

# MONMOUTH UNIVERSITY

## Return to Work Guidance

July 2020

### **Initial Guidance for Monmouth University Employees returning to campus as their primary workspace** Effective Monday, July 27, 2020 / Updated, August 25, 2020



### **A Gradual Approach to Returning to Work**

Monmouth University will implement a gradual approach for returning to the workplace in a manner that protects the health and well-being of the members of the university community. Since the impact of the COVID-19 pandemic changes daily, we expect that this guidance may be adjusted and updated as the need arises. This includes public health guidance for cleaning protocols, personal health checks, physical distancing and other elements of our Return to Campus plans. Many employees will be required to be on campus to efficiently perform their work.

Area Vice Presidents will work with Deans, Academic and Administrative Department Heads to identify those employees who can efficiently telework, those who will work on campus, and those who may utilize a hybrid work schedule. Area Vice Presidents have the final discretion for approval of work schedules.

## **Health and Safety Guidance**

All employees returning to campus must adhere to the following campus protocols, and take reasonable precautions to avoid contracting or spreading COVID-19 while on or away from campus.

Additional information is available in the Fall 2020 Reopening Plan Health & Safety document located on the university's portal.

- **You are required to wear a face covering in community settings**

All members of the university community are required to wear face coverings when outside of their private office and practice social distancing. Face coverings are recommended by the CDC to protect you and others from the virus and to prevent spread throughout the community. Examples of public settings include areas outside of your private office such as:

- Shared office spaces
- Entrances/exits
- Classrooms
- Common meeting space, break rooms, lounge areas or restrooms
- Dining facilities, except when eating
- Public event space
- Elevators, hallways, and stairwells
- Outdoor areas on campus

Employees should contact the Office of Human Resources to obtain a mask. Employees may alternately request a face shield; however, according to medical experts, face shields by themselves are not as efficient as a mask. Face shields worn in conjunction with facemasks greatly reduce viral transmission.

Employees will be provided with a new additional identification card and lanyard, which they will be required to wear while wearing a face covering outside their offices. Do not destroy your current identification card, which can be used to access buildings.

- **Policy:** No mask, no entry.
  - This applies to employees, students, and visitors in classrooms, work settings, dining facilities, and all other areas where people gather.
  - The University will make use of Security Officers both roving and assigned to designated campus areas in addition to other designees to assist with enforcement of wearing face coverings.
    - Such persons will have a supply of disposable masks for distribution as needed.
  - Faculty shall restrict admittance to the classroom for students not wearing face coverings.
  - Employees may restrict entrance to departments by persons who are not wearing face coverings.
  - Students, employees, and visitors may obtain themselves of a limited supply of disposable face masks made available in the Student Center if they fail to bring a face covering to campus. Persistent offenders will be referred to their area Supervisor.



- **Maintain social distancing practices**

Keeping space between you and others is one of the best tools we have to avoid exposure and slow the spread of COVID-19. Stay at least 6 feet or more from other people.

- Stay out of crowded places and avoid mass gatherings.
- Try to avoid holding in person meetings of 3 or more people. Schedule virtual meetings when possible.
- Avoid meetings in groups larger than 10 individuals in large indoor spaces or outdoors.
- Wear a face covering at all times and be particularly attentive when maintaining 6 feet of separation is not feasible.
- Minimize use of elevators. When possible take stairs or limit elevator use to 1 person at a time. Stand in corners if riding with another person.
- Classrooms and offices are also being adjusted to meet social distancing regulations.



- **Wash your hands regularly**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, using a restroom or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol or Benzalkonium Chloride.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Use tissues or towels to open doors and press elevator buttons.

- **Stay home when you are sick**

All employees are asked to stay home when they are ill, or when experiencing symptoms associated with COVID-19:

- Fever 100.4F (38.0C) or fever-like symptoms of chills and sweating
- Trouble breathing, shortness of breath or severe wheezing
- Cough
- Loss of smell or taste or change in taste
- Muscle aches
- Sore throat
- Nausea, vomiting, diarrhea
- Headache

Also, if you have been in close contact with a person in the last 14 days who is confirmed to have COVID-19, please stay at home and contact your private medical provider and the University Health Center.

Employees will be expected to self-screen for COVID-19 symptoms including temperature taking each day prior to coming to work. If you are experiencing any of the conditions listed above, stay home, contact your health care provider, and report your absence to your Supervisor. Please report a COVID-19 diagnosis to the University Health Center.

- **Travel recommendations and restrictions are to be followed in accordance with CDC travel advisories and restrictions and University policy related to COVID-19.**

- If traveling within the United States, employees will need to adhere to state-by-state guidelines for travel and quarantine, particularly on return.
- International travelers traveling back to campus and travelers from high-risk states so designated by the State of New Jersey will be required to self-quarantine for 14 days as per CDC guidelines.

- Employees on self-quarantine will use own leave time.
- Such persons will follow University guidelines.
- o Self-reporting of travel to high-risk areas by employees and faculty must be required for the duration of the academic year, including over the breaks. Staff will report to Human Resources or Supervisor, and faculty should inform their Department Chair.

## **Prevention and Cleaning Protocols**

- **Self-assessment and routine screening**

- o Employees will conduct daily self-screening of COVID-19 symptoms using an electronic symptom assessment tool prior to reporting to work on campus.
  - The symptom assessment tool will direct the person to stay home if they are experiencing symptoms or have had direct contact with a known positive COVID-19 person.
  - If directed to stay home, the employee should contact their health provider or the University Health Center for further instructions.
  - Alternate symptom assessment methods such as a phone-based or hard copy will be available.
  - COVID-19 Surveillance Team will track overall university responses.
  - Employees who work remotely do not have to complete the assessment tool on a daily basis but can use the tool as needed based upon changes in physical health.

- **Reporting COVID-19 cases**

All members of the university community should report confirmed or suspected positive COVID-19 cases to the University Health Center. Monmouth University recognizes that employee and student medical

information is confidential and is committed to ensuring employee privacy. Therefore, the person's identity, who has tested positive for COVID-19, will not be disclosed in compliance with HIPPA regulations. We will work with public health organizations to perform contact tracing if an employee is COVID-19 positive to help ensure employee privacy while providing a safe work environment.

- **Direct Contacts**

**A direct contact is someone within 6 feet of a confirmed COVID-19 positive person, for at least 10 minutes, irrespective of whether the COVID-19 positive person or the contact was wearing a mask.**

- Direct contacts will be contacted by a member of the Contact Tracing team and advised to self-quarantine for 14 days and get COVID-19 tested.

**Individuals at a greater distance than 6 feet, for longer than 10 minutes, would be considered contacts of a lower risk and would not need to self-quarantine for 14 days. These individuals would be able to go about their regular activities with the condition that they self-monitor for symptoms for 14 days. No contact tracing or other requirements would be needed for these individuals.**

- **Protocols for when a COVID-19 case has been traced to a campus building**

In the event an area is identified to have been occupied by an individual with a known COVID-19 case, the following steps will be taken:

- The Vice President for Administrative Services will identify areas of potential contamination and prevent entry to the location.
- The Vice President for Administrative Services will work with the Area Vice President responsible for the affected area and make

recommendations regarding movement of personnel in the area to alternative locations.

- The Area Vice President will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home).
- Affected area will be cleaned and sanitized per public health guidance.

## Guidance for working on-campus

Monmouth University will work to gradually return to on campus work. We are encouraging Supervisors to work with their Area Vice Presidents to determine if members of their staff can work remotely. Staggering work from home and work in the office will be considered and determined where appropriate.

- Supervisors will assess their office work environment, and prepare employee work schedules to accommodate the continuity of business operations.
- Social distancing and proper protection will be followed as outlined above.
- Employees will be provided with a new identification card and lanyard, which will be required to be worn while outside their office.
- Food and beverage brought into offices should be individually packaged and not generally shared.
- Sanitizing products will be available campus wide so that users of shared spaces can wipe down their office spaces (e.g. keyboards, telephones, copiers, etc.) to supplement routine cleaning.
- Record your working time using the Kronos timestamp instructions on your personal computer or other device.



## **Accommodations**

Employees with medical conditions that increase their vulnerability and susceptibility relative to COVID-19, are responsible for notifying their Supervisor and Human Resources that they are in a high-risk category. The employee may contact Human Resources to seek accommodations for their condition. Supervisors will work collaboratively with the employee and Human Resources to determine if a reasonable accommodation is available, that will allow the employee to continue working.

## **Health and Emotional Well-Being**

Monmouth University is committed to supporting the emotional well-being of its community through the resources available for students and employees. We recognize that the COVID-19 pandemic has caused a significant disruption to our daily lives and introduced many uncertainties. We are dedicated to welcoming all employees back to a safe, supportive, and welcoming environment.

The Employee Assistance Program (EAP) provides our full-time and part-time employees and their family members living in their household free access, up to 8 counseling sessions each, for assistance with matters such as stress, depression, grief issues and alcohol and drug abuse. Contact the EAP through their confidential intake number at 800-300-0628.

Monmouth University offers an emergency back-up care program through Bright Horizon Family Solutions to assist employees in balancing the competing demands of work and life. The program gives employees access to a national network of high-quality child care centers that can be used for back-up care when they need to be at work and their regular child arrangements are unavailable. The program also provides in-home back-up care for well and mildly ill children, elder spouses or elder parents, regardless of where they reside.

This program is available to all full-time and part-time faculty, staff, and administrators of Monmouth University, immediately upon hire. Eligible employees may utilize back-up childcare for their children, stepchildren, adopted children, and/or foster children who are considered IRS dependents. Back-up elder care is available for parents, stepparents, and parent in-laws of eligible Monmouth employees, regardless of where they

reside, or elder spouses. There is a maximum of 40 uses per family for each calendar year.

Monmouth University covers the cost of the annual premium each year; employees are only responsible for the co-payment, which is dependent on the type of services provided. Employees should register with Bright Horizons so ease of use when needed will be seamless.

The Horizon BCBSNJ healthcare program also provides unlimited access to mental health services. Visit [www.horizonblue.com](http://www.horizonblue.com) to find a provider or call 1-800-626-2212.

