



GUIDE FOR **Returning to the Workplace**

DAKOTA STATE UNIVERSITY



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GUIDING PRINCIPLES

The primary goals for Dakota State University's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and research.

DSU's plans will be aligned and consistent with the state of South Dakota. DSU's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, and the South Dakota Department of Health.

Our knowledge and understanding of the COVID-19 virus continues to evolve and our policies and plans will be updated as appropriate as more information becomes available.





RETURN TO THE WORKPLACE



WORKPLACE EXPECTATIONS & GUIDELINES:

The SD Board of Regents's policies and protocols for responding to the COVID-19 pandemic are rooted in the safety and well-being of the employees, guests and public we interact with. Employees are expected to comply with policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

SYMPTOM MONITORING REQUIREMENT:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19. At this time, these symptoms include one or more of the following:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea



Employees should utilize sick leave when not feeling well. If you are under quarantine due to exposure, notify your supervisor to develop a plan to work remotely if applicable to your situation.

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SYMPTOM CHECKER

Apple, Inc. and the CDC partnered to develop this online [symptom checker](#) to assist with evaluating your symptoms. (Visit: www.apple.com/covid19)

TELEHEALTH SERVICES

To help slow the spread of the COVID-19 pandemic, the South Dakota State Employee Health Plan will cover 100% of the cost for Telehealth services for the period of March 16 through December 31. Telehealth services are a convenient and affordable video alternative that can help minimize exposure for others during the COVID-19 pandemic. If you experience symptoms, a video visit can be an excellent way to contact a health care provider conveniently from your own home.

You should contact your health care provider if you have reason to believe you have been exposed to the virus, even if you are not showing any symptoms. Notify Human Resources and your supervisor so that they can assist you in properly assessing the situation.

HIGH RISK CATEGORIES

The CDC has identified that individuals with certain conditions may have a higher risk for severe illness from COVID-19 infection.

High risk categories can be reviewed at the CDC website here: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/evidence-table.html>

Employees who are in a high risk category, or have family members who reside in their home that are in a high risk category, and are concerned about returning to work should contact Human Resources to discuss options for an accommodation. Accommodations could include remote work, implementing social distancing measures, development of an alternative work schedule, use of leave, or any other arrangement deemed appropriate.

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CLOSE CONTACT WITH PERSONS WITH COVID-19

If you have been in close contact with someone who has tested positive for COVID-19, you should contact your health care provider. You should also self-quarantine and self-monitor for symptoms. In addition, please contact Human Resources to report your health status by calling 605-256-5024.

Close contact is defined by the SD DoH as:

- » Being within 6 feet of a COVID-19 case for a prolonged period of time (15 minutes or more). Close contact can occur while caring for, living with, or sharing a health care waiting area or room with a COVID-19 case, or
- » Having direct contact with infectious secretion of a COVID-19 case (being coughed or sneezed on).

COVID-19 POSITIVE EMPLOYEE IN THE WORKPLACE

If an employee tests positive for COVID-19 and has been at the workplace, Human Resources will work with the DOH on individual employee or agency issues. Human Resources will give additional direction on those specific issues as they arise.

Supervisors can require that employees go home if they are suspected to be sick. The employee would then be allowed to utilize sick leave if they have available accrual.

As the number of employees on-site increases and operations expand, Human Resources will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

STAFFING OPTIONS:

DSU will consider several options to maintain required social distancing measures and reduce population density within buildings and work spaces.

Phased Staffing:

DSU will phase in a return of staff over time in a coordinated process. The need to reduce the number of people on campus to meet social distancing requirements and reduce the potential spread of the COVID-19 virus will continue for some time. Those employees that can continue to effectively work remotely will likely continue to do so until further notice.

Continued phasing of staff will be tightly controlled and coordinated to minimize potential risks. No department should increase staff on campus beyond current structure without the approval of Human Resources. Once decision to increase on-site staffing in certain areas has been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus. If outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

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Remote Work:

Those who can work remotely to fulfill some or all of their work responsibilities may be asked to continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which will be worked through by Human Resources, will be done in full or partial week schedules as possible.

Alternating Weeks:

In order to limit the number of individuals and interactions among those on campus, departments may be split into smaller teams. The smaller teams will alternate weeks on campus. Such schedules will help enable social distancing and potential spread of COVID-19 virus.

Staggered Reporting/Departing:

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Map for further details).

Office Staffing

All DSU departments will be staffed during regular business hours. Faculty, staff and students should request appointment times as walk-in traffic or office visits will be discouraged. Phone numbers for departments are available at dsu.edu/directory/.

Building and office doors will remain unlocked. It is up to each department if their door remains open or closed. If an office chooses to keep their door closed, there will need to be a sign placed on the door to instruct any customer/coworker on how to set up an individual appointment. You are encouraged to call ahead. Individuals should respect social distancing guidelines of at least 6 feet from others.

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HEALTH & SAFETY GUIDANCE



PERSONAL SAFETY PRACTICES

Face Coverings

Face coverings are required to be worn by all staff working on campus when in the presence of others and in indoor spaces. Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing.

- » Employees are required to wear a face covering when they are in any indoor space on campus.
- » Employees are required to wear a face covering when they are in the presence of others while still maintaining the 6 feet distance between one another in any indoor space on campus.
- » Employees are encouraged to wear a face covering when walking across campus.
- » Employees would not need to wear a face covering when they are in their individual offices if there is no interaction with other employees, students, or visitors.
- » Faculty are required to wear a face covering when they are teaching.

USE AND CARE OF FACE COVERINGS

Putting on the face covering:

- » Wash hands or use hand sanitizer prior to handling the face covering/disposable face covering.
- » Ensure the face covering/disposable face covering fits over the nose and under the chin.
- » Situate the face covering/disposable face covering properly with nose wire snug against the nose (where applicable).
- » Tie straps behind the head and neck or loop around the ears.
- » Throughout the process: Avoid touching the front of the face covering/disposable face covering.

Taking off the face covering:

- » Do not touch your eyes, nose, or mouth when removing the face covering.
- » When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- » Wash hands immediately after removing.

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Care, storage and laundering:

- » Keep face covering stored in a paper bag when not in use.
- » Cloth face coverings should not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- » Disposable face coverings should not be used for more than one day and should be placed in the trash after work or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing

Keeping space between you and others is the best tool we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Staff at work on-site should follow these social distancing practices:

- » Stay at least 6 feet from other people at all times;
- » Avoid crowded places and mass gatherings

Hand Washing & Office Hygiene

Hand sanitizer dispensers are provided at multiple areas in communal spaces in the office. Antibacterial cleaning supplies will also be provided, please assist in cleaning and disinfecting surfaces that are frequently touched, including cell phones, desk phones, keyboards, remote controls, refrigerators, counter tops, and door handles. Cleaning individual work spaces are the responsibility of the employee.

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Cover your mouth with tissues when you sneeze and immediately discard them in the trash.



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Gloves

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non healthcare environments.

Personal Disinfection

While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Antibacterial cleaning supplies will also be provided, please assist in cleaning and disinfecting surfaces that are frequently touched, including cell phones, desk phones, keyboards, remote controls, refrigerators, countertops, and door handles. Cleaning individual work spaces are the responsibility of the employee.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You are required to wear a face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- » Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- » Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- » Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings are required to be worn at all times.

Face coverings are required to be worn by any staff in a reception/receiving area. Face coverings are required when inside any DSU facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

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Using Restrooms

Ensure at least 6 feet distance between individuals while using the restroom. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

No more than one person may ride an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, Outlook, etc.).

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you are required to wear your face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, microwave, water cooler, refrigerator handle, coffee machine, etc. after using in common areas.

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Travel

All nonessential business travel is still suspended. We have this in place as part of the commitment to employee safety considering the COVID-19 (coronavirus) outbreak. This suspension will remain in place for the foreseeable future.

If you are faced with essential travel, please remember (a) Essential business travel is limited to situations where business cannot reasonably be conducted electronically; and (b) Essential travel must be approved by your Vice President (even trips that were previously approved.)

Travel protocols include no international travel until at least January 1, 2021; limiting faculty domestic professional development travel to essential meetings and only if faculty member has a presentation or is an officer in the association.

If while traveling you come down with virus-like symptoms, please do TWO THINGS: Contact a health care provider as soon as possible AND inform Human Resources immediately. Expect that you will be asked to isolate/quarantine yourself.

As you return from essential travel, please inform Human Resources and even though you may not be exhibiting any symptoms, we may ask you to stay away from the workplace for a designated length of time. Please contact your supervisor and human resources directly to create appropriate telecommuting arrangements or request time off from work.

Following these suggestions will help ensure a safe workplace environment for all of us. If you have questions, please contact the Human Resources office at 605-256-5024.

Health

Employees should stay home if they are not feeling well. This is with any kind of illness, not just the COVID-19 virus symptoms. Employees are encouraged to utilize sick leave, stay home, and stay in contact with their supervisor.

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MENTAL AND EMOTIONAL WELLBEING

Employee Assistance Program (EAP)

EAP is available with resources for DSU employees. Call (800) 713-6288 or visit www.EAPHelplink.com and enter the company code (SouthDakota)

Leave Available for COVID-19

SDBOR will allow leave eligible employees to use the remainder of their originally provided 80 hours of emergency paid sick leave through March 31, 2020 **for their own positive COVID diagnosis**, and should continue using the earning code for Sick Leave – Covid 19.

This leave is NOT available for those who have to take time for the care of family members, employees may use sick leave to take care of immediate family members due to COVID-19 related issues (care for immediate family members during quarantine/illness, school closures, daycare closures, etc....)

In addition, employees may NOT use the COVID related sick leave if they are identified as a close contact and are under quarantine, it is only for a positive test result. If you have questions related to leave, please contact the human resources office.

For More Information:

Department of Labor FFCRA Information

[DSU Employee FFCRA](#)

Up-To-Date Information

The following websites will provide you with up-to-date information on COVID-19.

covid.sd.gov - A South Dakota Department of Health website with up-to-date information on COVID-19.

[CDC Coronavirus Page](#) - The official CDC page for COVID-19.





ENTER/EXIT CONTROL

Entry to buildings will be regulated and monitored. You may not hold or prop open exterior doors for any other person.

Departments should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 15-minute increments to reduce personal interactions at building access points, hallways, stairs/ elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Prospective students and approved visitors are allowed on campus with a scheduled appointment. Employees are not allowed to bring their children, spouses, friends, pets etc. to the workplace. In addition, no handshake greetings and social distancing guidelines must be followed.

Please refer to map insert for entrance and exit locations.





REQUIRED PROCEDURES FOR EMPLOYEES

SHIELD YOURSELF. KEEP OTHERS SAFE.

In accordance with the guidance from the SD Board of Regents, SD Department of Health (SD DoH), and Centers for Disease Control and Prevention (CDC), the following procedures must be followed by Dakota State University employees.

Employees who are well but who have a sick family member at home undergoing testing for COVID-19

Step 1

- » Employees must notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu. Employees will stay home and/or work remotely pending test results.
- » Kandy Lurz, Human Resources, will check in periodically with employee until test results are reported and employee is cleared to return to work.

Step 2

- » Employees **MUST** notify Angi Kappenman in Human Resources to report test results. If negative, employee will be cleared to return to work and an email will be sent to employee and supervisor/dean/vice-president. If positive, employees will follow instructions below for employees who are well but have a family member at home diagnosed with COVID-19.

General Information

- » Employee's workplace will continue to receive routine cleaning procedures.
- » Employee's coworkers are expected to continue to report to work as usual if asymptomatic.
- » Employee may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA). Human Resources will discuss with employee.
- » Consideration may be given to DSU employees identified as close contacts, but essential to the sustained operation of the University, to continue to work.

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Employees who are well but who have a family member at home diagnosed with COVID-19

Step 1

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu. Employees will stay home and/or work remotely.

Step 2

- » Employees will self-quarantine and social distance at home, avoid public places (shopping centers, movie theaters, stadiums, workplaces, etc.) until
 - Household member is recovered and removed from isolation AND
 - Up to 10 days have passed since the employee was in close contact with the positive tested person
- » Employees MUST notify Angi Kappenman in Human Resources when both have been met and employees will be cleared to return to work.
- » Kandy Lurz, Human Resources, will check in periodically with employee until employee is cleared to return to work.

General Information

- » Employee's workplace will continue to receive routine cleaning procedures.
- » Employee's coworkers are expected to continue to report to work as usual if asymptomatic.
- » Employee may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA). Human Resources will discuss with employee.
- » Consideration may be given to DSU employees identified as close contacts, but essential to the sustained operation of the University, to continue to work.

Employee has a sick family member at home with respiratory symptoms, but has not been tested for COVID-19, and the employee is well

Step 1

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu. Employees MUST stay home and/or work remotely at least until sick family member is subsequently tested for COVID-19 and found to be negative.
 - Sick family member should be encouraged to seek medical attention and be tested for COVID-19.

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Step 2

- » If an employee's family member tests positive, employees will self-quarantine and social distance at home, avoid public places (shopping centers, movie theaters, stadiums, workplaces, etc.) until
 - Household member is recovered and removed from isolation AND
 - Up to 10 days have passed since the employee was in close contact with the positive tested family member
- » If an employee's family member does NOT get tested, employees will self-quarantine and social distance at home, avoid public places (shopping centers, movie theaters, stadiums, workplaces, etc.) until
 - Household member is recovered AND
 - 14 days have passed since the employee was in close contact with the sick family member
- » Kandy Lurz, Human Resources, will check in periodically until employee is cleared to return to work.

General Information

- » Employee's workplace will continue to receive routine cleaning procedures.
- » Employee's coworkers are expected to continue to report to work as usual if asymptomatic.
- » Employee may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA). Human Resources will discuss with employee.
- » Consideration may be given to DSU employees identified as close contacts, but essential to the sustained operation of the University, to continue to work.

Employees who are sick (non-COVID related)

- » Will notify their supervisor and stay home. Employee will use sick leave.

Employees who appear to have symptoms upon arrival at work or who become sick during the work shift

Step 1

- » Employees immediately inform their supervisor/dean.
- » Employees are immediately separated from others.
- » Employees are immediately sent home.

Step 2

- » Once home, employees MUST notify Angi Kappenman in Human Resources to report your health status. She may be reached at 605-256-5134 or covid@dsu.edu.
- » Kandy Lurz, Human Resources, will check in periodically until employee is cleared to return to work.

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General Information

- » Employee's workplace and common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.
- » Employee's coworkers will continue to work as usual if asymptomatic.
- » The ill employee may use sick leave.

Employee is tested and confirmed to have COVID-19 infection

Step 1

- » Employees confirmed with COVID-19 will self-isolate in their place of residence until the following three are met:
 - Employee has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications. AND
 - Employee's symptoms have improved (for example, employee's cough and shortness of breath have improved). AND
 - At least 10 days have passed since employee's first symptoms appeared.

Step 2

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu.
- » Kandy Lurz, Human Resources, will check in periodically until employee is cleared to return to work.

General Information

South Dakota Department of Health will lead the contact investigation.

- » Employee's coworkers identified as close contacts will be contacted by SD DoH and/or DSU. If employee's coworker has not been contacted by SD DoH and/or DSU, the coworker was not considered to be a close contact.
- » Close contact is defined by the SD DoH as:
 - Being within 6 feet of a COVID-19 case for a prolonged period of time (15 minutes or more). Close contact can occur while caring for, living with, or sharing a health care waiting area or room with a COVID-19 case, or
 - Having direct contact with infectious secretion of a COVID-19 case (being coughed on).

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- » Employee's coworkers will self-monitor for symptoms (fever, cough, or shortness of breath).
- » Employee's coworkers will continue to work unless notified by SD DoH and/or DSU to stay home.
- » Employee may be eligible for Emergency Sick Leave under the FFCRA or traditional Family Medical Leave (FMLA). Human Resources will discuss with employee.
- » Employee's workplace and common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.
- » Human Resources will inform employee's coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality of the employee as necessary.

An employee who has a fever and/or respiratory symptoms but was not treated

Step 1

- » Employees will self-isolate in their place of residence until the following three are met:
 - Employee has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications. AND
 - Employee's symptoms have improved (for example, employee's cough and shortness of breath have improved). AND
 - At least 10 days have passed since employee's first symptoms appeared.

Step 2

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu.
- » Kandy Lurz, Human Resources, will check in periodically until employee is cleared to return to work.

General Information

- » Employee should work with Human Resources on the appropriate use of leave in this case.

Employee is tested based on health care provider recommendations and results indicate employee does not have COVID-19

Step 1

- » Employees will stay home until the following 2 criteria are met:
 - Employee has had no fever (temperature greater than 100.4 degrees) for at least 24 hours without the use of fever reducing medications. AND
 - Employee's other signs and symptoms of illness are improved.

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Step 2

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu.
- » Kandy Lurz, Human Resources, will check in periodically until employee is cleared to return to work.

General Information

- » Employee's workspace will be cleaned and disinfected.
- » The ill employee may use sick leave.

Employee thinks they may have been at the same location as a person who was diagnosed with COVID-19

Step 1

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu.

Step 2

- » The SD DoH conducts interviews with all persons diagnosed with COVID-19 to determine who their close contacts are. People who are identified as close contacts will be notified by the SD DoH and/or DSU and will receive instruction on quarantine and monitoring.
- » Close contact is defined by the SD DoH as:
 - Being within 6 feet of a COVID-19 case for a prolonged period of time (15 minutes or more). Close contact can occur while caring for, living with, or sharing a health care waiting area or room with a COVID-19 case, or
 - Having direct contact with infectious secretion of a COVID-19 case (being coughed on).

General Information

- » Being in an indoor environment (e.g., store, workplace, restaurant) with someone who has COVID-19 is not necessarily considered having close contact.
- » Employee who has not been contacted by the SD DoH and/or DSU as a close contact will report to work as usual.
- » Consideration may be given to DSU employees to continue to work.

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Employee is a secondary contact (defined as being in contact of someone who has been identified by the SD DoH as a close contact)

Step 1

- » Employees MUST notify Angi Kappenman in Human Resources to report their health status. She may be reached at 605-256-5134 or covid@dsu.edu.

Step 2

- » Employees will report to work as usual as long as employee is not sick unless notified by the SD DoH and/or DSU.
- » Employees will self-monitor for symptoms and practice social distancing.

Dakota State University appreciates YOU, our Trojan family,
and all that YOU are doing to keep our workplace safe.
We are one team, one community – DSU Strong!

Human Resources
605-256-5024
humanresources@dsu.edu

COVID-19 CAMPUS CONTACTS



EMPLOYEE CONTACT

Angi Kappenman
Vice President for Human Resources

605-256-5024
covid@dsu.edu



STUDENT CONTACT

Amy Crissinger
Interim Vice President
for Student Affairs

605-256-5124
covid@dsu.edu



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