Adelphi University
Interim Guide for Returning to the Workplace

Phase 2:
June 10 - July 31, 2020

ONLY FOR EMPLOYEES APPROVED
BY EXECUTIVE LEADERSHIP
TO BE ON CAMPUS OR
IN THE SATELLITE CENTERS

ADELPHI
UNIVERSITY

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Guiding Principles

Adelphi University's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, faculty, and students, and for the public we interact with.

The primary goals for Adelphi's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and research.

Adelphi's plans are aligned and consistent with local orders and ordinances of the Town of Hempstead and Nassau County, as well as the State of New York's *New York Forward Phased Guidanc*e. These plans apply to ALL employees, including those who have already been identified as essential employees and who have been working on campus.

Our plans follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, New York State Department of Health, and the Adelphi Health Advising Team.

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

Return to the Workplace

Workplace Expectations & Guidelines

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Adelphi's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

If you have recently tested positive, or are awaiting test results, or are living with someone who has tested positive for COVID-19:

- Do not return to campus.
- Contact Health Services and Human Resources, and let your supervisor know your expected return date.
- If you test positive any time after returning to campus, please contact Health Services and Human Resources and do not return to campus until cleared to return to work by your physician.

> **Access to campus may only take place with the explicit approval of your manager and executive leader for required work on campus. *No employee currently able to work remotely should return to their office until further notice.***

We recognize that there are unique personal and professional circumstances impacting employees' abilities to either return to the office or continue working from home. Managers, in partnership with the Office of Human Resources, can make work environment decisions that are appropriate for each unique situation.

Once employees are authorized to be on the campus of Adelphi University, they must adhere to the following practices:

- Entrance to the campus will be restricted to Gate C by Levermore Hall on South Avenue for the foreseeable future and only authorized employees will be admitted. Employees arriving as drivers and passengers in vehicles will be required to swipe their Adelphi ID card at the gate to gain access. People arriving on foot will be required to swipe their employee identification card at the Public Safety booth located near Gate C at the northeast corner of Levermore Hall.
- Employees entering buildings may not hold doors open for any other person.
- Visitors will be required to register with Public Safety.
- Our University is required to maintain a log of every person entering campus, including employees and visitors, for the purpose of contact tracing in the event a positive case of COVID-19 is discovered within our community. The only exception to this policy is for drivers who are making a delivery and are wearing appropriate personal protective equipment (PPE).

Violation of these protocols may result in revocation of building access.

During Phase 2, those employees who are permitted to return to work on campus are encouraged to dress in business casual attire during this transitionary period.

Site Safety Monitor

The NYS Department of Health requires that Adelphi designate a site safety monitor whose responsibility includes ensuring ongoing compliance with all aspects of the guidance included in this document. At our University, responsibility for monitoring observance will be shared by Michelle Glover Brown, director of Environmental Health and Safety, and Jacqueline Concepcion, assistant director of Student Health Services. Your safety and the health and wellbeing of every member of our community is our highest priority. We look forward to these incremental moves toward a "new normal" as we prepare the campus.

If any individual witnesses a breach in compliance with these guidelines, they are encouraged to report the incident to Michelle Glover Brown, director of Environmental Health and Safety and Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu. All reports will remain confidential and protected from adverse action.

Daily Health Monitoring Requirement

Staff who have been approved to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu or 516.877.6000 to be eligible to report to work.

The daily symptom checker must be completed prior to coming to work EVERY DAY. This symptom checker is on the AU2GO app.

Prior to reporting to campus each day, employees working on campus will be required to answer several questions via the AU2GO mobile app or, when necessary, on a tablet or paper form available at the Public Safety booth at Entrance C near Levermore Hall on South Avenue. Employees who consistently do not have access to technology or are otherwise unable to complete the survey should speak directly with their immediate supervisor.

Currently, testing for COVID-19 is not required to enter campus or a satellite center. **However, you must complete the following questionnaire on a daily basis:**

According to the CDC guidance on "Symptoms of Coronavirus," people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Please answer every question honestly, even if you feel you have a cold, allergies or explainable muscle aches, and then communicate your explanation to Jacqueline Concepcion in the Office of Health Services at healthandwellness@adelphi.edu or 516.877.6000.

1. **In the past 14 days, have you tested positive for COVID-19?**

2. **In the past 14 days, have you experienced any of the following possible symptoms of COVID-19?**
   - ❑ Cough
   - ❑ Shortness of breath or difficulty breathing
   - ❑ Fever over 100.4 degrees
   - ❑ Chills
   - ❑ Muscle pain
   - ❑ Sore throat
   - ❑ New loss of taste or smell
   - ❑ Rash on hands or feet
   - ❑ Pain or redness in toes (COVID toes)

3. **In the past 14 days, have you knowingly been in close contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?**
   The New York State Department of Health considers a close contact to be someone who was within six feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

4. **Do you have, and do you agree to wear, a face covering while on Adelphi property?**
   Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose. Adelphi University will provide PPE face coverings free of charge for any individual who may not have access to one. These masks will be available at the public safety booth as you check in on campus.

5. **Do you agree to abide by CDC Social Distancing guidelines while on Adelphi property?**
   A distance of at least six feet is to be maintained among individuals at all times, unless safety of the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to immediately wear a face covering if another person unexpectedly comes within six feet.

If you are experiencing any of the above COVID-19 symptoms, stay home. If you are experiencing any of these symptoms while at work, please leave campus immediately and contact your healthcare provider for assessment and testing. Please refer to the Stay at Home Policy: https://operations.adelphi.edu/catalog/stay-at-home-sick-policy/

You may also be referred to contact the Health and Wellness Office for follow up.

Accommodations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV or AIDS
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Liver disease
- Severe obesity
- Being immunocompromised (e.g., in treatment for cancer, organ or bone marrow transplant)

Employees whose health conditions fall within one of the CDC High Risk Categories or who are pregnant may seek a Temporary COVID-19 Workplace Accommodation by contacting Karen Loiacono at 516.877.3229 or Joanna Ocampo at 516.877.3221 or by emailing humanresources@adelphi.edu. Click here to access the Accommodation Policy: https://operations.adelphi.edu/catalog/ada-accommodations

Phased Staffing

Adelphi will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment (PPE) and testing capabilities for COVID-19.

Adelphi will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective dean, vice president or provost.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, vice president or provost. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing, once available on campus, will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

New York State Department of Health requires that the region be in Phase 4 prior to any student being permitted to be on campus, with the exception of research activities.

Students may participate in on-campus research only if their supervising faculty member secures the approval of the provost, and must follow all regulations as set forth in the New York State document, *Interim Guidance For Higher Education Research During the COVID-19 Public Health Emergency* (see appendix).

Staffing Options

Once staff members have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

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. Where employees are required to be on campus, these arrangements, must be approved by the immediate supervisor and can be done on a full or partial day/week schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among those employees essential to be on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting / Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).
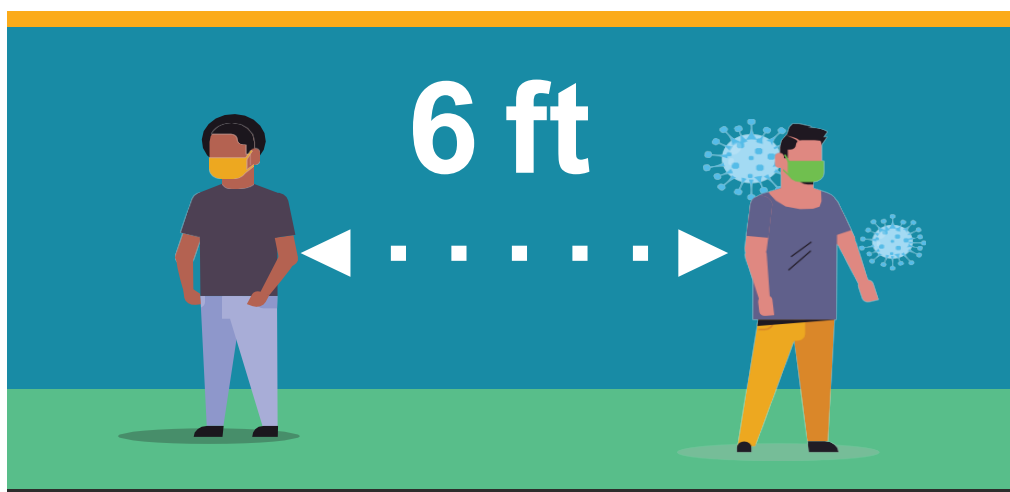
Personal Health & Safety Guidance

Personal Safety Practices

Face Masks / Cloth Face Coverings

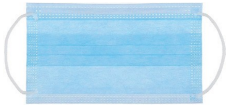Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, reception areas, hallways and lobbies, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing or proper handwashing.

Facemasks do not have to be worn in private workspaces including offices and cubicles that are separated by walls or by a minimum of six feet from adjacent workspaces. If you have a medical condition that prohibits you from wearing a face mask or covering, please inform your manager and provide a note from your health care provider.

Disposable masks will be provided by Adelphi, free of charge, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help Adelphi reduce the need to purchase additional masks, which are in short supply. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. Cloth face coverings must only be worn for one day at a time and must be properly laundered before using again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care below.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS			
Type	**Cloth Face Covering**	**Disposable Mask**	**Medical-Grade Surgical Mask**	**N95 Respirator**
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office)		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO	

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

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), ensuring the nose, mouth, and chin are always covered.
- 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 mask 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.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to keep a safe distance away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least six feet (about two arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Comply with distancing markers where displayed.
- Avoid personal contact including shaking hands.
- Do not share food or beverages. NYS Department of Health encourages employees to bring meals from home during this Phase 2 period.
- Do not share workspaces that do not accommodate social distancing.
- Avoid unnecessary movement between work areas, building floors, and buildings.

To the extent possible, all workspaces, common spaces, and dining areas will be re-engineered to accommodate social distancing. If appropriate social distancing is difficult to maintain in confined public areas such as stairwells, walkways, or elevators, face masks should be worn.

Handwashing

Frequent handwashing and sanitizing are clinically proven to help prevent the spread of COVID-19. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, a restroom, after removing your face mask, before eating, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. 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.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but 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.

Goggles / Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Workspace Cleaning / Disinfection

Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants are also encouraged to wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface, which will be available throughout campus. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

All Adelphi equipment (e.g., monitors, printers) must be thoroughly sanitized when initially returning these items to the office. Additionally, sanitizing laptops, cell phones, telephone headsets, and any other personal devices is recommended before entering Adelphi facilities each day. Avoid using other employees' phones, desks, keyboards, cubicles, or offices.

Coughing / Sneezing Hygiene

If you are in a private setting and do not have your cloth face covering on, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Be sure to 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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol.

Guidance for Specific Workplace Scenarios

Public Transportation / Panther Shuttle

If you must take public transportation or use the Panther Shuttle, wear a mask before entering the bus, rail, or car and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as soon as possible and before removing your mask.

Enter / Exit Control

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical "rush hours" of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

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, guests and pets are not allowed on worksites during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Working in Office Environments

If you work in an open environment, be sure to maintain at least six feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering 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, other coworkers, and customers, such as:

- Visual cues such as floor decals, colored tape and signs will be installed in areas where lines may form or other gathering may be a concern. These will indicate social distance markers and public health and safety reminders.

- Some areas and walkways will be designated as unidirectional as one-way foot traffic increases distance between employees moving through the space. Please observe all directional signage.

- Select stairways will be designated as one way for up or down traffic. Please observe all signage.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

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

Using Restrooms

Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol upon departing the elevator. The number of individuals who may occupy each elevator at any one time will be limited; please follow the occupancy signage provided at each elevator location.

Meetings

Convening in groups increases the risk of viral transmission. Almost all meetings should be held in whole or part using the extensive range of available virtual collaboration tools (e.g. Zoom, Google Hangouts, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity as identified by the Nassau County Fire Marshall, assuming individuals can still maintain six feet of separation for social distancing requirements.

Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. Following any in-person meetings, meeting organizers are expected to clean the public surfaces using the disinfecting supplies located in each meeting space, discarding all trash in the proper receptacle at the end of the meeting.

During your time on-site, 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 a range of available virtual collaboration tools (e.g. Zoom, Google Hangouts).

All essential visitors attending in-person meetings are subject to these same requirements.

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 six 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 six 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 in common areas.

Laboratory Work

Researchers may return to their labs and must follow all guidelines in this manual. Students are allowed on campus to participate in research activities only if their supervising faculty member secures the approval of the provost. All community members involved in research activities at this time must follow all regulations as set forth in the New York State document, *Interim Guidance For Higher Education Research During the COVID-19 Public Health Emergency* (see appendix).

Domestic / International Travel

All employees are subject to the following business travel restrictions, until further notice.

- All non-essential domestic travel is suspended.

- All non-essential international travel is suspended.

- In order to be classified essential, travel plans must be reviewed and approved by your executive leader.

Regardless of destination, all employees must self-quarantine for the recommended 14 days before returning to the office if they have:

- Returned from an essential trip to an international destination.

- Reside with someone who has returned from an international destination.

- Returned from an essential trip and encountered a domestic flight connecting through Canada or Mexico.

Mental and Emotional Wellbeing

Personal Assistance

Personal counseling 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 use this service 7 days a week, 24 hours a day, by contacting the Cigna Employee Assistance Program (EAP) by calling 877.622.4327 or visiting myCigna.com. (Register or log in, click on Coverage at the top of the page, then select Employee Assistance Program (EAP) in the drop-down menu.) You do not have to be a Cigna medical plan participant to utilize these services, which are provided confidentially and free of charge.

Healthy Adelphi

Adelphi is committed to supporting your overall health and wellbeing. Visit the Human Resources website for more information and resources to offer support, manage stress and enhance your resilience.

The EAP can help with a range of issues, including:

- **Managing stress, relationship issues, depression and anxiety, or grief and loss,** with up to six in-person sessions with a counselor in your area, as well as video-based sessions

- **Legal matters,** with a 30-minute consultation with an attorney, in person or by phone (employment-related legal issues are not covered)

- **Financial counseling,** through a 30-minute telephone consultation with a qualified specialist on topics such as debt counseling or planning for retirement

- **Parenting resources,** including referrals for child care providers, before and after-school programs, camps, adoption organizations, child development, prenatal care and more

- **Eldercare assistance,** through referrals to resources including home health agencies, assisted living facilities, social and recreational programs, and long-distance caregiving

- **Pet care**, with tips for resources and referrals for pet sitting, obedience training, veterinarians and pet stores

- **Identity theft,** through a 60-minute consultation with a fraud resolution specialist

- **Crisis management**

Please feel free to reach out to the EAP directly, or contact the Office of Human Resources at 516.877.3221 or ext. 3229 with any questions.

Policies

We have new policies and changes to existing policies and practices related to COVID-19.

- **Vacation Carryover Policy**
  https://operations.adelphi.edu/catalog/vacation-carryover-covid-19/

- **Stay At Home Policy**
  https://operations.adelphi.edu/catalog/stay-at-home-sick-policy/

- **Short Term Disability (STD) Leave Policy**
  https://operations.adelphi.edu/catalog/short-term-disability-std-leave-policy/

- **COVID-19 Leave Policy**
  https://operations.adelphi.edu/catalog/covid-19-leave/

- **ADA Accommodation Policy**
  https://operations.adelphi.edu/catalog/ada-accommodations/

- **Accommodations for Religious Holidays**
  https://operations.adelphi.edu/catalog/religious-holidays/

Communication Protocols

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. Employees must comply with distancing markers where displayed.

Communication Procedures for Positive COVID-19 Cases and Contact Tracing

We recognize the unfortunate likelihood that a member of our community on-campus will test positive for COVID-19. In this scenario, the following procedures will be followed:

- If you test positive any time after returning to campus, please contact Health Services and Human Resources and do not return to campus until cleared to return to work by your physician.

- All employees determined to be at risk for exposure as confirmed through contact tracing will be informed of their need to self-quarantine during the CDC-defined time period of contagious spread.

- The identity of the infected individual will be kept confidential in accordance with health regulations.

- There will not be a campus-wide announcement.

- The workspace and surrounding office spaces will be appropriately cleaned and disinfected prior to the next work day.

Training Resources

Essential Policy Training for Deans, Chairs and Department Heads

As deans, chairs and department heads prepare for reentry in the fall, a challenge each will face is knowing how to proceed in light of this question: "What if I have faculty or staff who are concerned about returning to campus or who are vulnerable to COVID-19?"

As policies have changed substantially during the global pandemic, it is essential to inform and train Adelphi managers and supervisors about policies and practices related to COVID-19. The objectives of the training are:

- Inform AU managers of new policies and changes to existing practices related to COVID-19
- Provide guidance on how to answer the most frequently occurring questions from faculty and staff
- Ensure both managers and their employees know who to ask to get assistance with questions about Americans with Disabilities (ADA) accommodations

Learning and Development

Three Ways to Be More Adaptable During Difficult Times

https://learning.linkedin.com/blog/linkedin-learning-resources/3-ways-to-be-more-adaptable-during-difficult-times

21 New Skills You Can Now Learn on LinkedIn Learning

https://learning.linkedin.com/blog/whats-new/4-27-21-new-skills-you-can-now-learn-on-linkedin-learning

Productivity and Happiness Under Sustained Disaster Conditions

By now, many people are slowly coming to terms with the idea that the COVID-19 crisis may continue for months and create a radically changed world. That realization is understandably distressing, given the prospect of prolonged physical distancing, rising death tolls, and serious economic decline. How you feel today is not how you will feel in a month, or a year — even if the crisis continues. At this early stage, all we can see are the walls, the restrictions, the losses. But there is light between those walls.

https://www.chronicle.com/article/ProductivityHappiness/248481

15 Questions About Remote Work, Answered

How should leaders, managers and individual workers shift to remote work in the midst of the coronavirus pandemic? In this edited Q&A, Tsedal Neeley, a professor at Harvard Business School, offers guidance on how to work productively at home, manage virtual meetings, and lead teams from a distance.

https://hbr.org/2020/03/15-questions-about-remote-work-answered?referral=03758&cm_vc=rr_item_page.top_right

Top Working from Home Tips from Around the World

With challenges like sharing workspaces and managing mental health, working from home during a pandemic is uncharted territory. Here are some tips for maintaining productivity and sanity.

https://www.bbc.com/worklife/article/20200417-top-working-from-home-tips-from-around-the-world

Leading Your Team Past the Peak of a Crisis

Organizations with a people-first culture can succeed by paying attention to three things: establishing clear accountability in the leadership ranks; developing a nuts-and-bolts, collaborative plan for getting through the crisis; and putting a separate group in charge of defining the "new normal," when the worst is over.

https://hbr.org/2020/04/leading-your-team-past-the-peak-of-a-crisis

Remote Work Trends to Guide High Performance

COVID-19 has created what Time magazine called "the world's largest work-from-home experiment." It is teaching leaders who were not on board with off-site work that operations can be just as productive as ever - though it takes time and patience to reorient managers to get high performance from a remote team. To sustain high employee performance, leaders should learn what Gallup has uncovered in 12 years of studying remote work.

https://www.gallup.com/workplace/309170/remote-work-trends-guide-high-performance-during-covid.aspx

If you have any questions about the guidelines included in this document, please talk with your supervisor or manager. If you have concerns about compliance with any of these guidelines, please contact Michelle Glover Brown, director of Environmental Health and Safety, at mglover-brown@adelphi.edu or Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu.

References

- New York Forward Phase Two Guidance: https://forward.ny.gov/phase-two-industries
- CDC Guidelines: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

Appendix

- Interim Guidance For Higher Education Research During the COVID-19 Public Health Emergency

INTERIM GUIDANCE FOR HIGHER EDUCATION RESEARCH DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

When you have read this document, you can affirm at the bottom.

As of June 8, 2020

Purpose

This Interim Guidance for Higher Education Research during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Higher Education Research") was created to provide managers/operators of higher education research facilities and their employees and contractors with precautions to help protect against the spread of COVID-19 as research facilities re-open or continue to operate.

These guidelines are minimum requirements only and any employer is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of publication, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined below – are accountable for adhering to all local, state and federal requirements relative to higher education research. The Responsible Parties are also accountable for staying current with any updates to these requirements, as well as incorporating same into management and/or any Site Safety Plan.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the New York State Department of Health (DOH), and were strongly urged to maintain social distancing measures to the extent possible.

On April 12, 2020, Governor Cuomo issued Executive Order 202.16, directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued Executive Order 202.17, directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued Executive Order 202.18, directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and mouth during any such trip. It also directed any operators or drivers of public or private transport to wear

a face covering or mask which covers the nose and mouth while there are any passengers in such a vehicle. On May 29, 2020, Governor Cuomo issued Executive Order 202.34, authorizing business operators/owners with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements.

On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor provided that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11, 2020, Governor Cuomo announced that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon available regional metrics and indicators. On May 29, 2020, Governor Cuomo announced that the second phase of reopening would begin in several regions of the state, and announced the use of a new early warning dashboard that aggregates the state's expansive data collection efforts for New Yorkers, government officials, and experts to monitor and review how the virus is being contained to ensure a safe reopening.

In addition to the following standards, managers/operators of higher education research facilities must continue to comply with the guidance and directives for maintaining clean and safe work environments issued by the DOH.

Please note that where guidance in this document differs from other guidance documents issued by New York State, the more recent guidance shall apply.

Standards for Responsible Research in Higher Education in New York State

No higher education research activities can occur without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

The State standards contained within this guidance apply to all higher education research activities in operation during the COVID-19 public health emergency until rescinded or amended by the State. The research facility manager/operator, or another party as may be designated by the research facility manager/operator (in either case, "the Responsible Parties") shall be responsible for meeting these standards.

The following guidance is organized around three distinct categories: people, places, and processes.

I. PEOPLE

A. Physical Distancing

- Responsible Parties must ensure that for any work occurring indoors, the total occupancy is limited to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy; and

- Responsible Parties must ensure that a distance of at least six feet is maintained among individuals at all times, unless safety or the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet.

- o Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.

- o However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work (e.g. if working with flammable materials or chemicals, ensure face coverings are flame-resistant). For those activities, N95 respirators or other PPE used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.

- • Responsible Parties should develop policies to minimize the number of individuals needed to be at the location at a given time. For example, for activities that require only one individual to complete the activity safely, Responsible Parties should limit the activity to only one individual (e.g. only one individual present to feed animals).

- • Responsible Parties may modify the use and/or restrict the number of workstations (e.g. lab benches) so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. When distancing is not feasible between workstations, Responsible Parties must provide and require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation).

  - o If used, physical barriers should be put in place in accordance with OSHA standards.
  - o Physical barrier options may include: strip curtains, cubicles, plexiglass or similar materials, or other impermeable dividers or partitions.

- • Responsible Parties should limit the use of shared workstations (e.g. "hot-desks"), to the extent practicable. To the extent that such workstations remain in use, they must be cleaned and disinfected between users.

- • Responsible Parties should prohibit the use of small spaces (e.g. elevators, staff rooms) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g. opening windows and doors), while maintaining safety protocols. Responsible Parties should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, such as enabling the use of stairs.

- • Responsible Parties should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. lab benches, clock in/out stations, health screening stations, etc.).

  - o Responsible Parties should mark six feet distance circles around workstations and other common stationary work areas.

- • Responsible Parties must post signs throughout the facility, consistent with DOH COVID-19 signage. Responsible Parties can develop their own customized signage specific to their workplace or setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind individuals to:

- o Cover their nose and mouth with a face covering.

- o Properly store and, when necessary, discard PPE.
- o Adhere to physical distancing instructions.
- o Report symptoms of or exposure to COVID-19, and how they should do so.
- o Follow hand hygiene and cleaning and disinfection guidelines.
- o Follow appropriate respiratory hygiene and cough etiquette.

B. Gatherings in Enclosed Spaces

- Responsible Parties must limit in-person gatherings (e.g. staff meetings) to the greatest extent possible and use other methods such as video or teleconferencing whenever possible, per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)." When videoconferencing or teleconferencing is not possible, Responsible Parties should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g. leave space between chairs, have individuals sit in alternating chairs).

- Responsible Parties should consider closing non-essential amenities and communal areas that promote gathering or are high-touch.

- Responsible Parties must put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas; and

- Responsible Parties should stagger schedules for individuals using the facility to observe social distancing (e.g. six feet of space) for any gathering (e.g. coffee breaks, meals, and shift starts/stops).

C. Workplace Activity

- Responsible Parties must take measures to reduce interpersonal contact and congregation, through methods such as:
  - o limiting in-person presence to only those staff who are necessary to be on site;
  - o limiting/postponing research activities which require person-to-person engagement in tight spaces;
  - o adjusting workplace hours;
  - o reducing on-site workforce to accommodate social distancing guidelines;
  - o shifting design (e.g. A/B teams, staggered arrival/departure times);
  - o implementing lab/facility usage sign-up policy;
  - o prioritizing tasks that allow for social distancing over those that do not; and/or
  - o avoiding multiple teams or individuals working in one area by staggering scheduled tasks and using signs to indicate occupied areas.

- Responsible Parties should encourage employees to work from home when feasible. Responsible Parties may choose to develop return-to-office tiers or waves for employees based on factors such as function, safe transportation, and ability to work remotely.

- Responsible Parties should encourage employees who operate specialized equipment which can be controlled remotely, to continue to do so.

- Responsible Parties may allow research activities involving human subjects research where risk can be mitigated, and research subjects can wear proper PPE and follow social distancing guidance. Human research subjects must be considered when calculating facility capacity and abide by all distancing, PPE and other requirements for personnel in this document, as applicable.

D. Movement and Commerce

- Responsible Parties should limit all non-essential travel.

- Responsible Parties must prohibit non-essential visitors from entering the site, to the extent possible. Only essential visitors should enter the site.

  - Responsible Parties should coordinate with research teams to determine if any essential visitors are scheduled to enter the facility.

- Responsible Parties must establish designated areas for pickups and deliveries, limiting contact to the extent possible.

- Responsible Parties should limit on-site interactions (e.g. restricting access to break rooms, staggering schedules) and movements (e.g. their employees should remain near their workstations as often as possible

II. PLACES

A. Protective Equipment

- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings, and provide such coverings to their employees while at work at no cost to the employee. An adequate supply of face coverings, masks and other required PPE should be on hand in the event an employee needs a replacement, or a visitor is in need. Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.

- Face coverings must be cleaned or replaced after use and may not be shared. Consult CDC guidance for additional information on cloth face coverings and other types of PPE well as instructions on use and cleaning.

  - Note that cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for PPE due to the nature of the work (e.g. if working with flammable materials or chemicals, ensure face coverings are flame-resistant). For those activities, N95 respirators or other PPE used under existing industry standards should continue to be used, as is defined in accordance with OSHA Standards.

- Responsible Parties must allow their employees and contractors to use their own acceptable face coverings but cannot require their employees and contractors to supply their own face coverings. Further, this guidance shall not prevent employees and contractors from wearing their personally owned protective coverings (e.g. surgical masks, N95 respirators, or face shields). The Responsible

Parties may require employees and contractors to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA standards.

- Responsible Parties must train their employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such training should be extended to contractors if the Responsible Parties will be supplying the contractors with PPE.

- Responsible Parties must ensure that their employees and contractors wear face coverings when interacting with one another and/or other individuals within six feet distance AND without a physical barrier (e.g. plexiglass).

- Responsible Parties must put in place measures to limit the sharing of objects, such as equipment, machinery, materials, and vehicles, as well as the touching of shared surfaces, such as touchscreens or equipment; or, require individuals to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require individuals to perform hand hygiene before and after contact.

B. Hygiene, Cleaning, and Disinfection

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection.

- Responsible Parties must provide and maintain hand hygiene stations on site, as follows:

  o For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.

  o For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

  o Make hand sanitizer available throughout the facility. It should be placed in convenient locations, such as at entrances, exits, and elevators. Touch-free hand sanitizer dispensers should be installed where possible.

    ▪ Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

  o Place receptacles around the facility for disposal of soiled items, including PPE.

- Responsible Parties must provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces and encourage their employees to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene.

  o To reduce high-touch surfaces, Responsible Parties should install touch-free amenities such as water fountains, trash-cans, and hand-dryers.

- Responsible Parties must conduct regular cleaning and disinfection of the site and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning

and Disinfection of Public and Private Facilities for COVID-19" for detailed instructions on how to clean and disinfect facilities.

- o Responsible Parties must ensure regular cleaning and disinfecting of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
  - Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom capacity where feasible.
- o Responsible Parties must ensure that equipment and tools are regularly cleaned and disinfected using registered disinfectants, including at least as often as employees and contractors change workstations or move to a new set of tools. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
- o If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations for between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
- o Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. lab tables, elevators, facility entrances, badge scanners, restrooms handrails, equipment, door handles).

- CDC guidelines on "Cleaning and Disinfecting Your Facility" if someone is suspected or confirmed to have COVID-19 are as follows:

- Close off areas used by the person suspected or confirmed to have COVID-19.
  - Responsible Parties do not necessarily need to close operations, if they can close off the affected areas. Affected areas need to be closed off and cleaned and disinfected.

- Open outside doors and windows to increase air circulation in the area.

- Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas, and shared equipment.

- Once the area has been appropriately cleaned and disinfected, it can be re-opened for use
  - Employees and visitors without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
  - Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close or proximate" contacts.
  - o If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- Responsible Parties must prohibit shared food and beverages (e.g. buffet style meals), encourage bringing lunch from home, and reserve adequate space for employees to observe social distancing while eating meals.

C. Phased Reopening

- Responsible Parties are encouraged to phase-in reopening activities so as to allow for operational issues to be resolved before production or work activities return to normal levels. Responsible Parties should consider limiting the number of employees, hours, and number of customers available to be served when first reopening so as to provide operations with the ability to adjust to the changes.

D. Communications Plan

- Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them.

- Responsible Parties should develop a communications plan for employees and visitors that includes applicable instructions, training, signage, and a consistent means to provide employees with information. Responsible Parties may consider developing webpages, text and email groups, and social media.

- Responsible Parties should encourage individuals to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, when a social distance of six feet cannot be maintained, through verbal communication and signage.

- Responsible Parties should post signage inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.

III. PROCESSES

A. Screening and Testing

- Responsible Parties should implement mandatory daily health screening practices of their employees and, where practicable, visitors, but such screening should not be mandated for any delivery personnel.
  - o Screening practices may be performed remotely (e.g. by telephone or electronic survey), before the employee or visitor reports to the facility, to the extent possible; or may be performed on site.
  - o Screening should be coordinated to prevent employees or visitors from intermingling in close or proximate contact with each other prior to completion of the screening.
  - o At a minimum, screening must be required for all employees, and where practicable, visitors, and completed using a questionnaire that determines whether the employee or visitor has:
    - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
    - (b) tested positive for COVID-19 in the past 14 days; and/or
    - (c) has experienced any symptoms of COVID-19 in the past 14 days.

- Refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19.

- Responsible Parties should require employees and visitors to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.

- In addition to the screening questionnaire, daily temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g. temperature data).

- Responsible Parties must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees, contractors, or visitors entering the facility. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.

- Screeners should be provided and use PPE, including at a minimum, a face mask, and may include gloves, a gown, and/or a face shield.

- An employee or visitor who screens positive for COVID-19 symptoms should not be allowed to enter the facility and should be sent home with instructions to contact their healthcare provider for assessment and testing; this policy does not apply if the employee or visitor is entering the facility for medical evaluation or treatment (e.g. to take a COVID-19 test in the facility). Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19. Responsible Parties should provide the employee with information on healthcare and testing resources.

- Responsible Parties should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

- Responsible Parties should designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all employees' questionnaires, with such contact also identified as the party for employees and visitors to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.

  o Identified point of contact for the higher education research facility should be prepared to receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures.

- Responsible Parties must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

- To the extent possible, Responsible Parties should maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee or visitor is diagnosed with COVID-19. Responsible Parties must cooperate with local health department contact tracing efforts.

B. Tracing and Tracking

- Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee or visitor at their facility.

- In the case of an employee or visitor testing positive, the Responsible Parties must cooperate with the state and local health department as required to trace all contacts in the workplace, and the state and local health department must be notified of all individuals who entered the site dating back 48 hours before the employee or visitor first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.

- State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow the protocol referenced above.

IV. EMPLOYER PLANS

Responsible Parties must conspicuously post completed safety plans on site for employees. The State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19, and such plans are adaptable for research facilities to use.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website
https://coronavirus.health.ny.gov/

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
https://www.cdc.gov/coronavirus/2019-ncov/index.html

Occupational Safety and Health Administration COVID-19 Website
https://www.osha.gov/SLTC/covid-19/