Return to Campus Safely

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Introduction

Throughout the COVID-19 emergency, the first concern of Cedar Crest College has always been for the health and safety of our students, staff and faculty, as well as the members of the public we welcome to our campus on a daily basis. As we prepare to return to campus in greater numbers, we will ensure that our plans are consistent with local, state and federal guidelines for safe re-opening. Our timeline for returning to campus will be guided primarily by the state of Pennsylvania’s plan for reopening counties according to Red, Yellow and Green phases.

The guidelines that follow will set out the framework for returning to campus safely as Lehigh County moves into the Yellow phase and eventually into the Green phase. They lay out the measures that must be in place for on-campus work to resume and continue on-site safely; the criteria for continued remote work, as necessary; the required measures employees will be expected to take; and the resources available to all.

Our knowledge and understanding of the COVID-19 virus continues to evolve and change. The policies and plans will be updated as more information and guidance become available.
Returning to Campus

Cedar Crest College is committed to providing a healthy and safe learning and working environment. In cooperation with the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allentown Health Bureau, the College has implemented the steps necessary to maintain a safe working environment that minimizes risk and helps to stop the spread of infection on campus, while maintaining the continuity of business operations.
## Pennsylvania Operational Phases

Pennsylvania has identified three phases for COVID-19 operations: Red, Yellow and Green. College operations have been adapted in accordance with these phases as follows:

<table>
<thead>
<tr>
<th>Red Phase:</th>
<th>Cedar Crest College:</th>
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<tbody>
<tr>
<td>• Life-sustaining businesses only</td>
<td>• No in-person classes</td>
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<tr>
<td>• Schools are closed for in-person instruction</td>
<td>• Nursing clinical courses may continue</td>
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<tr>
<td>• Most childcare closed</td>
<td>• Only essential personnel permitted on campus</td>
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<tr>
<td>• Stay at home orders are in place</td>
<td>• Instruction and student services are delivered online</td>
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<tr>
<td>• Large gatherings are prohibited</td>
<td>• Remote work for campus community, except for designated essential personnel</td>
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<thead>
<tr>
<th>Yellow Phase:</th>
<th>Cedar Crest College:</th>
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<tr>
<td>• Telework continues where feasible</td>
<td>• No in-person classes, except for those required for nursing students</td>
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<tr>
<td>• Schools are closed for in-person instruction</td>
<td>• Course delivery continues in accordance with state guidance</td>
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<tr>
<td>• Stay at home restrictions lifted, with continued aggressive mitigation</td>
<td>• On-campus work begins to resume in phases, in accordance with safety protocols and social distancing practices</td>
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<tr>
<td>• Gatherings larger than 25 prohibited</td>
<td>• Staffing plans allow for flexibility, staggered work times, alternating schedules, and continued remote work to maintain social distancing practices</td>
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<td></td>
<td>• Fitness Center remains closed</td>
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<td>• RAC may begin to open following PA protocols and guidance for community pools</td>
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<td>• Camps that have received a waiver from the State of Pennsylvania permitted to operate on campus</td>
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<tr>
<th>Green Phase:</th>
<th>Cedar Crest College:</th>
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<tr>
<td>• Businesses open following CDC and PA Department of Health Guidelines</td>
<td>• In-person classes may resume</td>
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<tr>
<td>• Aggressive mitigation orders lifted</td>
<td>• Campus re-opens</td>
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<tr>
<td>• Individuals continue to follow CDC and PA DOH guidelines</td>
<td>• Continue to follow CDC and PA DOH guidelines (social distancing, etc.)</td>
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<tr>
<td></td>
<td>• Monitor public health indicators and maintain flexibility in the event of return to yellow or red phase</td>
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Expectations and Guidelines

Every member of the Cedar Crest community is responsible for doing their part to maintain a safe and healthy environment for our entire campus community. The effectiveness of prevention and mitigation strategies requires all College employees to comply fully with the plans, policies and procedures outlined in this document. Failure to do so may result in corrective action.

Requirement for Symptom Monitoring

Employees who are scheduled to work on campus must be free of illness. Employees are expected to conduct symptom monitoring every day prior to reporting to campus. Daily symptom monitoring includes a review of the list of symptoms and if you have any of them, you should – stay home, call your primary care provider (PCP), and inform your supervisor of your need to stay home.

Information from the CDC states that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you have these symptoms, you may have COVID-19 and should stay home from work:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Pink eye has also been linked with COVID-19. Employees should consult with their personal health care professional or local health systems regarding their symptoms and the potential for testing.

Additional information, including guidelines for returning to work following illness, employees who may be at risk for medical reasons, scenarios involving child or other family care, and other situations can be found in the College’s COVID-19 Communicable Disease Policy which is linked on page 11 of this document or by contacting Human Resources.
Phased Staffing

Cedar Crest College will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing on campus. The College will determine expanded staffing based on critical operations, the ability to control and manage specific work environments, and required access to on-site resources. In addition, the focus will be on gradually returning to full capacity staffing to serve the needs of the College, while allowing for future flexibility. Decisions about staff returning to campus will be communicated through your supervisor.

The need to periodically adjust staffing to meet social distancing guidelines is likely to continue for some time. Thus, some amount of remote work will continue for the foreseeable future, gradually decreasing over time. Pennsylvania guidelines for operating in the Yellow Phase states that work from home where feasible should continue, leaving it to the College to determine the feasibility of working remotely. The College’s expectation is that each department establishes a schedule that includes both on-campus and remote work which allows for proper physical distancing, alternating days in the office, and staggered arrival and departure times. Those whose jobs cannot be done remotely are expected to report to campus daily, in accordance with normal expectations, and in a manner that supports social distancing and other health and safety measures.

In the initial Yellow Phase, we plan to have no more than 30% of employees on campus at any one time. We will work to stagger arrival and departure times, so employees should expect some changes to their usual work schedules. Over time, as public health conditions allow, we expect to reach 50% capacity on campus. We will continue to follow all CDC, state and local guidelines regarding social distancing and density of people on campus as we move into the Green Phase and will adjust accordingly as necessary.

Staffing Options

Once conditions allow us to return to work on campus, departments may use a combination of staffing options to safely achieve maximum efficiency while minimizing population density in each area.

Alternating Days/Shifts: In order to limit the number of individuals and interactions among those on campus, supervisors should schedule partial staffing on alternating days. This type of schedule will help enable social distancing in each work environment. Depending on the office location and layout, alternating half-day shifts may also be necessary to accommodate staffing levels and allow for flexibility while maintaining appropriate social distance.

Staggered Arrival/Departure Times: The beginning and ending of the workday typically brings a number of people together at common entrances and exits. Staggering the hours of arrival and departure will be necessary to reduce foot traffic in such common areas. Staff should expect some flexibility in their working hours: 8:30 a.m.–4:30 p.m. may become 8:15 a.m.–4:15 p.m. for some and 8:45 a.m.–4:45 p.m. for others.

Remote Work: In order to reduce the number of people on campus to mitigate the potential spread of COVID-19, staffing schedules may include ongoing remote work where feasible. These arrangements must be approved by the cabinet member to which your department reports, upon the recommendation of your direct supervisor. Remote work may be done on a full or partial-day schedule as appropriate for the work you perform and as needed to preserve appropriate social distancing in your office environment and allow for flexibility. Additional considerations for this staffing option can be found in the College’s Remote Work Guidelines included at the end of this document.
Health & Safety

Personal Safety Practices

Face Coverings: Face masks or cloth face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain, such as in shared workspaces, meeting rooms, hallways or bathrooms. Employees are encouraged to come to work each day with a clean mask or cloth face covering. The College will have single-use, disposable masks available for employees, however, please keep in mind that the College's supply of masks may be limited due to supply chain issues. Appropriate use of face masks or cloth face coverings is critical to minimize risks to others near you. You could spread COVID-19 to others even if you do not feel sick or have symptoms. Please keep in mind that the use of a face mask or cloth face mask is not a substitute for social distancing. Employees with a medical concern that may prevent them from using a mask or cloth face covering should contact Human Resources for further guidance.

When you are wearing a face mask (single-use):
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed trash bin.

How to wear a face covering:
You may also wear a cloth face covering. Cloth face coverings should:
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

Removing a face covering:
- When you are removing a cloth face covering be careful not to touch your eyes, nose, or mouth.
- Wash your hands immediately after removing the face covering.
- Cloth face coverings should be routinely washed depending on the frequency of use.
- A washing machine should suffice in properly washing a face covering.
Hand Washing: Employees should wash hands frequently for at least 20 seconds with soap and water (or use hand sanitizer with at least 60% alcohol if soap and water are not available). Wash hands after being in public spaces, blowing your nose, coughing, sneezing, or touching your face. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face. Use paper towels or tissues to open doors when exiting restrooms and for other high-touch surfaces, such as door handles. Refrain from shaking hands, high fiving, fist-bumping or other such physical contact.

Coughing/Sneezing: If you are in private and your mask is off, remember to always cover your mouth and nose with a tissue when you cough or sneeze. You can also use the inside of your elbow. Throw used tissues away immediately and wash your hands or use hand sanitizer that is at least 60% alcohol. If in public, do not remove your mask to sneeze.
College-wide Safety Practices

- **Meetings:** Meetings should continue to take place via phone and technology-based collaboration tools such as GoToMeeting or Microsoft Teams unless absolutely necessary. In-person meetings should allow for adequate physical distancing and should fall within established guidelines (no more than 10 people initially, increasing to 25, etc. as allowed). Room capacity must not exceed 50% occupancy, assuming individuals can still maintain 6 feet of separation between them. Masks must be worn during face-to-face meetings. Departments should remove chairs as feasible to enforce the 50% capacity rule. Food and beverage should not be served at meetings, unless single-serve and pre-packaged.

- **Meals:** All food service locations on campus, including the Falcon’s Nest and vending machines, remain closed until further notice. Meals may be eaten outside or at your desk. If eating with a co-worker or in a common area, social distancing guidelines must be strictly followed. When permitted to re-open, food service operating times may be staggered, the number of people allowed at one time may be restricted, disposable items (e.g., utensils, dishes) will be used where possible, and grab and go options will be expanded. Food and utensils should not be shared with others.

- **Restrooms:** When using restrooms, care should always be taken to ensure at least six feet of distance between each person. Where available, paper towels should be used to open doors when exiting the restroom after washing your hands.

- **Cleaning:** College buildings have been thoroughly cleaned during the remote work period. The College’s housekeeping partner will continue to clean all workspaces on an ongoing basis according to CDC guidelines for frequency and using approved products and protocols for disinfection. The College is working with a variety of suppliers to provide cleaning and sanitizing products in buildings to help employees maintain a clean workspace. Further details about the availability and use of these products are forthcoming.

- **Signage & Posters:** In some work environments and common use areas, additional guidance for maintaining health and safety protocols may be communicated through posters or other signage. All employees are expected to follow posted guidelines.

- **Training:** The College will provide online COVID-19 training to all employees. The schedule for live online training and availability of training materials will be communicated to employees by the Office of Human Resources.
Resources for Employees

Remote Work Guidelines

In order to allow for continuity of College operations in a safe manner for employees during the pandemic period, remote work may be necessary on a periodic or ongoing basis. Remote work is a work arrangement in which some or all of the work is performed from home or another off-site location. In general, regular office hours are worked and deviations from that schedule require prior supervisory approval. In general, and at the College's discretion, a job is suited to remote work if the job or some components of it can be done off-site without disruption to the flow of work, communication and business operations.

In consultation with cabinet, supervisors may provide remote work and flexible schedules that will reduce the number of employees physically on campus to the minimal level required at any given time to sustain operations, safety and compliance. Remote work or flexible scheduling should include normal operational hours of the College and may also be extended to non-standard hours to support social distancing and flexibility. Alternating days in the office or staggered starting and stopping times may also be included to achieve social distancing. Departmental staffing schedules should be submitted to the departmental cabinet member.

The following factors should be considered for remote work situations.

Priorities & Work
Directors, department chairs and employees should evaluate the responsibilities and priorities of the position, considering student/faculty/staff/customer impact and feasibility of completing some or all of it remotely (with or without adjustments) on a periodic or ongoing basis.

Mental & Emotional Wellbeing

- **Employee Assistance Program (EAP)** - As an employee of the College, confidential EAP services are available if you need them to support your mental and emotional wellbeing. PreferredEAP can be contacted at 610-433-8550, 1-800-327-8878, or by visiting [http://preferredeap.org/](http://preferredeap.org/)


Related Policies

The following College policies may provide additional information and clarity as we return to work, and can be found in the Employee Handbook online through ADP:

- **Sick Leave Policy**
- **ADA Policy**
- **Family and Medical Leave Act (FMLA)**
- **Families First Coronavirus Response Act (FFCRA)**
- **COVID-19 Communicable Disease Policy**

Technology & Equipment

At a minimum, employees working remotely need a computer, internet and phone access. If they do not have a Cedar Crest College issued laptop, a personally owned computer/laptop/iPad may be used. However, employees are responsible for following all College practices and policies to maintain security on the device,
particularly with regard to FERPA, HIPAA and other confidentiality and privacy related regulations. Employees are encouraged to speak to their internet/cell provider about their plan(s) to ensure that they have adequate speed and capability and they do not experience any overage fees. Cedar Crest will not cover the cost of home internet and/or phone services and does not insure personal technology.

Consider what systems (Jenzabar, ADP, MyCedarCrest, CANVAS, Outlook, Microsoft Teams, etc.) and accounts need to be used and if they can be accessed remotely and effectively using VPN or other means.

Home Environment
Consider whether the home environment is conducive to remote work. Factors include the demands of other household members, privacy, appropriate lighting, seating and other basic conditions. Expectations should be set with others in the home regarding interactions and availability. When working remotely, employees are expected to follow the Ergonomic Tips for Laptop Users and Ergonomics for Working Remotely practices available through Human Resources and on the COVID-19 site.

Pay
All non-exempt employees who are approved to work remotely when the College is open will be paid only for hours worked at their regular hourly rate of pay. Any hours over 35 must be approved in advance. Exempt employees will receive their regular pay.

Contact Information
Employees should provide contact information to their supervisor that can be used throughout the workday. Emergency contact information should also be updated in ADP.

Setting Expectations
Due to the fast pace of evolving health regulations and the need for periodic remote work, employees and managers are encouraged to put the agreement in writing (e.g. email) outlining expectations that may include the following:

- How often to communicate (daily, every few days, weekly)
- How often email or voice mail should be checked
- Availability for video or other meetings
- The use of personal cell phones and text messaging for availability
- Any expectations to be on campus for any reason (unless otherwise agreed to)
- If internet service (or other systems) become unavailable, how will work be completed or will paid time off be used

Time & Performance
Establish how time and performance will be managed. Communicate regularly regarding work priorities, deliverables, timelines, etc. A positive attitude toward working remotely and a willingness to trust employees to work effectively is important in making remote work arrangements successful and productive. The focus should be on measuring results and reaching objectives as long as workflow, communication and business operations have not been negatively impacted.