



**GUIDE FOR RETURNING  
TO THE WORKPLACE**

**LAFAYETTE**

# A Safe Workplace

**As the College prepares for the fall 2020 semester, your continued commitment to our students and our community is deeply appreciated.**

Providing a safe and healthy work and learning environment for faculty, staff, and students is always a priority. Over the coming weeks, the College is planning a gradual, phased return to on-campus work (including the Alpha building and other College facilities), informed by public health requirements and guidance. We are coordinating closely with Pennsylvania authorities to ensure alignment with their requirements.

Even after Northampton County transitions to the green phase, we will not immediately return to standard operations. Please read this entire document carefully to learn about our plans to provide a safe and healthy workplace. We will continue to update this document, linking updated policies here as well as on the [COVID-19 website](#).

## ACCESS TO WORK AREAS

As Northampton County moves through the yellow and green phases, we are creating the conditions to gradually bring some employees back to campus. Until notified otherwise by their division head, all employees who can work remotely should continue to do so. This will continue to limit the density of our campus population during the green phase, reducing the chances of incidental contact that spreads illness. We are initially focused on bringing back faculty whose research requires the use of space on campus and **other employees approved by their division head** to return. This phased approach will allow us to closely monitor health and safety practices and procedures and make any needed changes.

We will not allow public access to our buildings at this time, in order to further reduce the potential of exposure and spread of the disease. Departments must continue to interact with visitors remotely whenever possible. A specific visitor policy for the fall semester is in development.

## AVOID CONGREGATING: WORKPLACE OPTIONS

Flexible individual and team schedules, such as staggered arrival and departure times, should be implemented as some employees return to campus. If you require additional flexibility, speak with your department head or supervisor to develop a plan that achieves work goals and meets your needs.



## PHYSICAL DISTANCING IN SHARED SPACES

Facilities Operations will provide guidance on changes to workspaces and shared facilities, such as restrooms, hallways, stairwells, and elevators, to comply with physical distancing protocols. We are identifying campus spaces in need of partitioning, reconfiguration, new signage for traffic flow, and mask wearing that will help achieve physical distancing and safety goals. That assessment will be shared with divisional leaders, and division heads will develop a process to select building monitor leads and provide a list of responsibilities and guidelines to those individuals.

## CONDUCTING MEETINGS

Remote-meeting technology should continue to be used whenever possible, even when meeting attendees are on campus. If it is necessary to conduct a meeting in person, the number of attendees should be limited so those present can sit a minimum of six feet apart with all participants wearing facial coverings. Where applicable, accommodations should be made so that others can join the meeting remotely.

## MEALS IN THE WORKSPACE

Dining services will not operate this summer until students return to campus. Consider bringing food from home before dining services begin operations in early August, and do not gather with others for meals. Wash your hands before eating, and clean and sanitize food preparation surfaces and high-touch areas. Use the hand-sanitizer stations in campus buildings.



# Health and Safety Guidelines

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## Health Practices for Individuals

The information in the following sections on COVID-19 symptoms, risks, and precautions is based upon guidance provided on the [Centers for Disease Control & Prevention website](#). Seek further guidance on these topics as well as our sick time policy on the [health center website](#) and the Human Resources website.

### MONITORING YOURSELF FOR SYMPTOMS

It's crucial that we work together to ensure each other's safety. Every day before coming to work, you are expected to screen yourself for symptoms and check your temperature. The College will provide a symptom tracking service you can use in the coming weeks. If you have any of the symptoms listed below, do not report to work. Instead, contact your primary care provider, notify your supervisor, and call Bailey Health Center at 610-330-5001.

### SYMPTOMS TO CHECK FOR

A variety of symptoms are associated with COVID-19, ranging from mild to severe. Some symptoms may appear 2–14 days after exposure to the virus:

- Fever above 100°, accompanied by shivering/chills
- Sore throat
- Cough
- Runny nose or new nasal congestion
- Difficulty breathing/shortness of breath
- Diarrhea, with or without respiratory symptoms
- Nausea and/or vomiting
- Headache
- Generally feeling unwell, fatigue, and/or muscle aches
- Loss of taste or smell
- Foot sores



Fever



Cough



Shortness of breath

This list is not comprehensive. Consult your medical provider if you are experiencing other symptoms that are severe or concerning to you. Do not report to work if you are not feeling well. [Human Resources](#) offers guidance for employees and supervisors related to COVID-19 and work absences.

## COVID-19 CASE IDENTIFIED ON-CAMPUS PROTOCOL

An employee working on campus who has been identified as having contracted the virus must notify Bailey Health Center and follow CDC and health provider guidance before returning to work. The health center will then coordinate contact tracing and identify and inform members of the community who have been exposed. Identified individuals will participate in daily temperature screenings when they arrive at work. Information on the temperature screening protocol will be sent to those faculty and staff and their supervisors if this becomes necessary. When a case on campus is identified, Facilities operations will adhere to Pennsylvania's Workplace Safety guidelines and follow a specific protocol to clean areas suspected of infection.

## HIGHER-RISK GROUPS

[According to the CDC](#) and the [Pennsylvania Department of Education](#), some groups are at higher risk for severe illness from COVID-19:

- People 60 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with [underlying medical conditions, particularly if not well-controlled](#), including:
  - Those with chronic lung disease or moderate to severe asthma
  - Those with heart conditions
  - Those who are immunocompromised; causes include cancer treatment, smoking, bone marrow or organ transplantation, autoimmune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications
- People with severe obesity (body mass index of 40 or higher)
- People with diabetes
- People undergoing dialysis
- People with liver disease
- People whose medical provider deems them at higher risk

Those who need teaching/working accommodations due to health vulnerabilities or other factors should at their earliest convenience [fill out this short form](#) and Human Resources will contact you.

## LIMITING THE SPREAD OF GERMS

Help our community stay safe and decrease the spread of COVID-19:

- Stay home if you are sick or experiencing any COVID-19 symptoms.
- Wear a cloth face covering or mask in shared spaces at all times while on campus.
- Keep six feet away from others when you must enter a shared space.
- Wash hands frequently and use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces including your keyboard and phone daily.
- Cover your coughs and sneezes with a tissue or your inner elbow.
- Throw out used tissues immediately and wash your hands.

## PROPER HAND WASHING






Wash your hands at least five times a day with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. When soap and water are not available, use an alcohol-based hand sanitizer with greater than 60% ethanol, or 70% isopropanol in healthcare settings, and when soap and water are not available.

## USE OF PERSONAL PROTECTIVE GEAR

### MASKS

Even those who do not feel sick can spread the virus. That is why, as we return to on-campus work, all students, faculty, and employees will be required to wear facial coverings or masks. A facial covering or mask must be worn at all times while indoors in the presence of others and in outdoor settings where physical distancing is difficult to maintain. Facial coverings or masks must be worn by employees who work in open office areas/cubicles or other workstations that cannot be closed. If you are able to work in an enclosed private workspace, you do not need to wear a mask or face covering while you are alone. There will be specific mask wearing guidance provided for employees engaging in rigorous exercise at the recreation center.

Each employee will receive two cloth masks provided by the College. You will receive information about how to pick up your mask when you are approved to return to work. Employees may use their own additional masks. Avoid touching your eyes, nose, or mouth when removing your mask, and wash your hands immediately before and after removal. Wearing a mask is not a substitute for physical distancing.

		
<p><b>DISPOSABLE MASK</b> (e.g., surgical-style or dental masks)</p> <p>Also worn by the campus community, including faculty and staff, in shared, non-healthcare settings to contain the wearer’s respiratory droplets. These masks should be discarded daily.</p>	<p><b>CLOTH FACE COVERING</b></p> <p>Worn by the campus community, including faculty and staff, in shared, non-healthcare settings to reduce the wearer’s ability to spread infection via respiratory drop- lets. These inexpensive face coverings can be made at home or purchased. Change and launder your face coverings daily. Store them in a clean paper bag when not in use.</p>	<p><b>N-95 RESPIRATOR</b></p> <p>Reserved for persons at high risk of COVID-19 exposure, including healthcare workers, first responders, and clinical staff performing aerosolizing or procedures with high potential for viral transmission, or staff cleaning COVID-19 contaminated spaces. These contain the wearer’s respiratory droplets and protect the wearer from the finer respiratory droplet emissions of others.</p>

## HOW TO WEAR A CLOTH FACE COVERING

Cloth face coverings should meet the following criteria:

- Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin
- Fasten securely with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction



Reusable face coverings should be able to be laundered without damage or change to shape.

## **GLOVES**

Most employees will not need to wear gloves in the course of their everyday duties. Gloves, when worn, do not replace the need to wash your hands often and avoid touching your face. Gloves and other protection may be necessary for healthcare workers and other individuals working in lab settings.

## **FACE SHIELDS AND GOGGLES**

Each faculty member teaching in the classroom will be provided a face shield. In general, most employees do not need to wear goggles or face shields as part of activity on campus. If these items are required and appropriate for your work, please speak with your division head.

## **HAND SANITIZER**

Hand sanitizer stations will be located in every building on campus and in public areas.

## **DISINFECTING WIPES FOR CLASSROOMS AND HIGH-VOLUME COMMON SPACES**

Classrooms and other high-volume common spaces will have a supply of disinfecting wipes supplied and placed in the space by the College. These wipes will be refilled by facilities staff when necessary and will allow all classrooms and labs to be wiped down between classes.

## **CENTRALLY SUPPLIED CLEANING AND PERSONAL PROTECTIVE EQUIPMENT VS DEPARTMENT PURCHASES**

Facilities will further enhance cleaning measures this summer and through the fall including increasing the frequency of disinfection, modifications to the HVAC systems, and improved signage and new cleaning protocols. Departmental orders for specific items related to COVID-19 should be coded as instructed by Finance & Administration.



The office of procurement has prepared a [guide to help with that process.](#)



## SIGNAGE

The campus community is expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.

[COVID-19 signage](#) will be visible in common areas and can be downloaded for posting in offices, reception spaces, etc.



## TRAVEL

Through the fall 2020 semester, domestic travel sponsored by the College must be approved by the division head as being essential to business or academic operations. Division heads are responsible for communicating this travel guidance, developing a division-specific domestic travel approval process, and outlining safety measures and return-to-campus expectations. Even if approved, all international travel and domestic travel to COVID hot spots are strongly discouraged.

# Managing Stress through Transition

Lafayette has an ongoing commitment to your well-being and health. There are resources available to support you during this time.

## EMPLOYEE WELLNESS:

[The Employee Wellness Program](#) continues to add resources, information, and virtual programming. Now more than ever, it's important to prioritize your well-being as part of your overall health. Doing so will support you, your family and friends, and all the important work being done at Lafayette every day. Please take advantage of the summer Friday program and work with your supervisor to schedule vacation days.

# Websites & Contact Information

- [LAFAYETTE COVID-19 INFORMATION](#)
  - Email: [COVID-19@lafayette.edu](mailto:COVID-19@lafayette.edu)
- [FACILITIES MANAGEMENT & OPERATIONS](#)
- [DINING SERVICES](#)
  - Phone: 610-330-5346
- [EMPLOYEE WELLNESS](#)
- [PUBLIC SAFETY-ENVIRONMENTAL HEALTH & SAFETY](#)
- [EQUAL OPPORTUNITY OFFICE](#)
- [FACULTY & STAFF ASSISTANCE OFFICE](#)
- [HUMAN RESOURCES](#)

