



Brandeis
UNIVERSITY

Campus Scaling Up Guide and Policy

Faculty and Staff

Stage Two

August 2020

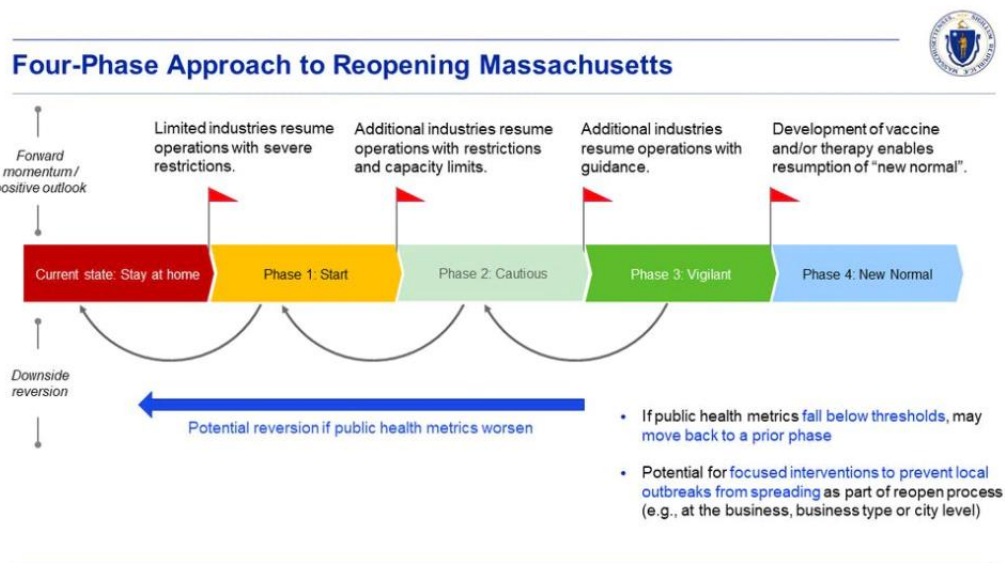
Contents

Guiding Principles.....	3
Workplace Expectations & Guidelines	3
Strategies to Reduce Risk of Infections.....	5
Strategies to Reduce Risk of Transmission.....	6
Health Surveillance Requirements.....	8
Scaling Up Protocols.....	11
Additional Information.....	14

GUIDING PRINCIPLES

Brandeis University's policies and protocols for responding to the COVID-19 pandemic, and the resulting scaling-up protocols, will be rooted in the safety and well-being for our students, our faculty and staff and for the community we interact with.

Brandeis' plans will also be aligned, informed by and consistent with local orders and ordinances of the City of Waltham, and Middlesex County, as well as the Commonwealth of Massachusetts' Phased Reopening Model, the Massachusetts Department of Public Health, the federal government (Opening Guidelines), and materials and consulted expertise submitted through the Brandeis COVID-19 Steering Committee.



An image of what the four-phase reopening plan in Massachusetts would entail. STATE OF MASSACHUSETTS

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated and communicated as appropriate as more information becomes available.

WORKPLACE EXPECTATIONS AND GUIDELINES

Applicability

This *Guide and Policy* apply to all faculty and staff who are currently working on campus in any capacity or who will return to work on campus. The University expects all faculty and staff who work remotely to familiarize themselves with and abide by the terms of this policy and any related guides or protocols in advance of any subsequent visit or an eventual return to campus.

This *Guide and Policy* shall apply to union employees to the extent that the terms of this guide are not inconsistent with their collective bargaining agreements.

Social Solidarity

Keeping the Brandeis campus and community safe and limiting the spread of the COVID-19 is a shared responsibility. As members of the Brandeis community, accepting responsibility for our friends, family, colleagues and the wider community will contribute significantly toward reducing the spread of COVID-19.

Each of us must recognize that our actions on and off campus have potential consequences for others in our community. Our personal decisions and actions must be guided by the need to protect each other. The continued scaling up of our campus during the ongoing pandemic requires that all faculty and staff returning to campus agree to and abide by clear standards and expectations that promote appropriate behavior, goodwill and a commitment to support each other during these challenging times.

Compliance

All faculty and staff are expected to fully comply and model compliance with the protocols outlined or referenced in this *Guide and Policy* as part of Brandeis' workplace expectations. Faculty and staff who violate any of the requirements of this policy may lose their ability to come to campus and be subject to disciplinary action in accordance with the [Conduct Standards and Corrective Action Policy](#) and/or the Faculty Handbook.

Faculty and staff who observe others not following these policies, or have specific health and safety concerns related to COVID-19, should immediately notify their department chair, Dean, manager or supervisor. Concerns may also be reported confidentially using [EthicsPoint](#) (the Brandeis anonymous reporting tool). Additional support can be provided by the [Office of Human Resources](#) or the University [Office of Ombuds](#).

If there is any dispute involving these policies or protocols which cannot be resolved by the faculty or staff member and their department chair, Dean, manager or supervisor, either party may contact the Office of Human Resources, Provost, or the University [Office of Ombuds](#).

Scaling Up – Stage Two

As we continue to expand our campus operations, the University is required to follow all federal, state, and local requirements to safely and effectively scale up our operations. These regulations will serve as the basis for our planning efforts and the resulting implementation of new or enhanced operating procedures that will apply to all faculty and staff.

The University's plans for scaling up are subject to change. The University reserves the right to update its plans and the provisions of this *Guide and Policy* to reflect such changes, which may be informed by the COVID-19 Steering Committee, public health guidance and governmental regulation.

Faculty: Beginning the week of August 3, we will allow greater access to campus to faculty and research scholars who would like to return to their offices on the basis of protocols established by each school and unit. These protocols will include items including how each building ensures occupancy of less than 50 percent, signage and foot traffic control in place to maintain physical distancing of at least 6 feet, and additional cleaning protocols. These protocols will be communicated by the appropriate Dean or department head. The return of faculty or research scholars to their campus offices is subject to the approval by their school Dean or Vice Provost for Research (VPR).

Staff: During Stage Two of Scaling Up at Brandeis, some staff will be invited back to campus once they have satisfied all scaling up requirements. Other staff will continue to work remotely until further notice. Questions about return status should be directed to the department chair, Dean, manager or supervisor.

All faculty and staff who have been authorized to return to campus must complete a mandatory COVID-19 Safety Training module, complete the mandatory electronic daily health assessment every day they come to campus, wear a mask at all times outdoors and indoors (approved exceptions for wearing a mask include being in one's own office with the door closed, specific research techniques that have been detailed in an approved protocol, and while eating or drinking in appropriate areas), and complete mandatory COVID-19 testing (once or twice a week, depending upon frequency of your campus visits).

If you have been asked to continue to work remotely and need to return to campus to access information or documents, prior to when you have been asked to return, you must notify your department chair, Dean, manager or supervisor. We strongly encourage you to make these returns as short as possible. Even if on campus a short time you will need to wear a face covering and practice physical distancing of 6 feet at all times and in all places. This is a required practice and an important way to help minimize the transmission of COVID-19 onto the campus.

STRATEGIES TO REDUCE RISKS OF INFECTION



Handwashing Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public or shared space, after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Proper handwashing video: <https://www.youtube.com/watch?v=srTtNHhkapp>



Physical Distancing Like masks and face coverings, physical distancing slows viral spread through reduced droplet exposure. Since people can spread the virus before they know they are sick, it is important to physically distance from others when possible, even if you have no symptoms.

Faculty and staff on campus must follow these physical distancing practices at all times:

- Stay at least 6 feet (about 2 arms' length) from other people at all times as able
- Do not gather in groups; avoid crowded spaces
- Abide by posted occupancy limits in designated spaces



Coughing/Sneezing Hygiene If you are in a private setting without a face covering, always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately discard the used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.



Sanitation of Surfaces While custodial crews will continue to clean office and work spaces on a schedule, additional site-level care should be taken to identify a plan for sanitizing frequently touched surfaces.

Faculty and staff are expected to self-clean their dedicated work spaces with cleaning supplies provided by Facilities Services on a weekly basis. While custodial staff will clean and disinfect shared spaces like kitchens, conference rooms, and equipment areas multiple time per day, faculty and staff are encouraged to self-clean after individual use.



Use of Gloves Essential staff may be provided with gloves for certain work-related tasks requiring this PPE (Personal Protective Equipment). Use of gloves while sanitizing frequently touched surfaces is recommended to protect hands from the chemical agents in the sanitizer. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.



Use of Goggles/Safety Glasses/Face Shields This kind of PPE is applicable for specific tasks, such as close contact to unmasked individuals and exposure to droplets. Individuals should consult with their supervisor regarding provision of appropriate environmental barriers or PPE.

Additional requirements may apply in these areas depending on your role in the University. Please consult with your manager or supervisor to discuss in more detail.

STRATEGIES TO REDUCE RISK OF TRANSMISSION



Face Coverings: Brandeis University is committed to the health and safety of our students, faculty, staff and student workers. The use of face coverings helps to reduce the spread of COVID-19 by reducing droplet transmission. ***Until further notice, all staff, faculty, contractors, and students will be expected to wear face coverings while on campus in all areas, indoors and out.*** Those working in areas with central air are expected to wear a face covering at all times (approved exceptions for wearing a mask include being in one's own office with the door closed, specific research techniques that have been detailed in an approved protocol, and while eating or drinking in appropriate areas).

Face Covering Requirements

- Unless designated as an essential employee, all faculty and staff must provide their own face mask or facial covering each day they are on campus. Failure to bring and wear a face mask or facial covering may result in being asked to leave campus. Refusal or repeated failures to follow this directive will result in discipline.
- When on campus faculty and staff must wear a face mask or face covering at all times, inside buildings and when outside on campus with the exception of those previously noted.
- Face coverings can be lowered or temporarily removed when eating or drinking, provided that there is no sustained and close contact with others during this time.

- If a faculty or staff member has a disability or medical condition that requires accommodations for a specific type of mask or face covering, they should contact Occupational Health Services (781-736-8757) for guidance.

In the interest of the environment and sustainability, we recommend the use of reusable, washable cloth face coverings (except as previously noted for essential staff). Some people may be unable to wear a snug mask due to medical conditions, in which case it is permissible to use a looser, bandana-style face covering.

Cloth Face Coverings



Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

Disposable Masks



Commercially manufactured masks that help contain wearer's respiratory emissions.

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be replaced daily.

N95 Respirators



Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.

Intended use: These masks are reserved for healthcare workers and other essential staff in approved areas with tasks specific hazards determined by OESO.

All groups must follow the appropriate use, care and cleaning requirements for each type of face covering used. More information on masks and other aligned policies that support the safety of individuals on campus can be found in the links below.

If you arrive on campus and do not have a required face mask, there will be limited supplies available. Departments should be prepared to support faculty and staff needs for face coverings to assure compliance.

***Note:** Masks with exhalation valves do not meet facial covering requirements, as they have one-way valves which do not block the dispersal of droplets and are not effective at reducing transmission risks to others.*

CDC Information on Use and Care of Face Coverings

Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

How to Wear a Mask https://www.youtube.com/watch?v=qilLP_UnaHg

HEALTH SURVEILLANCE REQUIREMENTS

Daily Health Assessment

Faculty and Staff working on campus, or who have been instructed to return to campus, must conduct a health symptom monitoring check every day before reporting to work. Additionally, they must attest to being free from novel symptoms or exposure risks and attest to having read this *Guide and Policy* and to comply with all campus health and safety requirements using the online [Daily Health Assessment](#) tool.

At this time, [symptoms](#) of COVID 19 include novel onset of one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Fatigue

- Repeated shaking with chills
- Muscle pain
- Sore throat
- GI symptoms such as nausea, vomiting and diarrhea have also been reported
- New loss of taste or smell

If you have any of these symptoms, or have had “close contact” with anyone with confirmed COVID-19 (“close contact is defined as spending at least 10 minutes within 6 feet of an infected person), or you, or a household member is currently on home isolation or quarantine:

- Do not come to campus.
- Notify your immediate supervisor of your absence.
- Report your illness symptoms to Brandeis Occupational Health Services: 781-736-8757
- Occupational Health Services will provide guidance regarding self-care, information on self-isolation, and support the isolation and return to work clearance.
- Contact your medical provider for advice, care, and testing. Staff and Faculty should use their primary care provider.



Testing

Brandeis University has established a program to provide fast, frequent, and free COVID-19 testing to members of the community who will be coming to campus. This testing is for asymptomatic individuals only; symptomatic testing for COVID-19 must be arranged through your healthcare provider. The frequency of these tests will vary depending on how often you are on campus. It is the policy of Brandeis University, that beginning August 10, all personnel who come to campus must be tested at regular intervals as follows:

Visits to Campus	Testing Frequency
3+ visits per week	2 times per week (every 3-4 days)
1-2 visits per week	1 time per week
Less than once per week	Every visit

The [COVID-19 test](#) that Brandeis is offering is a type of anterior nares/nasal swab developed and conducted by the Broad Institute. The test is self-administered and involves a swabbing the inside of the nose with gentle rotation. There is no cost to faculty and staff for this test; results are delivered within 24-72 hours.

Testing will be conducted on campus in several locations that will be identified and communicated via the [Testing and Tracing website](#). These testing sites have been selected and designed to allow for

appropriate physical distancing and enforcement of health and safety measures. Appointments are only available to faculty, staff and students of Brandeis University, and may be made via secure portal on the website.

Brandeis University follows strict guidelines to ensure the confidentiality of those individuals who test positive for COVID-19 or who are included in the contact tracing process. In accordance with federal law related to health information, individuals and their testing results cannot be publicly identified. We ask that community members **respect the privacy** of individuals and refrain from discussing any positive cases with others — even if you believe you know some individuals' results — so they can focus completely on their health. As a community, we must do everything we can to support these individuals and one another through this time.

When a positive test is confirmed, the Brandeis University Occupational Health Specialist will call the infected individual to confirm the test results, advise on health precautions and next steps, and begin the contact tracing process.

The University will work with individuals who test positive or who may have had close contact to ensure that they are symptom free before returning to campus.

Brandeis will never reveal the name of the individuals who have tested positive or who are part of the contact tracing process.

Complete details on testing can be found on the [Brandeis Fall 2020](#) website as well as the Brandeis [Testing and Tracing website](#).

Note: Testing is required in addition to the required completion of the [Daily Health Assessment](#).

Contact Tracing

In the event of a positive or suspected COVID-19 diagnosis, Brandeis will follow its [contact tracing](#) protocol. Contact tracing is the process of quickly identifying, assessing, and managing individuals who have been exposed to COVID-19 and is designed to prevent additional transmission.

The specific goals of our contacting tracing process include:

- Provide comprehensive identification, isolation and evaluation of faculty and staff who might be exposed to COVID-19.
- Prevent transmission of COVID-19 from a faculty, staff member or student to others.
- Track and report cases of occupationally or socially acquired COVID-19 infection.
- Comply with recommendations from Occupational Health Services, state and local Departments of Public Health (DPH), and the Centers of Disease Control and Prevention (CDC).
- Inform the Brandeis community when positive cases occur on our campus.

Faculty and staff who test positive for COVID, or are identified as having been exposed to COVID-19 through close contact with another member of the Brandeis community, will be required to participate in an isolation or self-quarantine period (when directed by Occupational Health Services and/or state or local Department of Public Health officials) and to cooperate with the contact tracing process. For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at

least 10 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive test) until the time the employee is isolated. Close contact can occur on campus or off campus. Any faculty, staff or students who may have had close contact with an individual who tests positive will be contacted as part of the contact tracing process (see below).

We understand that these situations will create uncertainty and many faculty and staff may have questions or want specific information to protect their own health. The University will provide an informational communication to members of the community who work in the same department/area of the individual who tested positive. Keep in mind that if you were not contacted as a part of the contact tracing process, you are not at significant risk of known exposure to COVID-19. We ask that all community members respect the privacy individuals who test positive to COVID-19 and refrain from discussing these cases with others.

Personal Illness

Faculty and staff may not return to campus if they are experiencing any symptoms of COVID-19 (or other respiratory illnesses), such as cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell, sore throat, muscle pain or body aches, headache, or chills.



Faculty and staff who experience an onset of symptoms while at work must leave campus immediately and contact their primary medical provider. You must also contact your supervisor and Brandeis University Occupational Health Services.

Faculty and staff who are unable to work due to personal illness should contact the Office of Human Resources to discuss available time off and leave options.

Note: There are confidentiality and Americans with Disabilities Act (ADA) laws that mandate protection of individual identities and disclosures of health information. All faculty and staff should be directing concerns or questions to Brandeis Occupation Health Services: 781-736-8757.

SCALING UP PROTOCOLS

It will be critical to meet physical distancing and de-densifying needs for some time. The COVID-19 Steering Committee will work with managers and department leaders toward a phased approach for bringing faculty and staff back to campus, implement a coordinated process to ensure appropriate physical distancing, and minimize the potential spread of COVID-19.

Remote Work: During Stage Two, faculty and some staff will be invited back to campus once they have satisfied all scaling up requirements. Other staff will continue to work remotely until further notice. Questions about return status should be directed to the department chair, Dean, manager or supervisor.

Further Considerations: Faculty and staff members who have been instructed to return to work on-campus and have a medical condition that place them in a higher risk group or who wish to seek a reasonable accommodation should contact the Office of Human Resources at 781-736-4474 or humanresources@brandeis.edu.

Faculty and staff with responsibilities for child care should work with their manager or supervisor to discuss a continuation of remote working, alternative work schedules and/or the use of paid or leave time.

Public Transportation/Campus Shuttles or Vans: Commuting to campus is the responsibility of employees. Employees not wishing to utilize public transit may evaluate other mechanisms to travel to campus, such as driving and parking or utilizing ride-share services. If you utilize public transportation, ride share services or use the Campus Shuttles, we advise you to wear a mask before entering the train or bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your mask.

Entry to Buildings: Access to buildings may require your ID badge to enter. You may not hold or prop open exterior doors for any other person. Managers and department leaders should identify usable building access points and coordinate arrival and departure times of faculty and staff to reduce congestion during typical “rush hours” of the business day.

Once you have been instructed to return to campus, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors and Guests: Guests and visitors are not permitted on campus at this time.

Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers, rotate or stagger work schedules as able. Managers and supervisors should utilize the [Campus Scaling Up Checklist](#).

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. It is important to follow all protocols put into place by your division, school, and/or department. Face coverings must be worn by any staff in a reception/receiving area.

Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Note: due to state plumbing code requirements, signage limiting the use of restrooms is not permissible.

Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or, as an alternative, use your own hand sanitizer upon departing the elevator.

Meetings: Meetings should continue to take place in a virtual setting wherever possible. For faculty and staff who are on campus, in-person meetings should be avoided where possible and should not take place in any form unless 6 feet of distance can be maintained. No in-person meetings of more than 10

people are allowed on campus until further notice. In-person meetings of 10 people or less must be conducted within the guidelines of meeting room capacity.

During your time on-campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use available collaboration tools (e.g. Zoom).

Breakrooms/Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using common areas.

Travel: The University encourages all Brandeis community members to limit personal travel as much as possible. Faculty and staff who may have recently traveled are expected to follow CDC Travel Guidelines. In addition, consistent with the August 1, 2020 [travel order](#), all travelers arriving to Massachusetts – including Massachusetts residents returning home – must complete and submit the on-line [Massachusetts Travel Form](#) and quarantine for 14 days unless the individual meets one of several exemptions identified on the COVID travel order website. Currently those arriving from the states of Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York, New Jersey and Hawaii are exempted. All other individuals must quarantine for 14 days upon arrival. However, you do not need to quarantine for 14 days if you took an FDA EUA-approved molecular (PCR) SARS-CoV2 test, on a sample obtained 72 hours or less prior to arrival in Massachusetts and have received a negative test. Alternatively, upon return to Massachusetts you may take the (PCR) SARS-CoV2 test that Brandeis offers. You MUST quarantine until you receive a negative result.

The University will follow guidance from the Commonwealth of Massachusetts regarding travel quarantine for community members who have traveled outside of Massachusetts and are returning to campus.

All University-sponsored domestic and international travel is prohibited at this time. Any exceptions will require the prior approval of the Provost.

MENTAL AND EMOTIONAL WELLBEING

Employee Assistance Program (EAP): Brandeis' EAP, New Dimensions, is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact New Dimensions by calling 800-624-5544 or visiting the New Dimensions website at: www.ndbh.com (user name: brandeis university).

ADDITIONAL INFORMATION

Contacts

- Office of Human Resources: 781-736-4474, humanresources@brandeis.edu
- Brandeis Occupational Health Services: 781-736-8757, occhealth@brandeis.edu

Other CDC Information

- CDC [quarantine](#) and [isolation](#)
- CDC [Safe to be around others](#) information
- CDC [Caring for someone who is sick](#)
- CDC [contact tracing](#)