

Bears Return to Work on Campus Guidelines for COVID-19

Overview

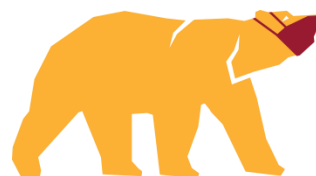
In this “living document,” we outline our commitment to implement and enforce best practices for safe and healthful working conditions for all employees. We strive to discover, correct, and prevent safety and environmental health hazards that could affect our colleagues, our students, or our visitors. No one can guarantee complete safety—anywhere, ever, even before COVID-19. But with diligent efforts by all of us, we can endeavor to make the risks of being on campus not significantly different from the risks one might face elsewhere. Towards that end, employees are expected to work safely and adhere to all established safety rules, procedures, and work practices. The guidelines outlined in this living document—which the Virus Task Force regularly reviews and may update as necessary—provide specific details to information provided in the college’s [Health and Safety Plan](#) related to working during the COVID-19 pandemic. The guidelines include:

1. Staff scheduling options
2. Testing protocols for COVID-19 infection
3. Symptom monitoring and exposure protocols
4. General safety protocols including personal hygiene practices, masks/face coverings, personal cleaning of workspaces, barriers/shields, physical distancing, and new building circulation patterns
5. Considerations for protection of at-risk faculty, staff, and students, including those with home concerns such as child-care and vulnerable family members
6. Revised travel considerations

All community members must work together to mitigate the risk of COVID-19 exposure and infection. Employees should know, understand, and implement the information outlined in this document and the college’s [Health and Safety Plan](#) to reduce the risks of COVID-19 exposure and infection. Employees must do their part: stay informed by referring back to these documents regularly, follow all posted signage and guidelines, and adhere to recommended safe hygiene and physical distancing practices. The college administration, for its part, will strive to communicate openly and in a timely manner about changes to these guidelines, so that employees are well informed. Most importantly, we must all support each other throughout this unprecedented time.

Should you have questions about this document, contact Human Resources or Environmental Health Safety & Risk Management.

Bears protect each other! Continue to do your part so the community remains healthy and safe!



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Returning to Campus and Working Remotely

All divisions have been asked to continue to support remote working, staggering and rotating shifts as necessary, to meet student needs and to complete essential operations. Employees for whom it is possible to work from home should do so consistent with the mitigation orders issued by the Governor of Pennsylvania and PA Secretary of Health. When such orders are lifted, employees for whom it is possible to work from home should do so until the campus reaches the black phase of the college's [phased returned to campus](#). All employees should regularly monitor the [faculty/staff landing webpage](#) for the latest information. Major changes to these guidelines will be communicated to faculty and staff by email and be posted on the college's COVID-19 website.

Testing for COVID-19 Infection

All employees (faculty and staff) currently working on campus must promptly obtain their own testing through their health insurance using a testing company of their choice (e.g. LabCorp, Quest) or an available testing site available in the county of residence (e.g. [Montgomery County](#), [Chester County](#), or [Delaware County](#)). Employees not currently working on campus should obtain their own testing in sufficient time ahead of their return to campus so that the results are received prior to their return. Testing is not required for employees working on campus fewer than four hours a week, but any employee working fewer than four hours a week but having regular contact with others during their work on campus should contact Mark Schneider (faculty) and Carol McMillin (staff) for further guidance.

Employees must submit the results of such testing to the following individuals, respectively:

- Students: Wellness Center
- Athletics Staff: Jill Fazzini, Assistant to the Director of Athletics
- All Other Staff and Faculty : Human Resources Office – hr@ursinus.edu

Employees testing positive may not return to work until the criteria for sick employees (see below) are met. Employees receiving notice of a positive test while working on campus must notify their supervisor and go home immediately. Employees who refuse to be tested must work from home; those unable to work from home will need to take a furlough or use paid time off. We will follow the same [testing guidelines](#) implemented for the fall semester. The college will continue to ensure that such required future testing will not incur an expense borne by employees.

Symptom Monitoring Requirements

Employees are **expected** to **self-monitor** for COVID-19 symptoms **prior to reporting to work** each day. If you will be working on campus, you must take your temperature upon arrival to campus. [Temperature check stations](#) are located in each building. **Do not come to work** if you have COVID-19, exhibit any of the symptoms of COVID-19, or have had close contact with

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someone who has exhibited the symptoms of COVID-19 within the 48 hours after contact. Notify your supervisor if you have symptoms or have had close contact and stay home. Primary symptoms include the following:

- fever (100.4 F or higher) or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

This list is not comprehensive. See the [CDC list](#), which is periodically updated.

Exhibiting COVID-19 Symptoms

An employee who exhibits COVID-19 symptoms

- should contact their primary physician,
- must notify their supervisor, and
- must stay home.

If an employee develops symptoms while at work, the employee must

- notify their supervisor
- avoid contact with other employees or students, and
- return home.

Sick employees should follow [CDC-recommended steps](#) including not returning to work until the CDC criteria to discontinue home isolation are met, in consultation with health-care providers and state and local health departments.

Employees who exhibit COVID-19 symptoms, may return to work when the following criteria have been met:

- Receipt of a negative test result. **The test must have occurred on day 5 or later.**

OR

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved.

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If you experience a COVID-19 circumstance and are unclear how it affects your employment status, you are strongly encouraged to contact Human Resources to discuss the options available to you.

Testing Positive for COVID-19

Employees who test positive for COVID-19 will follow the steps below:

- Stay at home and keep as separate as practical from other members of their household.
- Follow [CDC guidelines for isolation](#)
- Return to campus/work when the following criteria have been met:
 - At least 10 days since first appearance of symptoms, or since a positive test if asymptomatic
 - At least 24 hours with no fever (without use of fever-reducing medication), and
 - Symptoms have improved.

For employees who are identified as COVID positive, the Montgomery County Public Health officials or the Ursinus Health Corps will engage the employee virtually to do contact tracing of others in close contact with the infected individual over the preceding 48 hours.

- Employees identified by contact tracing will be asked to teach/work remotely and asked to follow CDC [quarantine guidelines](#) as well as possible to protect other members of their household and their local community. **Return to campus is permitted:**
 - After 10 days (post-exposure) of isolation, with a careful monitoring of potential symptoms for the full 14 days.
 - After 7 days (post-exposure) with receipt of a negative test result from a sample taken on day 5 or later following initial exposure. A copy of the negative test result must be submitted to the following individuals, respectively
 - Students: Wellness Center
 - Athletics Staff: Jill Fazzini, Assistant to the Director of Athletics
 - All Other Staff and Faculty : Human Resources Office – hr@ursinus.edu
- The campus community will be notified of the identification of a case on campus, and that the appropriate steps of isolation and quarantine have been taken. Individual privacy will be respected in communication to the full campus and through the contact tracing process, consistent with applicable confidentiality laws. To promote transparency and to keep the campus fully aware of that positive cases may have occurred, the college will continue to update a weekly “[dashboard](#)” on its Bears Return webpage. That dashboard will include a color-coded alert system, as well as key indicators of the health of the campus community including the overall number of completed tests, the number of positive tests, the number of students in quarantine, and the changes in the statistics week-over-week.

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Identified as a Contact of someone who has tested COVID positive

Employees identified by contact tracing or who have been exposed to a positive COVID case will be asked to teach/work remotely and asked to follow CDC [quarantine guidelines](#) as well as possible to protect other members of their household and their local community. Return to campus is permitted:

- After 10 days (post-exposure) of quarantine, with a careful monitoring of potential symptoms for the full 14 days **AND**
- No current symptoms.

Additional Measures for Positive Cases

In addition to following CDC guidelines for [contact tracing](#), quarantine and isolation, and notifying the campus community, the college will follow recommended [CDC guidelines](#) that include the following:

- Cleaning and disinfecting affected areas
 - Affected areas will be secured and decontaminated.
 - Areas visited by the employee who is a probable or confirmed case of COVID-19 will be closed off.
 - Outside doors and windows will be opened and ventilation fans used to circulate the air in the area.
 - After waiting 24 hours, the area will be cleaned and disinfected.
 - All shared areas such as offices, bathrooms, and break rooms, and shared electronic equipment (e.g. tablets, touch screens, keyboards, remote controls) will be cleaned and disinfected.
- Immediately sending home an employee who becomes sick during the workday and cleaning and disinfecting the surfaces in the employee's workspace.
- Monitoring employees' temperatures prior to the start of the workday for 14 days.
- Continuing to require employees who don't feel well to stay home.
- Continuing to follow [CDC hygiene practices](#).

General Safety - Personal Hygiene Practices

All employees must follow recommended [CDC hygiene practices](#) including but not limited to washing hands for at least 20 seconds with (preferably) soap and water or, if washing is not practical, use of an alcohol-based hand sanitizer that contains at least 60% alcohol; cleaning and disinfecting frequently touched surfaces; and covering the mouth and nose when coughing or sneezing.

Everyone must help stop the spread. Employees should wipe down all touch points (doorknobs, railings, work surfaces, light switches, coffeemakers, etc.) in personal workspace

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before starting work and at the end of the workday with soap and water or 60% alcohol-based product. When using shared equipment such as printers, copiers, and lab equipment, always wipe down prior to and after each use with a 60% alcohol-based product. In addition:

- Soap and water for hand washing is available in all restrooms.
- Hand sanitizer stations are located throughout campus (usually at all entrances). If you notice that dispensers are empty, please notify the Director of Facilities immediately at 610-409-3598.
- Pump hand sanitizers, small bottles of hand sanitizer, and no-touch tools are available for use by faculty and staff at the administrative office area in each building.
- Employees must wash their hands for at least 20 seconds with warm soap and water upon entering or prior to leaving the college, before and after breaks, after glove removal, etc.

General Safety – Mask and Face Coverings and Other Personal Protective Equipment (PPE)

Employees are required to wear a cloth mask or some type of cloth face covering at all times while on campus, except under conditions where that is impossible (e.g. during meals) or superfluous (e.g. within an employee's personal office). This includes all public settings—classrooms, laboratories, studios, libraries, offices, hallways, public pathways, residence hall shared spaces, athletic facilities, and dining facilities. You can use your own or the college will provide one for you. Disposable masks are available at Campus Safety and designated locations in administrative and academic buildings. For instances in which seeing lips of faculty, staff or students is critical, face masks with clear sections should be used. Using a face shield without a cloth mask or face covering may not provide protection from the spray of respiratory particles. The college encourages everyone to bring additional masks or face coverings to ensure there is an adequate supply available at all times.

- Your face must always remain covered – this includes your mouth and nose.
- Follow these steps to wear your face covering or mask properly:
 - Wash your hands before putting on your face covering.
 - Put it over your nose and mouth and secure it under your chin.
 - Try to fit it snugly against the sides of your face.
 - Make sure you can breathe easily.
 - Review the CDC guidelines [here](#) for further information.
- Cloth masks should be washed daily. If using a cloth mask with a replaceable filter, the filter should be replaced daily. Review the [CDC guidelines](#) for more detail on daily mask care.
- If you work in a laboratory, perform a hazard risk assessment of your work to determine if an alternative mask is required.

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- Individuals who believe they are unable to wear any type of face coverings due to a health condition or disability should contact their supervisor and Human Resources. Human Resources may require medical documentation and shall determine if an exception will be granted. If so, Human Resources will determine what alternative steps may be necessary to reduce the risk to the employee or others.

Additional PPE that employees may need depends upon the job or task. Employees should work with their supervisor and the Director of Environmental Health Safety & Risk Manager for assistance. Again, the college has masks available for employees and students but asks everyone to bring additional masks or face coverings to ensure there is an adequate supply available at all times.

General Safety – Physical Distancing and Barriers/Shields

Employees must maintain physical distancing of 6 feet or greater inside and outside of buildings. This includes offices, classrooms, laboratories, hallways, restrooms, common areas and outdoor spaces. More specifically:

- If a task or a specific activity such as lab work involves working with others in closer proximity than 6 feet, [CDC guidelines](#) and the specific precautions/practices put in place for the task or specific activity must be followed.
- Physical distancing reminders implemented throughout campus may include sidewalk and floor decals, floor tape, and signage.
- Entrances and exits of buildings may be controlled to minimize the number of occupants in hallways and stairwells and to maintain 6 feet physical distancing especially during class changeovers. Some spaces such as the dining hall and Lower Wismer will have new circulation patterns.
- Elevators, restrooms, and other common spaces will be posted with occupancy limits.
- Where physical distancing cannot be observed, barriers or shields will be installed. Each department along with Facilities has assessed and identified these areas. Employees should work with their supervisor to determine if a barrier or shield should be installed, if not already in place.
- If an in-person meeting is required, physical distancing must be maintained, masks must be worn, and no more than 25 people should be present. The number of people permitted to be present may be lower. Check the latest [PA mitigation orders](#) to confirm. A location must be chosen where these requirements can be met. Virtual meetings are strongly encouraged.
- Where 6 feet physical distancing cannot be maintained in restrooms, physical barriers will be placed where feasible or some sinks, showers, or toilets will be covered and unavailable for use.

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“At-Risk” Employees

Employees who believe they (not their family members) are at higher risk of contracting and experiencing serious complications from COVID-19 if they return to work, despite the various precautions in this plan, must self-identify to the [Human Resources office](#). Additionally, faculty must consult with the Dean’s Office and staff should consult with their supervisor. Human Resources will go through a formal reasonable accommodation process regardless of whether the risk factors are age, underlying medical conditions, or both, and work with the divisions to determine whether accommodations are possible. This may include working remotely or limiting time on campus. Just as important, if not more so, is that the college will work with divisions to allow for adequate support for returning employees to mentally prepare for these necessary workplace changes.

Dining and Break Areas

Practice good hygiene by washing your hands for 20 seconds with soap and water before and after eating. Employees are encouraged to take social and lunch breaks within their office or workspace or in less-crowded spaces outdoors. Maintain 6 feet physical distancing.

Where access to shared refrigerators, microwaves, and coffeemakers exists, either remove/close access to the units or follow these best practices to prevent the potential spread of the virus:

- Where possible, move units at least 6 feet apart. Otherwise, limit the number permitted to use to one employee at a time. The occupancy limit should be placed on the door to the break room or in the vicinity of the units.
- Wash hands prior to and after use of the units.
- Wipe all surfaces including tables, counters, refrigerator handles, coffeemakers, microwave handles, etc. before and after use with approved EPA disinfectant or alcohol wipes.
- Employees may remove masks for eating and drinking only. When eating with others, always maintain 6 feet physical distancing.

Employees are strongly encouraged to bring lunch from home to minimize contact with students. Should employees visit the dining hall, follow all physical distancing guidelines and signage in place.

Revised Travel Considerations

It is a goal to keep the overall health of the campus at a better level than that of the surrounding community. This means that travel to and from the campus invariably increases the risk of bringing disease to the campus. With this in mind, the college promotes the following practices with regard to travel.

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- Essential travel—all local travel to and from campus for employees—should be kept to a minimum. As long as there are significant levels of infection in the local area, we discourage any travel off campus during the course of the day for lunch or other unnecessary activities.
- Employees who commute to and from campus should maintain extra care to minimize chances of infection off campus as well as the chance of transmission to others on campus.
- Employees who use [public transportation](#) should make sure to wear a mask, and use hand sanitizer or wash hands to avoid infection in route.
- Employees are discouraged from taking personal or professional [travel](#) that may bring them to areas in which COVID-19 is particularly prevalent. The Pennsylvania Department of health specifies that residents who have traveled outside of the Commonwealth and are returning home, “to produce evidence of a **negative COVID-19 test** or place themselves in **quarantine for 10 days** without testing or a 7-day quarantine with a negative test on or after day 5 of quarantine.”

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Resources and Information

[CDC Face Coverings and Masks](#)

[CDC Handwashing](#)

[PA Department of Health Coronavirus](#)

[PA Department of Health Travel](#)

[CDC Travel Guidelines](#)

[IBX Communication on COVID-19](#)

[KTB Client Advocate Center](#)

[Telemedicine - MD Live Information](#)

[Telemedicine - Penn Medicine Information](#)

[Employee Assistance Program \(EAP\)](#)

Guidance and Orders

[PA COVID-19 Guidance for Businesses](#)

[Guidance for Preparing Workplace for COVID-19](#)

[PA Governor Orders](#)

[FAQs PA Gov and DOH Orders](#)

[FAQs for Travelers DOH](#)

[PA Responding to COVID and Mitigations](#)