Campus Scaling Up Guide for Faculty and Staff

Stage One

May 2020
Campus Scaling Up Guide for Faculty and Staff

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**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 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 and the Reopening Massachusetts Report, published May 18, 2020. Brandeis’ plans will also be informed by the Massachusetts Department of Public Health, the federal government (Opening Guidelines), and materials and consulted expertise submitted through the Brandeis COVID-19 Task Force.

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**

All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined or referenced in this document as part of Brandeis’ workplace expectations and guidelines.

Brandeis continues to place the highest priority on the health, safety and well-being of our faculty, staff and students. To support this objective, the University has made a commitment to continue to review and revise our policies to respond to the rapidly evolving impacts of the coronavirus pandemic, and to support those employees currently working on campus and those who will be returning to campus as we scale up our operations.
As we now move to gradually expand our campus operations, the University is required to follow all federal and state 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.

During stage one of the University’s scaling up plan, in accordance with Governor Baker’s re-opening plans, the University intends to start re-opening its science labs the week of May 25, subject to finalizing an operations plan as required by the state.

Subsequent scaling up stages will be thoughtful, deliberate and communicated to the University community. Faculty and staff will be notified of the appropriate time to return to campus by their Dean, Department Chair, VP or supervisor. Until then, if you are currently working remotely and have not been asked to return to campus, you should continue to work remotely. If you have any questions on this, please talk with your department chair, Dean, manager or supervisor.

If you 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, and notify Josh Manfredo or Ed Callahan. 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 social distancing at all times and in all places. This is a required process and an important way to help minimize the transmission of COVID-19 onto the campus.

As faculty and staff are asked to return to campus, we recognize that there may be employees who are a) high risk individuals (as defined by the CDC) or b) have a medical issue that may require a reasonable accommodation. If you are in either of these categories you should talk with your department chair, Dean, manager or supervisor to identify potential options. Human Resources can provide guidance and support as needed.

Employees who are concerned about non-compliance with scaling up protocols, or specific health and safety issues related to COVID-19, should notify your department chair, Dean, manager or supervisor. Concerns may also be reported using EthicsPoint, the Brandeis anonymous reporting tool, by contacting the Office of Human Resources or the Office of Ombuds.

If there is any dispute involving these protocols which cannot be resolved by the faculty or staff member and their manager or supervisor, either party may contact the Office of Human Resources or the University Office of Ombuds.

Faculty and staff who have questions on this information or who need support should contact the Office of Human Resources: 781-736-4474 or humanresources@brandeis.edu
REDUCING RISK OF INFECTION AND TRANSMISSION-Social solidarity in agreeing to engage in the behaviors that reduce infection and transmission is key to the University opening and staying open.

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=srTtNHhkag](https://www.youtube.com/watch?v=srTtNHhkag)

**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.

Physical/Social distancing video: [https://www.youtube.com/watch?v=NhR2Nym7Pbo](https://www.youtube.com/watch?v=NhR2Nym7Pbo)

During stage one, all faculty and staff on campus must follow these physical distancing practices:

- *Stay at least 6 feet (about 2 arms’ length) from other people at all times as able*
- *Do not gather in groups*

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately 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.

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Sanitation of Surfaces: While custodial crews will continue to clean office and work spaces based 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 times 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). Gloves while using sanitizer on frequently touched surfaces are recommended to protect 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 PPE is used for specific tasks. Those with close contact to unmasked individuals and exposure to droplets should consult with their supervisor regarding appropriate environmental barriers or PPE are provided.

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 Masks/Cloth 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 reduce the spread of the Coronavirus 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 (exceptions may be allowed if there is an approved protocol that allows for no mask for a specific research technique and eating and drinking in permissible places).
In the interest of the environment we recommend the use of cloth, reusable, washable face coverings (except as noted for essential staff). Some people may be unable to wear a snug mask due to medical conditions and could use a looser bandana style covering as needed. Masks with exhalation valves do not filter the wearer’s droplets and do not meet the community standard.

**Cloth Face Covering**

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 Mask**

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 washed or replaced daily. Not required when working alone in an enclosed office without central air.

**N95 Respirator**

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 in the stage one scaling up phase should be prepared to support faculty and staff needs for face coverings to assure compliance.

**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.

**CDC Guidance on Use of Face Coverings**


**Important Information About Your Cloth Face Coverings**

https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/down

**How to Wear a Mask**

https://www.youtube.com/watch?v=qiiLP_UnaHg
Note: Masks with exhalation valves do not meet facial covering requirements as they have one-way valves which do not block your droplets dispersal so are not effective at reducing your transmission risks to others.

SYMPTOM MONITORING REQUIREMENTS

Faculty and Staff who have been instructed to return to campus must conduct symptom monitoring every day before reporting to work. During stage one, all faculty and staff returning to campus are expected to self-monitor for symptoms and must complete an attestation using a confidential survey attesting to freedom from known symptoms or exposure risks.

At this time, symptoms of COVID 19 include 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

*Link includes a health checker tool to help you determine and seek appropriate medical services.

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

- Do not come to campus.
- You should notify your immediate supervisor of your absence.
- You should report your illness symptoms to Brandeis Occupation Health Services: 781-736-8757
• Occupational Health Services will provide guidance regarding self-care, support in accessing medical care, provide information on self-isolation, and support the isolation and return to work clearance.
• Occupational Health Services will support an early case contact tracing to support early quarantine and reduce risk for further transmission as needed.
• Contact your medical provider for advice, care, and testing. Massachusetts expects all individuals with symptoms to be tested with a diagnostic test, as should any identified close contacts. Staff and Faculty should use their primary care provider.

Faculty and staff who may have recently traveled are expected to follow CDC Travel Guidelines. Any personnel returning from out of state travel to Massachusetts must follow current guidance on 14-day self-quarantine prior to reporting to campus. Commuters from neighboring states are not subject to self-quarantine, per Massachusetts state guidance.

Important 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.

STAGE ONE SCALING UP

The need to reduce the number of people on campus to meet physical distancing and de-densifying needs will continue for some time. Faculty and staff who can continue to effectively work remotely should do so until restrictions are eased and in alignment with each stage of the Brandeis University scaling up plan.

Brandeis Leadership will work with managers and department leaders toward a phased approach for bringing faculty and staff back to campus, implemented in a coordinated process to ensure appropriate social distancing and to minimize the potential spread of the Coronavirus.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

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 and/or alternative work schedules.

Public Transportation/Campus Shuttles or Vans: If you utilize public transportation, ride share services or use the Campus Shuttles, 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: During stage one, most buildings on campus will remain locked. 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 the workplace, 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: Not permitted on campus during stage one.

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. A face covering must be worn at all times while in a shared work space/room.

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. If more than one person is needed in a room, face coverings should be worn at all times.

Face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any Brandeis facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

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 appropriate.

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: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using available collaboration tools (e.g. Zoom). In person gatherings during stage one cannot exceed 10 persons.

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.

**Laboratory Work:** Specific criteria have been developed for faculty and staff working in laboratory environments and will be communicated by department leaders. Lab groups are expected to self-clean their lab spaces with cleaning supplies provided by Facilities Services on a weekly basis. While custodial staff will clean and disinfect shared spaces like kitchens and break rooms multiple time per day, lab groups are encouraged to self-clean after individual use.

**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](http://www.ndbh.com) (user name: brandeis university).