

Subject: Workplace and Health Safety Announcement - 09/14/2020

Date: Monday, September 14, 2020 at 3:00:43 PM Eastern Daylight Time

From: Rodney Byrd

Priority: High

Dear Colleagues,

I hope the start of the semester has been successful for you. As we settle into this semester, I wanted to resume our weekly workplace announcements to ensure that everyone is staying informed of any changes or updates to our plans or guidance.

Sick Employee Guidance

- Sick employee guidance has been updated in our Workplace Health and Safety Reopening Plan and our Employees' Guide to Return to Work and Supervisors' Guide to Return to Work. Please refer to the revised plan on our [Coronavirus Information Page](#) or at the links below.

Reopening Plans and Guides

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- [Workplace Health and Safety Reopening Plan](#)
- [Employees Guide to Return to Work](#)
- [Supervisors Guide to Return to Work](#)

Training and Professional Development Opportunities

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- Mandatory Training for the 2020 – 2021 year is scheduled to launch on 09/21/2020. Employees will have until 12/31/2020 to complete the required trainings. An email announcement will be sent when the training has opened. Covid-19 training will be a required as part of mandatory training this year.
- Please watch for the announcements of additional training and professional development opportunities from the Office of Budget and Finance, Human Resources, the Data Governance Committee, and from University Advancement.

Requesting Personal Protective Equipment (PPE) Supplies

Thank you for your recent participation in the PPE survey. As a reminder, when you need to request PPE supplies for your office or department, please utilize the [School Dude online system](#). Doing so will ensure a timely fulfillment of your request and allow the institution to manage our inventory. Thank you.

Maintain a Healthy Workplace

We are continuing to ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- Follow the sick employee guidance.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissue whenever you sneeze or cough, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Employ social distancing measures such as:

- Handshaking, hugs, and fist bumps are discouraged.
- Seats in communal areas should be removed or separated to maintain a social distance of at least 6 feet.
- Staff and faculty are encouraged to bring their own water to minimize use and touching of water fountains or use “no-touch” water fountains.
- Staff and faculty are encouraged to eat lunch at their desk or away from others. If you eat lunch with someone, please maintain a distance of at least 6 feet and utilize an open, outdoor space.

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