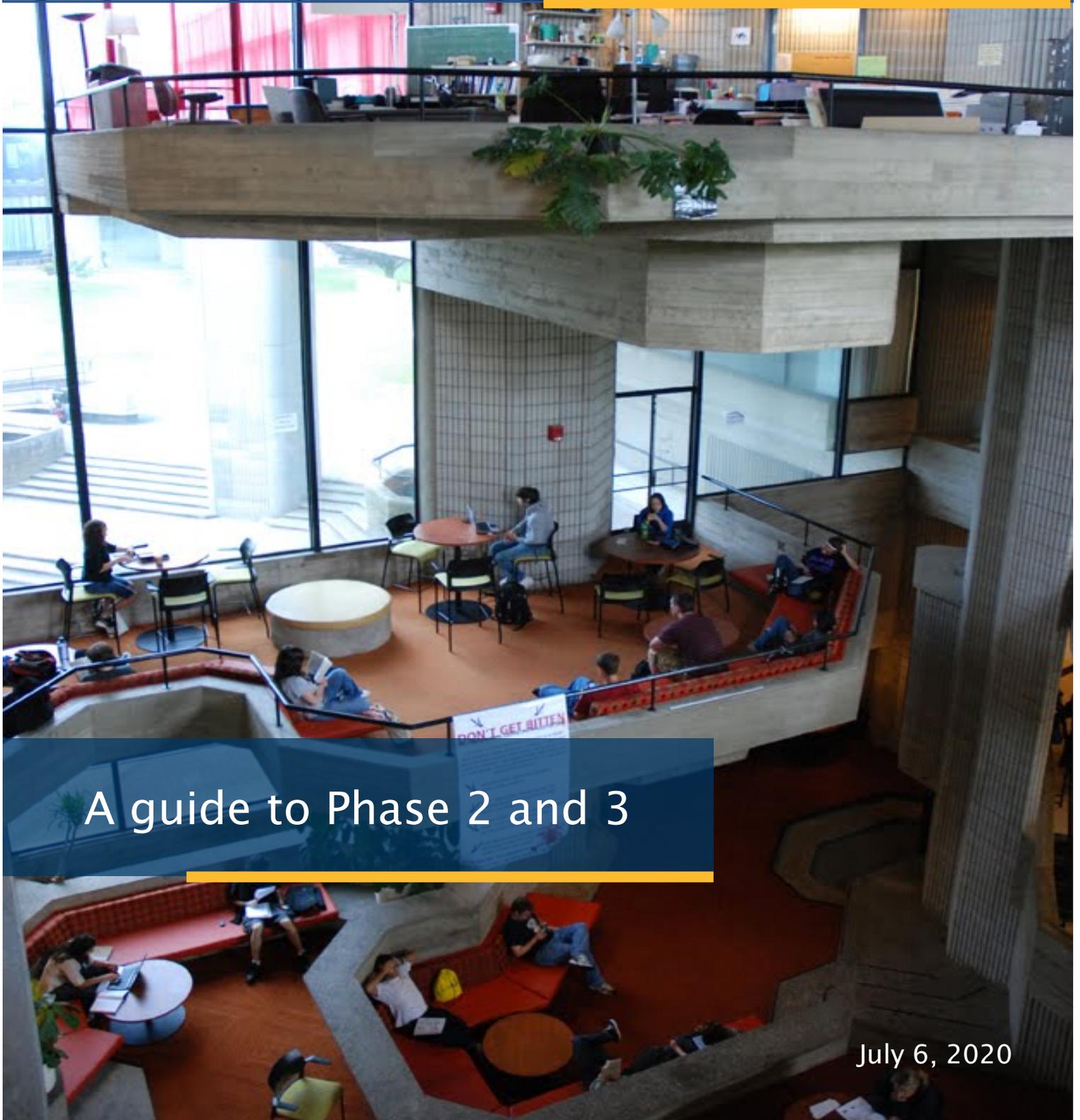


# UMassD returning to work



A guide to Phase 2 and 3

July 6, 2020

## Inside ...

A message to campus .....	1
Guiding principles.....	2
Stay home if you are sick .....	2
Physical access to campus .....	3
Remote work .....	3
Faculty and staff at higher risk.....	3
What to expect when you return .....	4
Testing & Contact Tracing	
Self-Screening	
Quarantine and Isolation	
Face coverings and Personal Protective Equipment (PPE)	
Physical barriers and other changes	
Meetings	
Breakroom and food service	
Protect yourself and others.....	7
Cleaning and disinfecting your workspace.....	7
Training .....	7
Employee assistance program .....	8
Travel .....	8
Resources .....	9

## A message to campus

COVID-19 continues to touch all of us, yet we persevere. We have rearranged our homes to create make-shift offices and we have rearranged our lives to become caregivers and teachers. Simple tasks have become more complicated as we don masks and gloves and continually estimate distances between ourselves and those around us.

Against that backdrop, we have also seen horrific events and incredibly powerful responses—we've seen the worse we can be and the best we can be.

As we prepare for Phases 2 and 3 of our return to campus, we do so knowing that our campus community and our larger communities will never be the same. We remain committed to our mission—to serve as an intellectual catalyst for economic, social, and cultural transformation—but how we accomplish that mission will change. Please take some time to review our [Fall 2020 Re-Opening Plan](#), which contains plans for every functional area of the campus.

In the pages that follow, you will learn what to expect during the upcoming months as we prepare for and then begin the Fall 2020 semester. Phase 2 will generally begin on or about July 15, 2020 and will focus on limited on-campus programming and activities as we pilot plans for Phase 3, a more general—although still limited—re-opening of our campus on September 1. Phase 3 will continue through December 31, 2020, and may be extended depending on the circumstances. Although many of the successful elements of our Phase 1 return will remain in both Phase 2 and 3, there are some important changes.

Working with student leaders, we are also finalizing the *UMassD Shared Responsibility Compact*. This virtual form will confirm each member of our community's commitment to all UMass Dartmouth required safety practices. For more information, visit: <https://my.umassd.edu/group/human-resources/returning-to-campus>

We continue to work closely with our campus unions to create practices and protocols that are safe and healthy.

Please continue keep yourself and your family safe. #UMassDTogether

Mohammad Karim, Provost & Executive Vice Chancellor  
Mark Preble, Vice Chancellor for Talent and Chief Diversity Officer  
Daniel Figueroa, President, Graduate Student Senate  
Elizabeth Anusauskas, President, Student Government Association  
Alex Fossel, Treasurer, Student Government Association & Coordinator, Student COVID Planning Group

## Guiding principles

Although we remain guided by an overarching principle to protect the health and safety of students, faculty, staff, and people in surrounding communities, as we move toward welcoming students back to campus and see the devastating impact that the pandemic and unemployment is having on the economy, we have expanded our goals to:

- Enable students to continue progress towards their educational goals
- Contribute to research and innovation
- Minimize adverse economic impact on families, employees and the Massachusetts economy

We continue to be guided by recommendations from the Centers for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH).

We will continue to be agile and adjust as necessary. Please continue to visit the Returning to UMassD webpage at: [www.umassd.edu/emergency/coronavirus](http://www.umassd.edu/emergency/coronavirus).

## Stay home if you are sick

COVID-19 is spread mainly through close contact from person-to-person—from a person who is infected to a person who is not. The best way to avoid the spread of COVID-19 is to stay home if:

- You are experiencing any COVID-19 symptoms (see below);
- You have tested positive for COVID-19; or
- You live with or have been in close contact with a person who has tested positive for COVID-19, is being tested for COVID-19, or is experiencing symptoms.

If you begin to experience symptoms while on campus, please leave campus immediately and notify Sandra Escaleira at [benefits@umassd.edu](mailto:benefits@umassd.edu); Human Resources will work with the Facilities team to ensure that any areas suspected of infection are properly cleaned and disinfected.

If you are sick, stay home from campus and stay home until your healthcare provider or local board of health clears you to return to work. Although depending on how you feel you may be able to work remotely, Human Resources continues to work with the campus unions to ensure that no faculty or staff member will be in jeopardy of losing their job due to any COVID-19 related issue.



## Physical access to campus

Although we will continue to prioritize remote work arrangements, the population on campus will continue to increase. Faculty and staff in research labs have been safely working on campus since June 1 and will gradually increase, while continuing to follow strict safety protocols. In Phase 2, offices may increase staff to 50% of normal operations, if necessary. Supervisors will discuss return to campus and adjust staffing plans in the coming weeks.

## Remote work

Remote work continues to be the best strategy for maximizing social distancing and lowering the population density on campus. Faculty and staff who are required to return to the campus should discuss remote work options and/or schedules with their supervisor, in accordance with the following guidelines:

- Faculty and staff at higher risk for severe illness should be accommodated to the maximum extent possible (see below)
- Child care and home-schooling responsibilities remain a priority
- Rotating schedules of hours or days (e.g. working two days on campus and three remotely) will allow for greater social distancing

Supervisors are encouraged to work with faculty and staff about other staffing options that balance the goals and expectations of the department with the individual faculty or staff member's personal needs and circumstances.



There continues to be no specific forms or time reporting codes for remote work.

## Faculty and staff at higher risk

According to the CDC, some groups are at higher risk for severe illness from COVID-19:

- People 65 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:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions

- People who are immunocompromised (many conditions can cause a person to be immunocompromised, including 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 [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- People whose medical provider deems them at higher risk

If you have a disability or an underlying health condition, or live with someone with an underlying health condition, and you believe you are at risk coming to campus, please contact Human Resources at [benefits@umassd.edu](mailto:benefits@umassd.edu) or call 508-999-8060.

## What to expect (and what others will be expecting of you) when you return

### Testing & Contact Tracing (from the *Fall 2020 Re-Opening Plan*)

UMass Dartmouth does not plan to engage in broad surveillance testing of the campus community at this time. Rather, in addition to self-isolation strategies, consistent with the CDC's [Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing](#) (June 30, 2020) and the DPH, we will coordinate with Quest Diagnostics or individuals' own health care provider to test students, faculty, and staff for COVID-19 who:

- Exhibit signs or symptoms consistent with COVID-19
- Are asymptomatic, but have had recent known or suspected exposure to SARS-CoV-2

The University will work alongside the local boards of health and other related agencies to help contact tracing efforts and is currently developing additional steps to aid in contact tracing on campus.

### Self-Screening

A safe return to campus begins with constant self-screening. Take your own temperature every day and pay close attention for new or worsening symptoms. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

**COVID-19 Daily Self Checklist**

Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply YES to any of the questions below, STAY HOME and follow the steps below:

**Step 1** Call your supervisor and  
**Step 2** Call or email Human Resources at 508-999-8060 or [humanresources@umassd.edu](mailto:humanresources@umassd.edu).

If you start feeling sick during your shift, follow steps 1 and 2 above. Contact Human Resources about paid time off and other benefits.

Do you have a fever (temperature over 100°F) without having taken any fever reducing medications?  
 Yes  No

Muscle Aches?  Yes  No      Sore Throat?  Yes  No      Loss of Smell or Taste?  Yes  No

Chills?  Yes  No      Headache?  Yes  No      Shortness of Breath?  Yes  No

Cough?  Yes  No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?  
 Yes  No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?  
 Yes  No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?  
 Yes  No

UMass | Dartmouth

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

If you are experiencing any symptoms or have other concerns, consult your healthcare provider. Faculty and staff will also be able to register with Student Health Services for confidential and secure information and guidance. Additional information about that program will be issued shortly.

### **Quarantine & Isolation**

The Fall 2020 Re-Opening Plan contains specific plans for quarantine or isolation for residential students. Faculty or staff members who are exposed to COVID-19 or identified through contact tracing will be required to stay off campus for 14 days (quarantine). Faculty members who exhibit symptoms or test positive for COVID-19 will be required to stay off campus until they are advised by a healthcare provider or the local board of health that it is safe to return (self-isolation).

Remember, although depending on how you feel you may be able to work remotely, faculty or staff members who must quarantine or self-isolate due to COVID-19 are not in jeopardy of losing their job.

### **Face coverings and Personal Protective Equipment (PPE)**

We have all learned that those who do not exhibit symptoms can still spread the virus. Massachusetts also requires the use of face coverings in all settings—outdoors as well as indoors, where social distancing is not possible. Therefore, except while working alone in an office or enclosed private workspace, all faculty and staff are required to wear face coverings or masks/face coverings, depending on the type of work they perform. Although the University will supply PPE, including face masks, gloves, and other equipment to faculty and staff who require additional protection, all members of the campus community are expected to bring their own face covering for regular interactions. Please note that, although the campus will have a limited supply of face coverings for temporary use, faculty or staff members who report to campus without a facial covering will not be permitted to remain on campus.



And remember, avoid touching your eyes, nose, or mouth when removing your face covering or mask, and wash your hands immediately before and after removal.

There are a number of widely available face coverings for purchase. The CDC and DPH also suggest using homemade face coverings. Using a scarf or bandana is an easy

solution. There are also ways to create a mask using cloth material and hair elastics without the need for sewing. Face coverings should be made of a machine washable material for frequent cleaning.

However you make your face covering, please remember these important details from the CDC.

Your face covering should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape



### Physical barriers and other changes

You will start to see new physical barriers in locations where face-to-face contact is unavoidable. You'll also see one-way doors and directional arrows in high-traffic areas to maximize social distancing. Those who are able should avoid elevators; if you must use an elevator, please ride only one person at a time.

Campus vehicles should be used by only person at a time whenever possible. Whenever it is necessary for more than one person to be in a vehicle, face coverings are required by all travelers. Prior to using a campus

vehicle, high-touch interior surfaces, like the steering and door handles should be cleaned. Departments that have campus vehicles will adopt more specific practices.

**Remember that our safety is our responsibility.**

### Meetings

Please continue to use remote meeting technology tools whenever possible. 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. Others can join the meeting remotely, if necessary.

### Break rooms and food service

Break Rooms and shared kitchen equipment, like toasters and microwave ovens, will generally continue to be closed during Phases 2 and 3. Faculty and staff are encouraged to take lunch and other breaks outside (remembering to maintain social distancing). Until the semester begins, no retail food or beverages will be available on campus. However, the new Grove and other retail venues will offer grab-and-go items, beginning on September 1. When weather permits, there will be new outdoor seating areas available.

## Protect yourself and others

Avoid spreading or contracting COVID-19— at home as well as at work—by:



- Staying home if you are sick or experiencing any of the symptoms listed above
- Washing your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains 60%–95% alcohol. Soap and water should be used if hands are visibly dirty
- Maintaining good social distancing practices—maintaining a distance of at least six feet and avoiding confined spaces, including elevators (or use one person at a time)
- Covering your mouth and nose with a tissue or the crook of your elbow when coughing or sneezing
- Avoiding touching eyes, nose, and mouth
- Discarding tissues immediately after use and wash your hands
- Wearing a cloth face covering
- Avoiding close contact with people who are sick
- Disinfecting frequently touched objects and surfaces

The CDC has more information on [How to Protect Yourself and Others](#).

## Cleaning and disinfecting your workspace

Although our custodial staff will clean every day, we all need to do our part in keeping our campus clean and safe. Regular cleaning of surfaces and objects with soap and water decreases the amount of the virus that causes COVID-19. Please wipe down your workspace at the beginning and end of each day. Surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/ copiers) should be wiped down more frequently.



For CDC guidance on cleaning, see, <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

Note: Any area in which an individual who tests positive for COVID-19 has worked will be closed and sanitized.

## Training

All faculty and staff will be required to complete an online training program covering:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Training is available at: <https://my.umassd.edu/group/human-resources/returning-to-campus> and will be updated as necessary.

## Employee assistance program

UMass Dartmouth's Employee Assistance Program (EAP), provided by ComPsych Guidance Resources is a free available benefit to all faculty and staff. Your benefits give you and your household family members confidential support, resources, and information for personal and work-life issues, including telephonic appointments with EAP attorneys and financial planners. EAP also offers tips for managing stress, confidential counseling, and personal concierge resources including child-care/elder-care and pet-care solutions, low-cost home repair and utility assistance, and more at no cost to you and your family.

Call 844.393.4983 or click here. The UMass Web ID is: UMass.

## Travel

Travel outside of New England, New York, or New Jersey is not recommended at this time.

Thank you for your continued understanding and cooperation. We will continue to be guided by the science and our principles. Our experiences during the pandemic have prepared us for the next phase of reopening our campus and our continued diligence and adherence to the principles outlined in the *UMassD Shared Responsibility Compact* will allow us to provide the best experience for our students and the safest environment for our community.

Please continue to visit the Returning to UMassD webpage at: <https://www.umassd.edu/emergency/coronavirus>.

**Stay safe.**

## Resources

[Returning to UMassD](#)

[Campus Planning for Fall 2020](#)

[Center for Disease Control \(CDC\)](#)

[Governor Baker's Plan for Reopening Massachusetts](#)

[Sign up for text message alerts](#)

- Send COVIDMA to 888-777
- Envíe COVIDMAESP al 888-777

Call 2-1-1 or use live chat for non-emergency questions and help

[Email the Governor's Office](#) or call (617) 725-4005

### Domestic violence and sexual assault

Massachusetts | Call SafeLink at (877) 785-2020 or access SafeLink live chat. For deaf and hard-of-hearing call (877) 785-2020, or by TTY at (877) 521-2601

Nursing homes - Call Nursing Home Family Resource line at (617) 660-5399

EEOC - [What you should know about COVID-19 and ADA Rehabilitation Act and other EEO laws.](#)

Human Resources -508.999.8060 [humanresources@umassd.edu](mailto:humanresources@umassd.edu)

On-Campus Emergency - UMassD Police x 9191 508.999.9191