



HOBART AND WILLIAM SMITH
COLLEGES

Return to Campus Guide for Employees

June 11, 2020

BACKGROUND

On March 21, 2020, New York State ordered all non-essential businesses closed due to the COVID-19 pandemic. New York adopted the PAUSE program, and Hobart and William Smith Colleges moved to remote instruction on March 23 while asking employees to work from home. Only a small number of employees continued to work on campus to ensure security, maintain facilities, provide direct services to students and perform other essential functions. On May 11, 2020, Governor Cuomo announced the NY Forward Reopening Plan. The State is reopening by region and by phases within each region. Higher education is in phase four of the plan. The Finger Lakes Region, which includes Ontario and Seneca Counties, met the criteria to be one of the first regions to reopen and as of June 15 is currently in phase two, which includes limited resumption of administrative office functions, research labs and libraries. The health of the broader community and Hobart and William Smith Colleges' ability to reopen and stay open depend on our ability to operate safely.

As we return to campus and begin this "new normal" in our workplace, we understand that many employees are concerned about safety and eager to understand changes to policies and procedures. We want every employee to know that we are taking your concerns seriously. The section on safety below covers the steps we are implementing to protect the wellbeing of the entire community.

THE PLAN FOR RETURN TO CAMPUS

HWS will begin to bring employees back to on-campus work gradually starting June 15, 2020. To limit risk, the Colleges will initially limit the number of employees who return. This plan is subject to change, and reverting to a previous operating status is possible if circumstances in the region or on campus do not evolve as anticipated or New York State changes its guidance.

Not everyone will return to campus at once. Employees who can successfully work from home should continue doing so after consulting with their supervisor. The targets for on-campus staffing levels, described in the following paragraphs, are maximums for the building occupancy. Some departments may be able to continue accomplishing their work remotely. Each department will need to evaluate its operational needs while minimizing on-campus administrative staffing. Departmental plans should be developed in consultation with the appropriate vice president who will build a plan for the division.

As of June 15, administrative and athletics departments may increase on-site staffing, up to 50% of building occupancy. The right balance will depend on the operational needs of each department, the physical layout of the department, and whether the office can rotate schedules to support social distancing.

Faculty members with individual office space may now use them at any time but are asked to notify the

Provost's office if they plan to use their offices regularly so that we are able to accurately track campus occupancy.

Faculty members with research labs may now use them at any time. Arrangements regarding students in research labs must be made with the Provost's office. Requests for student assistants to be housed on campus should be directed to VP for Campus Life Robb Flowers.

We await further clearance from the State before departments can increase on-site staffing to normal staffing levels, but for planning purposes, assume that will occur between now and August 10.

BUILDING HOURS AND ACCESS

Hobart and William Smith Colleges will continue to operate during normal business hours; however, some departments may have modified services:

- All dining halls and cafés are closed for the summer; dining services are limited to meal delivery/pick up for the few students residing on campus.
- Limited Mail Center hours continue; service window and office mail pick up will be available daily between 9am-12pm.
- Print Services will remain closed but will continue to accept requests using the web portal.
- The Library remains closed as we build a reopening plan but will continue to provide online services.
- The College Store remains closed until July 5 but continues to be available for online sales.
- Athletics and Recreational facilities remain closed in accordance with NYS requirements.

WHAT WE ARE DOING TO KEEP EMPLOYEES SAFE

Returning to work on campus will not be "business as usual." Changes include:

- Prior to returning to campus, employees will be required to complete a COVID-19 Safety Training.
- Before arriving at work each day, every employee will need to complete a [Daily Wellness Check](#).
- Select employees will be trained and certified in COVID-19 contact tracing practices that will allow the Colleges to identify future potential exposure. This training certificate program is conducted by Johns Hopkins University's Medical Center. Employees interested in completing this training should contact Human Resources.
- Employees will be required to wear a face covering in buildings and on campus, when social distancing is not possible. Employees are encouraged to bring their own face covering to work with them; disposable face coverings are also available in the Campus Safety Office if needed.
- Face shields will be provided to faculty members and staff who teach.
- Administrative staff will have rotating work schedules to reduce the number of people in any building at one time. Some staff will be allowed to continue working remotely depending on operational need.
- Before full access occurs, barriers will be installed at reception desks for high traffic departments.
- Employees who do not have individual office spaces will be provided tape to mark six feet around their workspace in support of social distancing.
- Employees are encouraged to continue meetings over Zoom or telephone.
- Break rooms and other communal areas will have reduced seating and capacity limits.
- Sodexo has procedures for cleaning, in accordance to OSHA guidelines, for common areas and

frequently touched surfaces.

- Cleaning supplies will be available for use in campus offices and employees are encouraged to clean and disinfect personal workspaces throughout the workday.
- In addition to the hand sanitizer stations already set up in various campus buildings, employees will be provided a bottle of hand sanitizer for their personal office use.
- Signage will be displayed across campus and in work areas with reminders on how to prevent the spread of germs, and how to correctly wear and remove face coverings. Offices should not create their own signage; it is important that COVID-19 signage is consistent across the campus.
- Business travel remains restricted to essential travel only and must be approved by the appropriate divisional vice president.
- Large group in-person events over 10 people remain restricted until further notice.

WHAT INDIVIDUAL EMPLOYEES CAN DO:

- Employees must complete the [Daily Wellness Check](#) for any COVID-19 related symptoms and exposure, and must not come to work when sick (see symptoms below).
- Employees who come in contact with a person who is lab-confirmed to have COVID-19 should plan to quarantine at home for 14 days and speak with their supervisor about working from home during that period.
- Maintain social distancing practices in the workplace.
- Wear a face covering if you are unable to socially distance.
- Complete the COVID-19 Safety training before returning to campus.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work equipment, when possible.
- Follow institutional safety policies and practices.
- Employees who may have special family circumstances or who are concerned about childcare should talk with their supervisor about the possibility of temporary flexible work arrangements.
- Employees who are at higher risk for serious illness from COVID-19 according to CDC guidance and are concerned about returning to work, should talk with their physician and contact Human Resources about accommodations. Information on how to reduce your risk to COVID-19 can be found at on [the CDC website](#).
- HWS recognizes that these can be stressful times. Employees seeking support are encouraged to contact ENI – NexGenEAP at www.nexgeneap.com or by calling (800) 327-2255. Employees also have the option of accessing telemedicine by registering/logging in at ExcellusBCBS.com/Member or calling 1-866-692-5045.

SYMPTOMS

People with COVID-19 have reported a wide range of symptoms from mild to severe illness. The CDC reports the following symptoms may appear two to 14 days after exposure to the virus:

- Chills, feeling feverish, or temperature at or above 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who have symptoms should contact their healthcare provider. Authorization from a healthcare provider may be required by the testing site. Anyone who has attended a recent demonstration, protest or rally is able to receive testing at [any NY State testing site](#).

WHAT DEPARTMENT SUPERVISORS CAN DO:

Departmental plans for staff returning to campus must be approved by the vice president for that area. The plan must be communicated to every employee in the area to ensure they understand the date they are to return to on-campus work and the new practices for working safely. Plans should address:

- Rotating schedules to reduce the number of people in the office.
- Continued work from home unless it is impossible to perform duties there or if there is an operational need to return to campus.
- Flexible scheduling to allow employees to accommodate special family circumstances (in consultation with appropriate vice president and Human Resources). If there is mutual agreement for a flexible work arrangement for an ongoing period beyond August 10, 2020, then supervisors should work with Human Resources to complete a formal agreement.
- Departments should assess their workspace and workflow to promote physical distancing. Where necessary, some departments that share space may need to coordinate planning and assessment. Offices, hallways, elevators, conference rooms, common rooms and break rooms must all be considered.

VISITORS:

Visitors, contractors and service providers must comply with face covering and distancing requirements. Visitors to campus should be limited in number and related to essential business.



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