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**1. Purpose.** To provide direction in maintaining a safe environment for Students, Employees, and visitors, and to conserve the University assets from the consequences of loss.

**2. Tornado Warning.** When the University is included in a tornado warning, the University Police shall activate the University telephone notification system immediately.

**2.1 Tornado Warning Response.** When a tornado warning is issued, Employees shall move to shelter immediately. There are 14 Shawnee County approved shelters on campus.

**2.1.1 These shelter locations** are posted in classrooms and the list follows:

- Art Building – first floor restroom corridor;
- Benton Hall – lower level corridor;
- Bradbury Thompson Center – basement corridor;
- Garvey Fine Arts Center – basement corridor;
- Henderson Learning Center – basement corridors;
- KTWU Building – lower level corridors;’
- Living Learning Center – lower level mechanical room;
- Mabee Library – lower level hallway and restrooms;
- Morgan Hall – basement corridor in west wing;
- Petro Allied Health Center – lower level corridor;
- School of Law – Rooms. 100, 102, 113, 134;
- Stoffer Science Hall – basement corridor;
- Student Recreation and Wellness Center – restrooms; and,
- Washburn Village – Commons Building basement.

**3. Fire Prevention Program.** The fire prevention program includes, but is not limited to, development of exit routes, emergency action plans, and fire prevention plans.

**3.1 Responsibility.** All Employees, Students, and visitors are responsible for complying with fire safety practices. Risk Management shall work jointly with city and state fire safety personnel and University Departments to provide comprehensive fire prevention services. Those services include, but are not limited to:

- Building inspections;
- Maintenance and inspection of fire suppression systems;
- Maintenance and inspection of fire alarm systems;
- Fire extinguisher training; and,
- Review of scheduled special events.

#### **4. Fire Emergency Procedures.**

**4.1 Emergency Escape Routes.** Detailed color-coded floor plans identifying fire emergency escape routes shall be prepared and maintained by Facilities Services and Risk Management. The plans, which will also show assembly locations on the exterior of the buildings, shall be provided to University Departments.

**4.2 Fire Emergency.** In the event of a fire:

- Call 911;
- Activate the building fire alarm system;
- Call University Police, ext. 1153;
- Evacuate the building to designated outside assembly area. Assist in the evacuation of persons with disabilities;
- Report to your supervisor immediately after evacuating; and,
- Remain outside until University Police or Topeka Fire Department personnel authorize returning to the building.

**4.3 Other Notification.** University Police will notify the Facilities Services Director, Business Services Director, Risk Management and Safety Director, and the VPAT.

**5. Medical Emergencies.** In the event of serious injury or illness:

- Call 911;
- Call University Police, ext. 1153 or 670-1153; and,
- If the injured/ill individual is an Employee, call the injured/ill Employee's Department office.

#### **6. Reporting Employee Injuries.**

**6.1 Reporting Injuries.** The University requires all injuries be reported immediately to the supervisor and to the Human Resources Department within 24 hours of the injury.

**6.1.1 Filing of complete written reports** of all Employee injuries with the Human Resources Department within 10 days of the injury is required.

**6.1.2 Further inquiries into the accident** may be conducted by Risk Management.

**6.1.3 See Subject E. Benefits, Section 15** for more details.

**7. Fire Prevention/Housekeeping.** Employees of each Department are responsible for control of flammable and combustible waste material accumulations, and responsible for being aware of fire hazards in the workplace.

## **8. Hazardous Waste Management.**

**8.1 Hazardous Waste Described.** Hazardous waste is a special category of all wastes generated. Material is waste when it can no longer be used for its intended purpose and will be disposed, reclaimed, or recycled. Hazardous wastes are wastes known to be harmful or potentially harmful to human health or the environment.

**8.2 Department Responsibility.** Departments generating hazardous waste shall comply with Kansas Department of Health and Environment, Bureau of Waste Management regulations. The Department Head shall:

- Maintain appropriate records;
- Manage hazardous waste disposal; and,
- Keep Risk Management informed of the Department's hazardous waste status.

**9. Maintenance of Equipment.** Certain equipment is installed in the workplace to control heat sources or detect fuel leaks. Employees shall be aware of the control devices on equipment involved with combustible materials in their workplace, and shall conduct regular inspections and/or testing to ensure such controls are operational. Follow manufacturer's recommendation.

**10. Fire Exit Drills.** The Living Learning Center, Washburn Village, and Kuehne and West Halls shall have at least one monitored fire drill per semester. Risk Management, Facilities Services, and Residential Living shall cooperate to organize and monitor the drills.

**11. Miscellaneous Special Events.** Risk Management shall review plans for special events to be held on campus. Action to minimize safety hazards and liability risks will be recommended, if necessary. Examples of the type of events to be reviewed are events involving:

- Expositions;
- Tents or other temporary structures;
- Temporary street closings;
- Open flames;
- Sound systems; and,
- Haunted houses.

**12. Safety Inspections.** Risk Management shall routinely conduct fire safety inspections of all University buildings.

**12.1 To Request Inspections.** For information or to request an inspection, contact Risk Management at [safety@washburn.edu](mailto:safety@washburn.edu)

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**12.2 Annual Reports.** Annual reports of findings during these inspections and subsequent actions shall be made and distributed to the:

- VPAT;
- Director of Business Services; and,
- Director of Facilities Services.

**13. Fire Safety Equipment.** Facilities Services is responsible for the service and replacement of portable fire extinguishers. Risk Management shall, at least annually, conduct classroom and hands-on training of the proper use of fire extinguishers. These sessions shall be open to all Employees. For information contact Risk Management at [safety@washburn.edu](mailto:safety@washburn.edu)

#### **14. Operation of Vehicles.**

**14.1 Purpose.** To establish minimum requirements for driving a University vehicle on University Business, and proscribing the use of a University vehicle for personal business.

#### **14.2 Definitions**

**14.2.1 “Motor Vehicle Record” (MVR)** means records kept by the State of Kansas Division of Motor Vehicles pursuant to K.S.A. 8-249 or similar records kept by another state.

**14.2.2 “Moving Violations”** means violations of state law or any similar state law, city, or county ordinance such as described in the rules and regulations of the Secretary of Revenue referenced in K.S.A. 8-249 and any amendments thereto and K.A.R. 92-52-9 and any amendments thereto.

**14.2.3 “University Business”** means any activity which is:

- In the scope of an individual’s employment with the University;
- Undertaken for or on behalf of the University; or,
- Officially sanctioned or sponsored by the University.

Examples of such activities include, but are not limited to, travel: by Employees on campus or between University owned or leased facilities; sponsored by the University or its Student Organizations; by Students and faculty for field trips; by Student teams for competition; by Employees for conference attendance or professional or personal development.

**14.2.4 “University Driver”** is an individual whose position functions require the operation of a University vehicle, or personal motor vehicle, for University business purposes on a regular basis or who transports Students on team trips, field trips, conferences or other University curricular or extra-curricular activity.

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**14.2.5 “University Vehicle”** is any University owned, rented, or leased vehicle(s) (e.g., cars, trucks, golf carts, Gators).

**14.3 Personal Use of University Vehicle Prohibited.** Vehicles owned, rented or leased by the University are restricted for use in performing University Business. Personal use of University vehicles is prohibited. Except as may be authorized by the President, only Employees may be passengers in University-owned vehicles.

**14.4 University Driver Responsibility.** A University driver shall be responsible for:

- Operating vehicles in a safe and lawful manner in accordance with the State of Kansas or other applicable traffic laws;
- Submitting to a Motor Vehicle Record (MVR) check prior to operating a University vehicle;
- Property damage to a University vehicle caused by or resulting from such driver’s misuse or careless operation of such vehicle;
- Any fines and penalties imposed for the violation of any state and/or local laws relating to traffic and parking offenses in the operation of a University vehicle;
- Notifying their supervisor normally within 24 hours about any motor vehicle accident or moving violation which occurred while the Employee was driving any vehicle, whether University-owned or not. This includes but is not limited to:
  - Operating a vehicle under the influence of alcohol or drugs;
  - Reckless driving;
  - Careless driving;
  - Fleeing or attempting to elude a police officer in a motor vehicle;
  - A hit and run accident;
  - Leaving the scene of an accident;
  - Passing a stopped school bus; or,
  - Vehicular homicide.

**14.4.1 The supervisor must then report such accident or violation to** the Office of Risk Management and Safety normally within 24 hours. All accident damage and operational damage to any University-owned vehicle or piece of equipment must also be reported to the Office of Risk Management and Safety within 24 hours for insurance and asset management purposes.

**14.4.2 Cellular Telephones and MP3 players:** The following procedures apply to employees driving on University business who wish to use cellular telephones in the vehicle:

- External speaker and microphone must be included to allow hands-free operation.
- Drivers will refrain from placing outgoing calls while the vehicle is in motion.
- Drivers will refrain from texting while the vehicle is in motion.

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- Incoming calls will be limited and only available for hands-free operation. If the call needs to be returned, pull over in a safe location to make the return phone call.
  - If hands-free operation is not an option, use of the telephone is authorized only when the vehicle is safely parked.

**14.5 University Driver Qualifications.** All individuals operating a University vehicle shall possess:

- A valid Driver's License and endorsement for the classification of the vehicle operated; and,
- An MVR acceptable to the Office of Risk Management and Safety.

**14.6 MVR Examination.** The Office of Risk Management and Safety shall examine the MVR of:

- Employees, at least annually, who are required to drive a University vehicle on University business as a requirement in their position description or who regularly drive a University vehicle; and,
- An Employee, volunteer, or Student seeking to drive a University vehicle on University business on an intermittent basis.

**14.7 Acceptable MVR.** An acceptable MVR is one which does not include convictions or traffic offenses described below.

**14.7.1 Within a 10 year period** prior to the date of the MVR examination, conviction of:

- Vehicular homicide; or,
- Felony involving a vehicle.

**14.7.2 Within a 5 year period** prior to the date of the MVR examination, conviction of:

- Driving under the influence of alcohol or drugs;
- Reckless driving;
- Careless driving;
- Fleeing or attempting to elude a police officer in a motor vehicle;
- Operating a motor vehicle without the owner's permission;
- Speeding in excess of 20 mph over the speed limit;
- A hit and run accident; or,
- Passing a stopped school bus.

**14.7.3 Within a 3 year period** prior to the date of the MVR examination, conviction of;

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Any combination, in separate occurrences, of five or more moving violations or accidents in which the individual was at fault or contributory;

- Driving with a suspension, revocation or administrative restriction on driving;
- Driving without required insurance; or,
- Leaving the scene of an accident.

**14.7.4 Within a 12 month period** prior to the date of the MVR examination, conviction of any combination, in separate occurrences, of 3 or more moving violations or accidents in which the individual was at fault or contributory.

#### **14.8 Authorization For Driving On University Business.**

**14.8.1 A University driver shall have the driver's employment conditioned on** maintaining possession of an acceptable MVR.

**14.8.2 A University driver shall complete a travel request form seeking authorization** to travel and reimbursement of travel expenses. Such travel request form shall include the Employee's consent for the University to conduct an MVR examination.

**14.8.3 Employees, volunteers, and Students seeking to travel on University business away from the University shall complete a travel request form** for each occurrence for which they are seeking to travel on University business and reimbursement, in whole or in part, of any expenses relating to such travel. (See Subject J. Travel) Such travel request form shall include consent for the University to conduct an MVR examination.

#### **14.9 Personal Vehicles on University Business.**

University drivers seeking to use personally owned motor vehicles shall:

**14.9.1. Maintain automobile liability insurance** in coverage amounts of not less than \$100,000 (per person)/\$300,000 (per accident) for bodily injury and \$300,000 for property damage with a combined single limit of \$500,000. Such insurance shall provide the primary coverage for damage or bodily injury.

**14.9.2 Maintain current state vehicle inspections** when required.

**14.9.3 Maintain their own vehicle in a safe operating condition** when driven on University business.

**14.9.4 Maintain appropriate driving credentials, such as CDL or other specialized licenses.**

#### **14.10 Suspension and Disciplinary Action**

**14.10.1 Employees whose position description requires the operation of a motor vehicle** in the performance of job functions shall have employment conditioned on



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maintaining the driver's qualifications above. Failure to maintain the driver's qualifications above shall be grounds for termination of employment.

**14.10.2 Employees, volunteers, or Students who fail to maintain** the driver's qualifications above, shall not be authorized to drive on University business.

**14.10.3 Employees, volunteers, and Students shall be personally responsible for payment of any fine or penalty** imposed for the violation of any law and/or regulation relating to the operation and/or parking of a motor vehicle when operating a University vehicle. Additionally, depending on the severity of the violation, such individuals shall be subject to disciplinary action, including suspension of authorization to drive a University vehicle, or if an employee, termination of employment.

**14.10.4 Employees, volunteers, and Students shall be subject to disciplinary action for personal injury or property damage** to the University resulting from or arising out of the careless operation of a University vehicle. Additionally, such individuals shall be subject to disciplinary action, including suspension of authorization to drive a University vehicle or if an employee and, depending on the facts and/or circumstances, termination of employment.

## **15. Animal Control.**

**15.1 Buildings.** For health and safety reasons, animals shall not be permitted in University buildings, University provided vehicles, or outdoor sports venues. Exceptions to this follow.

**15.1.1 Animals permitted are** service animals accompanied by an individual with a disability, animals used in research or instruction in a University-sponsored program, and animals used by the Police Department.

**15.1.2 The Karlyle Woods caretaker's home and the President's residence are excluded** from these regulations.

**15.1.3 Fish are permitted in aquariums no greater than 20 gallons in size.** Individual Departments may set a lower maximum aquarium size.

**15.2 Service Animals.** Service animal means any guide dog, signal dog, or other common domestic animal individually trained to provide assistance to an individual with a disability. Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being are not service animals.

**15.2.1 An individual accompanied by a service animal may be required to remove it if it:**

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- Is out of control and the individual does not take effective action to control it; or,
  - Poses a direct threat to the health or safety of others.

**15.3 Outdoors.** Common domestic animals shall be permitted in outdoor areas when their presence does not jeopardize the health, safety, or welfare of individuals on the campus. Individuals with animals on campus shall:

- Ensure the animal does not cause damage to University property and/or property of others;
- Not leave the animal unattended;
- Properly control the animal; and,
- Remove any excrement left by the animal.

#### **15.4 Responsibility.**

**15.4.1 The VPAT or designee shall be primarily responsible for enforcing the animal control regulations.**

**15.4.2 All University Department Heads are responsible for making reasonable efforts to enforce the regulations.**

**15.4.3 Individuals who bring animals onto the campus shall be responsible for any damage caused by such animal.**

#### **16. Missing Campus Resident Notification.**

##### **16.1 Definitions.**

**16.1.1 “Campus Resident Student”** means a Student residing in on-campus housing.

**16.1.2 “Confidential Contact”** means the individual designated by a Student as the one who would normally be aware of the Student’s location and may be contacted by University personnel to learn of the Student’s location.

**16.1.3 “Emergency Contact”** means the individual designated by a campus resident Student to be contacted not later than 24 hours following a determination such Student is a missing Student.

**16.1.4 “Missing Student”** means a campus resident Student whose whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable people as highly unusual or suspicious in consideration of such Student’s behavior, patterns, plans, or routines.

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**16.1.5 “On-campus Housing”** means University owned and operated residential living units.

## **16.2 Vice President for Student Life Responsibility.**

**16.2.1 The Vice President for Student Life or designee shall inform all campus resident Students the:**

- Student may report a concern that a campus resident Student is missing to a Resident Assistant and/or other Residential staff;
- Student may designate an individual to be contacted by the University not later than 24 hours after the Student is determined to be a missing Student;
- Student may designate another individual as a confidential contact in the event the Student is determined to be missing for a period of more than 24 hours;
- Parents of Students under 18 years of age and not emancipated will be notified if the Student has been missing for 24 hours; and,
- University Police Department will be notified immediately by the Director of Residential Living or designee when a Student is believed to be missing.

**16.2.2 Police Responsibility.** The Police Department shall conduct, consistent with its General Orders, an investigation of the missing Student report and provide its findings to the Vice President for Student Life or designee. When the campus resident Student is determined to be missing, the Director of Police or designee shall assist the Vice President or designee in notification of the appropriate individual as determined by the Vice President.

**16.2.3 The Vice President for Student Life or designee and Director of Police or designee when a campus resident Student is determined by the Police Department to be missing for more than 24 hours, shall notify the:**

- Custodial parent or legal guardian of such Student under the age of 18 and not an emancipated individual; or,
- Emergency contact designated by such Student.

**16.2.4 The Police Department shall notify other law enforcement agencies** consistent with its General Orders when a campus resident Student is determined missing.

**16.3 Employee Responsibility.** Any Employee who believes a campus resident Student may be missing shall immediately inform the Director of Residential Living. The Employee shall provide as much information as possible to the Director of Residential Living.

**16.4 Director of Residential Living.** Upon receipt of information from any Employee or other responsible person that a campus resident Student may be missing the Director or other Residential Living staff shall gather information to determine if there is valid reason to believe such Student is missing. If the Student is believed to

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be missing, the Director or other Residential Living staff immediately shall notify University Police and the Vice President for Student Life.

## **17. Emergency Messaging.**

**17.1 Purpose.** To set forth regulations and procedures for sending emergency messages to Students, family members or guardians of Students, and Employees.

**17.2 Approval to Send.** Emergency messages shall be sent on the established system only upon approval one of the following:

- President;
- Vice President for Academic Affairs;
- Vice President for Administration and Treasurer; or,
- Vice President for Student Life.

**17.3 When Emergency Declared.** An emergency may be declared when there is an imminent threat to the health or safety of Students, Employees, and visitors.

**17.4 Police Responsibility.** Emergency messaging shall be initiated by the Director of University Police or designee.

**17.5 Sending Methods.** To the extent University resources allow, the messaging system may include, but is not limited to:

- Voice;
- Voicemail;
- Text messaging;
- Email; and,
- Other emerging technology.

**17.6 Enrollment in Messaging System.** In order to receive emergency messages, Students and Employees shall be required to enroll in the program.

**17.6.1 Individuals shall enroll online.**

**17.6.2 Employees having a cell phone owned or paid for by the University** shall be required to enroll.

**17.6.3 The Director of Human Resources shall inform Employees annually** of the opportunity and process for enrolling.

**17.6.4 The Director of Human Resources shall provide enrollment information to all new University Employees** as a part of their new hire information.

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**17.6.5 The Director of University Relations shall inform Students** of the opportunity and process for enrolling at the beginning of each academic term.

**17.7 System Usage Restriction.** The emergency messaging system may be used for purposes other than emergency notification with prior approval of a member of the Administration.

## **18. Change in University Operations.**

**18.1 Purpose.** To set forth regulations and procedures when a change in status for the University Operations is deemed appropriate by the Board of Regents and/or Administration.

### **18.2 Definitions.**

**18.2.1 “Administrative Leave with Pay”** means excused leave from the University with pay. Pay is not charged against an Employees’ accumulated paid leave balances. See Section 18.6 below for additional information.

**18.2.2 “Administrative Leave without Pay”** means excused leave from the University without pay.

**18.2.3 “Closed Period”** means a day or a portion of a day during which any or all of the University Operations are closed, delayed, cancelled, or suspended.

**18.2.4 “Closing Information”** means the announcement of the decision to declare a Closed Period.

**18.2.5 “Essential Personnel”** are those Employees whose duties include the performance of Essential Services.

**18.2.6 “Essential Services”** are those deemed vital for the safety and operation of University facilities and/or operations including, but not limited to, duties related to the health and safety of residential Students. See Section 18.7 below for additional information.

**18.2.7 “Relocation”** of some or all University operations may occur at any time. Relocation may be temporary or permanent. The need for relocation of some or all University operations may vary.

**18.2.8 “University Operations”** means the performance of any normal functions of a post-secondary educational institution and include, but are not limited to conducting scheduled classes, conducting scheduled events in University facilities, conducting University related business and providing services to the public and the University’s Employees and/or Students.

**18.3 The University’s status** may be changed to a category described in this section as deemed appropriate by the Administration. Official closing, delay, cancellation or

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suspension of some or all normal University Operations shall be communicated via the University communication channels including those described in Section 18.5.

**18.3.1 Closed, Delayed, Cancellation or Suspension of University Operations.**

This Closed Period may be either a delay in the start of a work shift or day or a cancellation or suspension of all or a portion of the work shift or day. Appropriate Essential Personnel shall be expected to report for or remain at work during this Closed Period. Employees not deemed Essential Personnel shall not report for or remain at work unless instructed to do so by their supervisor. A supervisor must have the approval of the appropriate Area Head before instructing Essential Personnel to report to or remain at work. In accordance with instructions from the Employee's supervisor, employees not deemed Essential Personnel may report for work at a time later than provided by the Employee's work schedule, or to leave before conclusion of the work schedule. Classes scheduled during this Closed Period may be cancelled. If classes are not cancelled, certain other University Operations may be needed to function during the otherwise Closed Period. Administrative Leave With Pay applies during a Closed Period of University Operations.

**18.3.2 Closed, Delayed, Cancellation or Suspension of Individual Building Operations.**

Essential Personnel within the individual building(s) or areas of campus impacted shall be expected to report for or remain at work during this Closed Period. Employees not deemed Essential Personnel within the individual building(s) or areas of campus impacted shall not report for or remain at work unless instructed to do so by their supervisor. A supervisor must have the approval of the appropriate Area Head before instructing Employees not deemed Essential Personnel to report to or remain at work. In accordance with instructions from the Employee's supervisor, Employees not deemed Essential Personnel may report for work at a time later than provided by the Employee's work schedule, or to leave before conclusion of the work schedule. Classes scheduled within the individual building(s) or areas of campus impacted by the Closed Period may be cancelled. If classes are not cancelled, certain other University Operations may be needed to function during the otherwise Closed Period. Administrative Leave With Pay applies during a Closed Period of individual building(s) or areas of campus.

**18.3.3 Relocation of University Operations and/or Services.** A Relocation of all or a portion of the University Operations may be deemed necessary by the Administration. In accordance with instructions from the Employee's supervisor, Employees may need to be relocated temporarily or permanently for the continuation of University Operations.

**18.4 Decisions to Close, Delay, Cancel, Suspend or Relocate any University Operations.** Decisions to declare a Closed Period and/or Relocation shall be made by the Administration as needed or upon the request of local, state or federal authorities. Relocation of all University Operations shall be made by the Administration. Relocation of a portion of the University Operations may also be made by the supervisor in consultation with the respective Area Head.

**18.5 Communication and Information Sources Concerning a Closed Period for the University** will be communicated by any one or more of the following sources:

- The University's homepage ([www.washburn.edu](http://www.washburn.edu));
- The University's email system ([@washburn.edu](mailto:@washburn.edu));
- The University's main telephone number 670-1010;
- Text message via the University's emergency messaging system;
- Local television;
- Local radio.

**18.6 Compensation During a Closed Period.** Employees (e.g., faculty, staff, student) who are scheduled to work (e.g., full-time, part-time temporary) during a Closed Period will receive Administrative Leave With Pay for otherwise scheduled work hours. Administrative Leave With Pay shall not be paid to Employees who are, during a Closed Period, on any form of pre-arranged leave. Employees not required to report during a Closed Period and/or Relocation but who choose to do so, shall not receive Administrative Leave With Pay in addition to their regular pay.

**18.6.1 Administrative Leave With Pay** shall be paid on the same basis as regular holiday pay i.e., prorated based upon the FTE of the Employee's appointment or scheduled work hours.

**18.6.2 Administrative Leave With Pay or Administrative Leave Without Pay hours** are not "hours worked" for purposes of calculating overtime pay under the Fair Labor Standards Act for non-exempt Employees. See Subject D. Section 4.5 Overtime Pay.

**18.7 Essential Services.** Essential Services and personnel to be provided will be determined by the appropriate Area Head and may vary depending upon the situation. An Area Head will be expected to identify the appropriate Essential Services and personnel prior to a Closed Period and/or Relocation.

**Examples:**

- A Closed Period due to an inclement weather situation may be the result of extreme winter weather conditions. Depending upon the timing and the severity of the conditions, the Administration may either delay the start of or suspend all or part of its normal operations. In this situation, Essential Services may be needed for snow/ice removal from sidewalks, building entries, streets and parking lots, the operation of the boilers (heating), the University's law enforcement activities, payroll, residential living and dining services for students residing in University housing.

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- A request by local, state or federal authorities to temporarily close the University may be requested. The request may result in a full or partial closure of University Operations for a period of time. In this situation, Essential Services may be needed for facilities services, building entries, the operation of the boilers (heating), the University's law enforcement activities, payroll, student health care providers, residential living and dining services for students residing in University housing.

**18.8 Essential Personnel** who do not report to work as required may be subject to disciplinary action.

**18.9 The Administration** may announce changes to this section as deemed necessary due to extraordinary circumstances.

## **19. Skateboards, Skates and Bicycles and Other Forms of Related Transportation.**

**19.1 Purpose.** To set forth regulations and procedures to be followed for campus safety.

**19.2 Use.** Skateboards, skates of all types, bicycles and other forms of related transportation may be used on campus sidewalks for transportation purposes only. Users may not ride or use these forms of transportation on stairways, patios, dock areas, benches, picnic tables, railings, and any and all other irregular surfaces or in places that may be marked as off limits to skateboards, skates and/or bicycles. Skateboards, skates and bicycles shall not be used in any campus building.

Users of these forms of transportation are expected to use them in a safe, responsible manner.

**19.3 Campus Pedestrians.** Campus pedestrians have the right of way at all times. Excessive speed, stunt riding, racing, or any and all other uses of skates, skateboards and bicycles that may cause property damage or endanger the user or others is prohibited.

**19.4 Bicycle Parking.** Bicycles must be parked at designated bicycle racks provided by the university and may not be parked or stored within campus buildings. Bicycles parked outside of designated bicycle racks will be tagged for a minimum of 48 hours before being removed by the University. If ownership cannot be established, the bicycle will be treated as found property and handled in accordance with University policy.

**19.5 Motorized Transportation.** With the exception of wheelchairs and authorized university vehicles, use of motorized transportation is not permitted on sidewalks or inside campus buildings.

**19.6 Violations.** All violations should be reported to the University Police department. Violators may be subject to ticketing, disciplinary proceedings or other appropriate



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action, depending on the violator's status as University or non- University related person. Non-Affiliated individuals who violate this policy after being warned may be issued a Notice to Leave the campus.

## **20. Communicable Disease.**

**20.1 Purpose.** To set forth procedures and regulations regarding the prevention, mitigation and/or management of Communicable Disease on campus to protect students, faculty and staff.

### **20.2 Definitions.**

**20.2.1 “Communicable Disease”** is an infectious disease transmissible (as from person to person) by direct or indirect contact with an affected individual, including but not limited to, hepatitis A, B and C, tuberculosis, rubella, chicken pox, shingles, influenza, measles, meningitis, COVID-19 and others as may be identified by local, state and/or federal agencies.

#### **20.2.2 “Direct or Indirect Contact”.**

- **“Direct Contact”** occurs when there is a physical contact between an infected person or a susceptible person.
- **“Indirect Contact”** occurs when there is no direct human-to-human contact. Indirect contact may occur in several ways, including but limited to, when an infected person sneezes or coughs and the infectious droplets are inhaled, when a healthy person touches a contaminated object or surface and then touch their hands, eyes, nose or mouth prior to following universal precautions.

**20.2.3. “Health Care Provider”** for purposes of this regulation will adhere to the same definition as used by the Family and Medical Leave Act.

**20.2.4 “Universal Precautions”** is an approach used to prevent and/or mitigate the spread of infectious disease from bloodborne pathogens and/or certain body fluids. This includes, but is not limited to, following proper hand hygiene, wearing personal protective equipment when appropriate, maintaining respiratory hygiene and cough etiquette, using adequate procedures for cleaning and disinfection.

**20.3 Notification:** Employees who have or suspect they are infected with a Communicable Disease should seek expert medical advice from a health care provider and are encouraged to advise local health authorities of possible public health threat when appropriate. Employees should follow the directions of local health authorities in order to prevent the spread of infection and protect their own health. Employees who have a Communicable disease and may be at risk for transmitting the illness through direct or indirect contact to other students, faculty and/or staff should notify Human Resources promptly. Students who have a Communicable disease and may be at risk for

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transmitting the illness through direct or indirect contact to other students, faculty and/or staff should notify Student Health promptly.

Employees who present a health risk to other students, faculty and/or staff should conduct themselves responsibly for their own protection and the protection of others in the community, follow universal precautions as appropriate, and not knowingly engage in any activity which creates a material risk of transmission to others.

**20.4 Returning to work.** Employees should present a medical release, with or without restrictions, to Human Resources prior to returning to work from a Communicable Disease.

**20.5 Compliance.** The University will consider all recommendations statutes and/or regulations from any local, state and/or federal agency related to Communicable Disease. The University will consider all applicable recommendations, statutes and/or regulations which protect the privacy of persons who have a Communicable Disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have Communicable Diseases.