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Human Resources Advisor - August 2020

1 message

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Milissa's Minute

There are a number of changes this fall, some anticipated and others not. (For instance, most of you didn't anticipate me getting married and changing my name/email! You may now contact me at HROrchard@csp.edu.) Through it all, our employees have shown over the past six months that we are resilient. As we kick off this new school year, we all must come together to provide our students with a rich learning environment that has made this their academic home. As you plan for an uncertain fall, and consider your family obligations during this time, know that University leadership wants to ensure you have the support needed to succeed in all of your important roles.

For families where the school has been transitioned to online delivery, either fully or in part, we are pleased to announce that faculty and staff who provide services to students so they may pursue their education are classified as Tier I. As such, these families are eligible for assistance in providing care for school-aged children and are encouraged to contact their child's public or charter school directly to apply.

In addition, the Governor has created a resources page to assist with finding appropriate childcare where the prior option may not be available. Please [click here](#) and you will be brought to State of Minnesota communication regarding Childcare Options during COVID19 including access to applications for child

care assistance, early learning scholarships, and the Bridge to Benefits screening tool to assess eligibility for these programs.

Families who are not eligible for either of these options are requested to create a family plan for sharing the duties of educating and caring for school-aged children while engaged in online learning. Please submit a request to your supervisor directly for a flexible schedule (most often to work early or later in the day) to meet our students' needs while also providing for your family. Employees and supervisors alike are recommended to contact HR to discuss options as well as for questions regarding requests.

Note that approval for a flexible schedule does require continued satisfactory performance and a full workweek be completed in order to earn full compensation. Should you find that you are unable to balance your home and work obligations while maintaining full-time hours, you may request either a reduced workload or a leave of absence through the Family Medical Leave Act. To request a leave of absence, please contact Milissa Orchard directly at 651.641.8268 or HROrchard@csp.edu.

As always our goal is that these options will provide you with the support needed to provide for the emotional and educational needs of your family while continuing to be a valuable member of the Concordia community.

Alex's Advice & Reminders

As we approach the beginning of Fall Semester, we continue to focus on getting back to regular business and a return to operations. We have several updates that relate to how we should approach our work in office spaces when students return.

- We need to return to standard operating procedures for processes that were modified during the stay home order. As such, when duties require it, employees will be expected to be in physical contact with items that may have been touched by others. Utilizing the MDH and CDC guidelines of wearing masks, washing hands, and sanitizing will allow risk to be reduced while performing the required functions of one's job. This means that certain electronic procedures will go back to a physical paper procedure. For example, the Business Office will no longer be accepting electronic signatures for approval, they must have a wet signature, as this

is an auditor requirement.

- All offices that host student appointments should keep track of the name, day, and time of the appointment with each student. We will be able to utilize this information if we need to do contact tracing. Please see the form titled Office Check-Ins for use in tracking these appointments.
- Office spaces should be rearranged in a way to create barriers for physical distancing. You could move a desk, put up a rope, utilize other furniture pieces to create that barrier. You can also reach out to marketing for the physical distancing dots for the floor that indicate where to stand, and to create at least 6 feet of space between people.
- Glossary of Key Terms: Josh Deer has been working on a glossary of COVID-19 terms, and it will soon be available on the csp.edu COVID web page. One key term I would like to point out is Close Contact. Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk) and whether the individual has symptoms (e.g., coughing likely increases exposure risk).
- There is a new COVID-19 form for reporting confirmed cases. Please use this link to access the COVID-19 Reporting Form. The information will be used by the University's Response Team to determine appropriate follow-up. You can find this form under the COVID-19 resources page on csp.edu.
- The Contact Tracing Team is considering how and when updates on active cases will be reported. More information will come in the CSP Digest.
- As we welcome students back, we have the great privilege to lead by example and embrace the new social norms, which means wearing masks and maintaining physical distance. When we normalize these circumstances, others will follow our example.

- A reminder that all employees are required to complete Coronavirus (Covid-19) Prevention in the Workplace training in Safety Skills. Contact Alex Miller at amiller1@csp.edu if you have any questions.

Welcome Weekend Volunteers

The university continues to physically prepare campus facilities and residence halls to welcome students back to campus next week. CDC and MDH social distance guidelines are being enforced in many creative ways to allow for engagement while reducing risk as much as possible. Adjustments require smaller groups for events and activities and prohibit activities like assisting students with unloading their vehicles upon arrival to reduce the number of physical touches. In addition, while we require assistance with serving at Comet's Cookout, only students are allowed to partake of the meal this year. Rest assured, students will receive the same engaging experience, just in modified delivery.

Please consider contributing your energy and enthusiasm for CSP during our upcoming Welcome Weekend events. Employees who receive advance approval from their supervisor are eligible to volunteer up to **2.5 hours** of time during their regular workday as long as the absence doesn't negatively impact their department's priorities during this busy time.

Please click on each event below to select a time to volunteer no later than **noon on Monday, Aug. 31.**

Wednesday, Sept. 2—First Year and Transfer Student Move In

Thursday, Sept. 3- Comets Cookout

Thank you for considering how you can contribute to our students' experience as it wouldn't be successful without our volunteers. Stay well.

Golden Bear of the Semester Award

Nominate a Golden Bear

We are still accepting nominations for Golden Bear of the Spring/Summer Semester award! The deadline for Spring/Summer nominations is September 14. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply click here and submit a short description of why your colleague deserves to be named Golden Bear of the Semester.

SHOUT OUT!

Want to give immediate, positive feedback to your peers? Don't forget about our newer initiative for peer recognition, SHOUT OUTS! Give someone a SHOUT OUT! to let them know they are appreciated.

Wellness

FLU SHOT CLINIC - OCTOBER 15

We will be hosting a Flu Shot Clinic this fall, and have the date and time set! October 15 from 10:30 a.m. to 1:00 p.m.

More information to come in September!

DON'T FORGET ABOUT THE WELLNESS CHALLENGE!

You are challenged to a Healthy Selfie Challenge! It will be a fun way to find refreshment, reconnection, and rejuvenation during the summer months. Here is how it works:

1. Take a picture of yourself participating in summer, wellness-focused activities (see photo example below). Examples include:
 - o Playing outside with a pet or family member
 - o Going for a walk
 - o Playing an outdoor game
 - o Something that made you smile
 - o Making a healthy snack or meal
 - o Reading an old or new book
 - o Trying a new hobby
 - o Gardening
 - o Showing appreciation and/or gratitude
2. Submit your photos via email to amiller1@csp.edu
3. Deadline to submit photos will be September 7, 2020
4. Healthy Selfie must include healthy activities
5. Each Healthy Selfie image submitted is an entry into a raffle prize (weekly limit of 5 photos)

6. One winner will be awarded for each of the categories below:
- On the Move: favorite action photo
 - Healthy Eating: nutritionally appealing and/or tasty photo
 - Innovative: most creative (example: includes more than one healthy activity in one photo, varied ways of social distancing)



Family fun at Bouncelandia in Milford, IA (for real, it was called Bouncelandia)

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller:

amiller1@csp.edu or 651-641-8224



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