available at this time. Even with these reasonable precautions it is still possible to contract COVID-19. We are relying on your choices and behaviors as well to ensure the safety of all of us.



Photo credit: <https://unsplash.com/@unitednations>



# HEALTH & SAFETY GUIDANCE

*All returning employees acknowledge that their return to campus is voluntary, they agree to follow campus protocols, and they will take all reasonable precautions to avoid contracting or spreading Covid-19 while on and away from campus.*

For those who return to campus, we ask that you observe the following:

- **WEAR A MASK** in all indoor public places and when in the presence of others.  
*Masks will be available for those who do not have access to one.*
- **MAINTAIN SOCIAL DISTANCING PRACTICES.**
- Remain **SIX FEET APART** at all times on campus.
- In the near-term, **PLEASE REFRAIN** from visiting the seating areas of Wingra and Phil's, and other areas where people typically gather.



# HEALTH & SAFETY GUIDANCE

*All returning employees acknowledge that their return to campus is voluntary, they agree to follow campus protocols, and they will take all reasonable precautions to avoid contracting or spreading Covid-19 while on and away from campus.*

For those who return to campus, we ask that you observe the following:

- **DO NOT COME TO CAMPUS IF:**

- You have any symptoms of any illness or have been in contact in the most recent 14 days with someone known to have tested positive for Covid-19.
- You have tested positive for Covid-19 and have not subsequently tested negative.

*\* Free testing is available in the Madison area though we ask that you contact your healthcare provider if you have questions or symptoms.*

- **WASH HANDS REGULARLY** with soap and water while on campus.

**Photo credits:** <https://unsplash.com/@unitednations>



# PERSONAL SAFETY PRACTICES

**EDGEWOOD COLLEGE** WILL TAKE THE FOLLOWING STEPS  
*to promote the health & safety of our campus community:*

- **CLEANING PROTOCOLS** will be followed to clean surfaces and minimize the potential for spread of the virus. The College will provide departments with disinfecting products so individuals can regularly clean around their own working areas.
- **OFFICES** configured and staffed in a way that will not allow social distancing may be temporarily moved to larger spaces.
- Offices that receive visitors will have **MARKINGS ON THE FLOOR** to show visitors where to stand to preserve social distance.



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- **VISITORS** will be required to **WEAR A MASK** while in the presence of others.
- All visitors should be directed to the Campus Assistance Center where they can be checked in and where masks will be available.
- **MEETINGS** of more than three people shall be conducted via Webex.
- Meetings of three or fewer shall be conducted in a manner consistent with social distancing.



# ACCESS TO BUILDINGS

- In the near term, **ENTRY DOORS** to buildings on campus will remain locked. The exception will be the main entrance to Predolin, which will be open to employees and the public from:
  - **7:30 a.m. to 4:30 p.m. Monday through Thursday AND from 7:30 a.m. to 12:30 p.m. on Friday.**
- Employees will be able to use the electronic swipe on their identification cards to access other doors to buildings. If you have questions, concerns, or need your swipe cards updated please contact TAC at **663-6900**.
- We request that **GUESTS TO CAMPUS** be directed to the Campus Assistance Center.
- When returning to campus, we encourage **EMPLOYEES** to **WEAR NAME TAGS**. While this has always been a practice it is important while donning masks.





**THANK YOU**  
— *for* —  
O B S E R V I N G  
— *these* —  
G U I D E L I N E S

**QUESTIONS, SUGGESTIONS OR CONCERNS:**

*Please contact your supervisor, dean, or Vice President*



**EDGEWOOD COLLEGE**