

Bears Returning to Campus and Working Remotely

The health of our campus community is our top priority, and our goal is to create an environment that protects our employees' health and safety as best we can. We continue to monitor the Delta variant and other environmental concerns. We will continue our current hybrid approach for the time being with the goal to implement the [remote work policy](#) in early October.

All employees should use this intermediary time to begin coming back to campus on a gradual and more consistent basis. Please make plans to speak with your supervisor about a process and schedule you are comfortable with, but you should attempt to be present on campus more often to allow the college to begin the academic year as effectively as possible. You each are critical to our success this year!

Updated guidance for symptom monitoring, testing and positive tests, identification as a contact, a general safety practices for personal hygiene, masking, physical distancing and barriers, “at risk” employees, and travel are provided in this document.

Should you have questions about this document or other COVID-19 issues, contact one of the following workplace coordinators:

- Human Resources (hr@ursinus.edu)
- Deans Office (ksorenson@ursinus.edu)
- Environmental Health Safety & Risk Management (cmcmillin@ursinus.edu).

Symptom Monitoring Requirements

Employees are **expected** to continue to **self-monitor** for COVID-19 symptoms **prior to reporting to work** each day. Thermometers continue to be available for employee use, if desired.

[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 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	new loss of taste or smell
cough	sore throat
shortness of breath or difficulty breathing	congestion or runny nose
fatigue	nausea or vomiting
muscle or body aches	diarrhea
headache	

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

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Testing for COVID-19 Infection

All employees (faculty and staff), regardless of vaccination status, currently working on campus are expected to obtain their own testing through their health insurance using a testing company of their choice (e.g. LabCorp, Quest – check “congregate setting” option) or use of the [at-home rapid antigen test](#) at the employee’s cost (e.g. Abbot BinaxNOW). Testing is not expected 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.

Testing Criteria:

- Unvaccinated employees – expected to test weekly
- Vaccinated employees – every 3 weeks

Employees are not required to provide a copy of test results to the college.

Testing Guidance if Suspect COVID-19 Symptoms

Employees exhibiting COVID-19-like symptoms but have not been identified as a contact or have not been in close contact with a person who has COVID—19 and symptoms are similar to a cold or a result of allergies,

- Test for COVID preferably using one of the at-home [rapid antigen test kits](#) available over the counter.
- If test is negative, continue to monitor symptoms, wear masks indoors at all times, and continue to follow good hygiene practices.
- If test is positive, employee
 - should contact their primary physician,
 - must notify their supervisor, and
 - must stay 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 are diagnosed, by a test or by their doctor, with COVID-19, may return to work when the following criteria have been met:

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

OR

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

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.

Guidance for Positive Test

Employees receiving notice of a positive test while working on campus must notify their supervisor and go home immediately. 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.

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Guidance if identified as a Contact of someone who has tested COVID positive

Unvaccinated 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.

Unvaccinated employees that are essential workers should follow [CDC guidelines](#) for essential workers and test daily for a week.

Employees who have had [close contact](#) with someone with COVID-19 and meet the following criteria do **NOT** need to stay home:

- [Fully vaccinated](#) and shows no symptoms of COVID-19 **AND**
- Tests 3-5 days after exposure, even if no symptoms **AND**
- Wear a mask indoors in public for 14 days following exposure or until test result is negative.

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- The contact has had COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Personal Hygiene Practices

All employees must continue to 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.

Employees are expected to wipe down all touch points (doorknobs, railings, work surfaces, light switches, coffeemakers, etc.) in personal workspace 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 and small bottles of hand sanitizer continue to be available for use by faculty and staff at the administrative office area in each building.
- Employees should continue wash their hands for at least 20 seconds with warm soap and water before and after breaks, after glove removal, and other applicable circumstances.

Mask and Face Coverings and Other Personal Protective Equipment (PPE)

Depending upon the infection rate levels in the county and on campus, masks and face coverings may be required. Due to the increased transmission of the Delta variant, **as of 8/23, 2021, masks are now required for everyone in all indoor public settings and academic indoor campus spaces, regardless of vaccination status.** Always have a mask available when you are on campus and be mindful of your peers and colleagues. Masks do not have to be worn outdoors.

When required, employees must 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

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superfluous (e.g., within an employee's personal office). 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 continues to encourage everyone to bring additional masks or face coverings to campus 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.
- 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.

Physical Distancing and Barriers/Shields

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

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- If a task or a specific activity such as lab work involves working with others in closer proximity than 6 feet, follow [CDC guidelines](#) and the specific precautions/practices put in place for the task or specific activity.
- Some physical distancing reminders remain in place throughout campus and may include sidewalk and floor decals, floor tape, and signage.
- Where physical distancing cannot be observed, barriers or shields will continue to be maintained. Employees should work with their supervisor to determine if a barrier or shield should be installed, if not already in place.
- When holding in-person meetings consider the following:
 - Secure a larger space to permit physical distancing.
 - Use an outdoor location if feasible and weather permitting.
 - Consider the capacity of Teams/Zoom meetings to be as effective as an in-person meeting in individual circumstances and making that choice when appropriate.

“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

Employees should continue to practice good hygiene by washing hands for 20 seconds with soap and water before and after eating. Take social and lunch breaks within individual office or workspace or in less-crowded spaces outdoors. Maintain 6 feet physical distancing.

Where access to shared refrigerators, microwaves, and coffeemakers exists, 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.

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- Wipe all surfaces including tables, counters, refrigerator handles, coffeemakers, microwave handles, etc. before and after use with approved EPA disinfectant or alcohol wipes.
- Remove masks for actively eating and drinking only. When eating with others, always maintain 6 feet physical distancing.

Travel Considerations

One of the college's goals is to keep the overall health of the campus at a better level than that of the surrounding community. This depends on the transmission rates within Montgomery County, PA. Employees should be mindful of community health and carefully consider decisions to visit any locations designated as pandemic "hot spots" by the CDC, if you plan to return directly to campus.

In addition, no international travel for college business is permitted for the fall semester. Follow CDC guidance for [domestic travel during COVID-19](#).