

MU Extension & Engagement off-campus return to work COVID-19 guidelines:

Guiding principles as an employer:

- **Keep our employees safe**
- **Protect Missourians health**
- **Be resilient for the future**

Policy:

1. If you feel ill, **stay home!** If you are running a fever, **stay home!**
2. Decisions to open county offices should be made by local Extension Councils and will be dependent upon the availability of administrative support. University faculty and program staff cannot be responsible for opening offices without administrative support staff actively working from the office.
3. RDs and CESs will discuss if staging or staggering faculty and program staff back into county offices is needed; offices with more than five or six faculty and staff may need to develop local plans.
4. Reopening will take place in phases. Local recommendations or regulations stricter than those of the state or CDC will be followed.
 - Regularly monitor local and state COVID-19 situations. Every 14 days RDs and statewide administration will decide whether to relax restrictions, keep restrictions the same **OR** tighten restrictions, based on state and local situations. This may be on a statewide or local basis. Those decisions will be communicated to the affected CESs, FSs and EDs as they occur.
 - ♦ **Phase 1:** May 18, 2020, can begin for a local office if allowed by local guidance and approved by RDs and state administration in consultation with the CES, FS and EDs. Expect to be in Phase 1 a *minimum* of 4 weeks as state and local health officials determine how to best address the COVID-19 situation.
 - No employee or program groups larger than 10 people, indoors or outdoors.
 - Maintain social distancing at 6 feet.
 - Continue to conduct programs and activities by alternate means where possible.
 - ♦ **Phase 2:** Where allowed by local guidance and if approved by RDs and state administration in consultation with the CES with input from FSs and EDs.
 - No groups larger than 50 people.
 - Observe any CDC distancing guidelines in effect.
 - Continue to conduct programs and activities by alternate means where possible.

- ◆ **Phase 3:** No restrictions on group size, but time spent in crowded areas should be minimized. Social distancing may be reduced.
5. Groups or activities that do not readily allow for social distancing or require significant time in crowded spaces:
 - The decision to participate in fairs will be made as the COVID-19 situation evolves and as the state and communities move toward the new “normal.” The state 4-H Center for Youth Development, RDs and MU E&E state administration will make these decisions with input from youth faculty, CESs and statewide partners.
 - Trade shows.
 - In-person auctions.
 - Meetings – boards, councils, clubs, etc.
 6. Continue to practice purposeful hygiene, including frequent handwashing, wearing masks if possible, covering coughs and sneezes, and proper disposal of tissues and napkins.
 7. Work to protect vulnerable populations.

Individual faculty and program staff will need to decide if they are comfortable returning to an office and program environment. They will need to work within university guidelines on leave or telecommuting. Many may prefer to wear masks or gloves as they return to offices and programing. These items may be required in some localities. Those will need to be supplied by employees.