

## TRIO-INSPIRE COVID-19 COMMITMENT

**Guidance Authority:** In returning to work during an active infectious disease outbreak, TRIO-INSPIRE will adhere to the Idaho Governor’s [Stay Healthy Orders](#), [UI Corona Virus Taskforce guidance](#), and [CDC guidance](#).

**Core Values:** In addition, TRIO-INSPIRE’s core values will guide decision making in situations not specifically addressed by law, health authority guidance, or institutional policy. These core values continue to be: Commitment, Intentionality, Transformation, Inclusion, Collaboration. In general, we will approach this endeavor in the same way we approach our regular programming, with a commitment to do the right thing.

### In the Workplace:

- Individual staff members who are or may be considered vulnerable to SARS-CoV-2 should contact Human Resource Services for evaluation of accommodation needs. Human Resources may be contacted by using the [Flexible Workplace Agreement Request](#).
- Sick employees (those with active cold or flu-like symptoms regardless of a diagnosis of Covid-19) must stay home on sick leave (those with limited or no leave should work with their supervisor regarding leave and reporting).
- Those working in a higher risk context (groups of 10 or more, where others are not wearing masks, or social distancing is hard to manage) as well as those who are in these environments during their non-work hours should check their temperature daily and [monitor for symptoms](#) (elevated temperature, shortness of breath, dry cough, loss of sense of smell or taste) and report any to their supervisor.
- Those who may have been in contact with an infectious person and are advised by their doctor to self-isolate must stay home and arrange with your supervisor to telework during the isolation period.
- Employees are directed to take their laptop computers with them when they leave work daily in case telework is required or advised.
- Employees, consultants, students, and visitors must maintain a social distance of 6 feet whenever possible.
- TRIO-INSPIRE Employees will continue to use distance technology (Zoom and Microsoft Teams) to conduct regular meetings.
- To the extent possible in-person meetings should be scheduled in [open air environments to reduce the risk of transition](#).
- All public facing functions will be conducted using video technology so that no employee is in-person with a public-facing role or work location (any employee currently in this

role or location should inform their supervisor and continue to telework until this exposure has been addressed).

- [Per CDC guidelines](#), employees will wear cloth masks when not in an enclosed private location. This includes when walking to and from locations. In spite of contradictory opinions, masks are [proving effective](#) in reducing infections and achieving a reproduction value where the disease will stop spreading ( $R_t < 1.0$ ), for this reason, failure to wear a mask may result in disciplinary action.
- Individuals who's individual circumstances warrant not wearing a mask should use the [Flexible Workplace Agreement Request](#) or contact EHHS Human Resource Services partner, [Kelli Sirotzki](#) for guidance.
- Visitors with a work-related purpose are to be met at the main entrance (supervisor determined) and escorted to a location where social distancing can be maintained.
- Visitors with a work-related purpose will be given a disposable mask and required to wear it for the duration of their stay.
- Visitors without a work-related purpose are not allowed in UI owned spaces managed by TRIO-INSPIRE.
- Workspaces that serve multiple staff will have work schedules arranged according to a shift schedule so that they are being used on a rotating basis rather than simultaneously and overlap will not be allowed.
- Workstations that are being used for shift work will be cleaned (including waste removal) at shift's end by the employee who is leaving.
- Break rooms will be limited to food preparation and mail rooms will be limited to that function, socializing in these spaces is discouraged.

#### **Continue Good Health Habits:**

- Regularly and often, [wash hands with soap and water for at least 20 seconds](#).
- Keep a supply of hand sanitizer and use frequently (see supervisor for supplies).
- Cover your cough or sneeze.
- Clean all high touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth.

#### **Travel:**

- Travel other than regulatorily required travel is strongly discouraged.
- Active travel should be replaced with virtual trainings and/or conferences whenever possible until a national strategy for vaccination and/or testing is in place.
- Travelers in consultation with their supervisor should review guidelines or restrictions in place for out-of-state travel destinations before arrangements are made.

- Where a 14-day self-quarantine is required upon re-entering the state from an area outside Idaho with substantial community spread, telecommuting arrangements will be approved and in place prior to commencing travel.

**Building-wide Precautions and Practices:**

- The building cleaning and sanitization schedule is (check with your specific facility manager).
- Hand sanitization stations will be maintained (check with your facility manager)
- Employees will be responsible for cleaning and sanitation of their own office and desk space (check regarding waste removal).

This guidance will be effective July 6, 2020 and will be updated as circumstances warrant and as new information, including infection spread, becomes available.

**RESOURCES:**

[U.S. Centers for Disease Control COVID-19 Situation Summary](#)  
[Latest information on travel alerts and restrictions from the CDC](#)  
[coronavirus.idaho.gov](https://coronavirus.idaho.gov)  
[uidaho.edu/coronavirus](https://uidaho.edu/coronavirus)  
[Click here to view the Tableau Dashboard for COVID-19 in Idaho](#)