

**WELCOME BACK!**



**RETURN TO CAMPUS  
GUIDE FOR FACULTY  
AND STAFF**  
SUMMER 2020

**S** Syracuse University

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**Note:** The information in this book reflects known guidance as of July 17, 2020. This guidance applies to faculty and staff returning to work in the summer months. Additional guidance for faculty, staff and students for the Fall 2020 semester is under development and will be shared as finalized. For the most up-to-date information for faculty and staff, visit [hr.syr.edu/return](https://hr.syr.edu/return).



## Working Together for the Greater Good

The past few months have challenged and tested us in countless ways.

Essential faculty and staff, including our Public Safety, Food Services and Facilities Services staff, who have remained on campus since March 15, stepped up to ensure that our most basic operations could continue and our students' needs were met.

Our faculty had to swiftly transition to online learning and continue to invest their time and energy in planning for a myriad of scenarios for fall 2020.

Most of our campus community transitioned to remote work, juggling home, family and work responsibilities and getting the job done.

As we prepare to begin returning additional faculty and staff to campus, it will take all of us to keep our community healthy and to operate effectively under rapidly shifting definitions of “the new normal.”

We have a shared responsibility to ourselves, to our students, to one another and to the greater Syracuse community to abide by new requirements and procedures, with the goal of preventing a resurgence of COVID-19 infections.

Thank you for all you've done and all you will continue to do. Together, our Orange community will get through this and emerge stronger than ever because we are working collectively for a greater good.



## Guiding Principles

Syracuse University's policies, protocols and recommendations for returning faculty and staff to campus are rooted in the health and safety of our campus community.

Our plans will continue to be informed by orders and guidance from the City of Syracuse, Onondaga County, New York State and the federal government, including the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

Our knowledge and understanding of the COVID-19 virus will continue to evolve. Policies and plans will be updated as new or additional information becomes available. The most up-to-date information will always be posted at [syracuse.edu/fall2020](https://www.syracuse.edu/fall2020).

# COVID-19 Symptoms, Risks and Procedures

## What Is COVID-19?



COVID-19 is the disease caused by a new coronavirus that emerged in late 2019. It manifests most often as a respiratory illness that is spread mainly person-to-person in close contact.

When someone with the coronavirus coughs, sneezes or talks, respiratory droplets are released, and the droplets may reach and infect people who are in close contact.

The droplets generally do not travel more than a few feet, which is why social and physical distancing is effective in preventing the spread.

Recent guidance from the CDC indicates that transmission from surfaces is very limited. However, COVID-19 may spread when a person touches a surface or object that has the virus on it, and then touches their mouth, nose or eyes. This is why frequent handwashing is another effective way to prevent the spread.

Until there is a vaccine for COVID-19, we are all vulnerable to it and we need to work together to protect ourselves and each other.

## Common Symptoms

Persons infected with COVID-19 can present mild or no symptoms, or severe illness. Symptoms may appear two to 14 days after exposure to the virus.

Common symptoms include:

- Fever and/or chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Runny or stuffy nose (that is unrelated to seasonal allergies)
- Sore throat
- Nausea, vomiting or diarrhea
- Fatigue
- Muscle aches, body aches or headaches (other than those resulting from strenuous activity, exercise or chronic medical or physical conditions)

## Information for Faculty and Staff with Risk Factors

According to the CDC, individuals of any age with certain serious medical conditions may be at higher risk of severe illness from COVID-19. Those medical conditions include:

- Chronic kidney disease
- Chronic obstructive pulmonary disease (COPD)
- Compromised immune system
- Obesity
- Serious heart conditions
- Sickle cell disease
- Type 2 diabetes

If you are a staff member with a medical condition or disability who has been instructed to return to campus and wish to explore a reasonable accommodation to continue working remotely, contact the Office of Equal Opportunity, Inclusion and Resolution Services ([inclusion.syr.edu](https://inclusion.syr.edu)). Staff may also consider a leave of absence. Faculty members whose personal circumstances may impact their ability to return to campus as scheduled should consult with the dean of their school or college to discuss available options.

## Daily Health Screening Questionnaire Requirement of Faculty and Staff

It is a New York State requirement that all faculty and staff complete a Daily Health Screening Questionnaire before reporting to work each day that they come to campus. The standard online screening includes two questions related to exposure to and symptoms of COVID-19. Instructions are provided as to how you should proceed if:



- you or any member of your household has been directed to self-isolate or quarantine due to suspected or confirmed COVID-19 exposure; or
- you have a temperature or are otherwise experiencing symptoms.

Faculty and staff are encouraged to bookmark the link to the online Daily Health Screening Questionnaire for easy daily use. It can be found at [hr.syr.edu/screening](https://hr.syr.edu/screening). Those approved to be on campus will also receive email reminders about completing the Daily Health Screening Questionnaire on a daily basis. If your school, college or department has their own health screening process, you should continue to follow those protocols.

Completing this mandatory Daily Health Screening Questionnaire is not only a state requirement, but the right thing to do for the health and safety of everyone on campus. You will be required to notify HR Shared Services and your supervisor if you are directed by your physician to self-isolate due to possible COVID-19 exposure. Faculty and staff who have an elevated temperature (over 100.4°F/38°C), or are otherwise experiencing symptoms, must stay home from work and contact a physician or urgent care center, as well as notify their supervisor. You will not be able to return to work until you are cleared to do so by a physician.

## Phased Staffing



To promote social distancing, reduce campus density and ensure the availability of personal protective equipment and testing capabilities, faculty and staff will return to campus using a phased approach.

Deans, senior vice presidents and other leaders have assigned faculty and staff from each of their respective schools, colleges and units to one of four campus return phases.

Some of the factors used by leaders to make these assignments included the nature of employees' job duties, seating arrangements and the ability to successfully perform work remotely.

Additionally, some faculty and staff will continue remote work arrangements and some faculty members will not return until residential instruction resumes in the fall.

Our phases and any corresponding dates are subject to change as we continue to monitor public health guidance, campus density, employee health and the effectiveness of social distancing in the workplace. For the latest information and updates on the campus return phases, visit [hr.syr.edu/return](https://hr.syr.edu/return).

## Remote, Flexible and Alternative Work Arrangements



Until you are scheduled to return to campus by your supervisor, your flexible work arrangement (most likely completed through a Qualtrics form in March 2020) will remain in effect and no action is required on your part.

In some instances, supervisors may want to consider the following alternative arrangements for some staff to reduce office/building density. For faculty, determinations as to the appropriateness of alternate work arrangements will be made by the dean of the relevant school or college.

### Remote Work

If a faculty or staff member has demonstrated the ability to perform productively remotely, supervisors or department leaders may consider extending such arrangements. These arrangements can be made in full or for partial days/weeks.

### Alternate-Day Arrangements

If staff can do only part of their work remotely, departments should consider partial on-site staffing arrangements on alternating days (e.g., half of staff in the office on Monday, Wednesday and Friday and half of the staff in the office on Tuesday, Thursday and Saturday.)

### Compressed Work Week

A compressed work week allows staff to work a traditional 40-hour week over a shorter period of working days. The most common arrangement is four 10-hour days instead of five eight-hour days. Departments may consider compressed work weeks for their staff to further reduce office density.

### Staggered Shifts

When able, supervisors should allow flexibility for the working hours of staff members. Staggering shift start and end times can help reduce office density throughout the day and especially in commonly used entryways and exits at shared arrival and departure times.

For more information about remote, flexible and alternative work arrangements, visit [hr.syr.edu/return](https://hr.syr.edu/return).



## What the University Is Doing to Keep You Safe

Since February, the University has followed all standard protocols from the CDC and OSHA for cleaning and disinfecting all campus buildings. Additionally, our Facilities Services team has increased the frequency of cleaning surfaces in high-traffic areas and new hand sanitizer stations have been installed in the main entrance or lobby of each building.

Our custodial staff are equipped with all necessary personal protective equipment required to do their jobs safely and have been instructed not to touch any desktops, papers or personal belongings on employees' desks.

As you return to campus, you'll also notice robust new signage promoting social distancing and other public health measures (e.g., floor decals placed in campus buildings to remind people of the importance of social distancing). For more detailed information about campuswide efforts to keep our faculty and staff safe:

- Visit [ehss.syr.edu/about/covid-19-information](https://ehss.syr.edu/about/covid-19-information) for more about cleaning and sanitation protocols.
- Visit [bfas.syr.edu/facilities/campus-planning-design-construction](https://bfas.syr.edu/facilities/campus-planning-design-construction) for further information about how to submit a Facility Study related to reconfiguring workspaces and/or the installation of physical barriers.

# Health and Safety Expectations and Guidance

## Personal Protective Equipment (PPE)

### Face Masks and Coverings



Syracuse University requires face masks or face coverings for all students, faculty, staff and visitors while on campus and in the presence of others, and in public settings where social distancing measures are difficult to maintain. If you have an underlying health condition that precludes you from wearing a mask, you may request a reasonable accommodation through the Office of Equal Opportunity, Inclusion and Resolution Services.

You can wear your own mask or cloth face covering or use the ones provided to you upon your return to campus. Cloth face coverings should be washed between each use.

### Gloves

Vinyl or nitrile gloves will be provided to employees in health care settings, research labs, Food Services, Facilities Services and other areas as required to help staff safely perform their duties.

Based on guidelines from the CDC, gloves are not required or recommended for general use to protect against COVID-19. Instead, practice frequent handwashing and use of hand sanitizer.

## Handwashing



Frequent handwashing is one of the most effective ways to protect yourself and those around you from getting sick. Here are some tips:

- Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place or used a shared object (e.g., door handle, copy machine).
- Always wash your hands after blowing your nose, coughing or sneezing and before you touch your eyes, nose or mouth.
- Use an alcohol-based hand sanitizer (at least 60 percent alcohol) if soap and water are not readily available.

## Coughing and Sneezing Etiquette

If you are not wearing a face mask or covering, be sure to cover your mouth and nose with a tissue (or use the inside of your elbow) when you cough or sneeze. Always wash your hands or use hand sanitizer after coughing or sneezing and discard used tissues.

## Cleaning and Disinfecting Your Personal Workspace



Frequent cleaning and disinfecting of surfaces are key to reduce the risk of exposure to COVID-19 on campus. Facilities Services works diligently to clean and disinfect common building areas daily throughout the University. To supplement their efforts, we ask you to routinely clean and disinfect your personal work areas and commonly touched surfaces within departments. Additional cleaning supplies can be requested by the departments for faculty and staff to use to clean personal and shared work areas.

- Personal work areas, including desks, chairs, keyboards and mice, and telephones, should be cleaned and disinfected daily.
- Frequently touched surfaces in an office environment, including coffee makers, door handles, light switches and faucets, should also be cleaned and disinfected daily or more frequently depending on shared use.
- Conference room tables and chairs and other shared work surfaces should be cleaned and disinfected after each use.
- Shared office equipment, including touch pads on copiers, phones and such supplies as staplers and hole punches, should also be cleaned and disinfected after each use.
- Sharing of phones, desks and other office equipment should be avoided whenever possible.

## Travel Guidance for Faculty and Staff

Restrictions on non-essential, University-sponsored travel by faculty and staff remain in place. The University's guidance on this topic will continue to evolve as we monitor directives from public health authorities. Any revisions to travel guidance will be communicated via email and on [syracuse.edu/fall2020](https://www.syracuse.edu/fall2020) throughout the summer months and into the fall. Questions about travel may be directed to Seth Tucker, director of global safety and support, at [satucker@syr.edu](mailto:satucker@syr.edu) or **315.443.1968**.

## Workplace Distancing and Protocols



Whenever possible, leave 6 feet of distance between yourself and a colleague. If you must be closer than 6 feet due to environmental constraints, always wear a mask or face covering.

Departments should also consider changes to work practices and procedures to maintain adequate distance.

- Choose phone, email or videoconference interactions instead of face-to-face interactions whenever possible.
- Limit the presence of non-essential visitors, require all visitors to your area to wear a face mask or covering, and make hand sanitizer available. Note that any individual accessing our campus, including visitors and contractors, is expected to abide by the same health and safety guidance as faculty and staff.
- Develop self-service alternatives to face-to-face interactions whenever possible.
- In open environments, where workspaces do not allow 6 feet of distance between individuals, departments should consider alternating cubicle arrangements or staggering work schedules to ensure adequate social distance.
- Avoid congregating in break rooms, kitchen areas or conference rooms. In these shared spaces, continue to allow 6 feet of distance, wear a face mask or covering, and clean and disinfect surfaces/equipment after use.

## Entryways and Exits

Departments are encouraged to use staggered work schedules to limit congestion in entryways, exits, stairwells and elevators. Additionally, we ask that you:

- Use automatic door openers when available.
- When automatic door openers are not available, wash or sanitize your hands immediately after touching a shared door handle.
- Always wear a mask or face covering when entering or exiting a building.
- Although courtesy is important, don't hold open the door for others to help increase spacing between individuals.
- Allow 6 feet of distance while in entryways and exits whenever possible.
- Avoid gathering at time clock locations.

## Elevators and Stairwells



To avoid overcrowding, faculty and staff are strongly encouraged to use the stairs whenever possible. When using elevators on campus:

- Don't get on a crowded elevator.
- Be mindful of other passengers' personal space.
- Wear a mask or face covering.
- Consider waiting for the next elevator.
- Wash or sanitize your hands immediately after touching shared surfaces (e.g., elevator buttons).

When using stairwells, allow 6 feet of space between you and others, and wear a mask or face covering.

## Kitchens and Break Areas

Communal food and beverage consumption, as well as gathering in kitchen or break areas in any number, is not allowed. Use kitchen areas only to prepare food, and eat at your desk or outdoors, if feasible.

If you need to dine in a shared area, maintain 6 feet of distance, and wear a mask or face covering before and after eating. Always wash your hands before and after eating. Sanitize all surfaces, including tables, refrigerator handles and coffee makers, before and after using a shared kitchen area.

## Conference Rooms and Meetings



Because gathering in groups increases the risk of viral transmission, in-person meetings of any size are discouraged. Use online collaboration tools (e.g., Zoom, Skype, Microsoft Teams) to conduct meetings. When working with a colleague one-on-one, use email, chat or the telephone to communicate rather than face-to-face interaction.

If you must conduct a face-to-face meeting or use a conference room, abide by the following guidance:

- No meeting or conference space should exceed 50 percent capacity.
- Allow 6 feet of distance between participants.
- Wear a mask or face covering.
- Don't shake hands.
- Disinfect all surfaces and touched items (e.g., touchpads, door handles) when you are finished.

## Laboratory Work

For faculty and staff working in research laboratories, specific measures must be taken. Visit [research.syr.edu/syracuse-university-coronavirus-covid-19-guidance-for-researchers](https://research.syr.edu/syracuse-university-coronavirus-covid-19-guidance-for-researchers) for details about working in labs.

## Shared Transportation

To promote social distancing, the number of riders per route on Centro buses and 'Cuse Trolleys will be reduced. If you use public buses, campus shuttles or trolleys for transportation to, from and during work, wear a mask or face covering and avoid touching shared surfaces. Parking and Transit Services will work closely with our transportation partners to monitor ridership and make adjustments as necessary to keep riders safe.

Wash or sanitize your hands immediately after using public transportation. Frequent cleaning and disinfecting protocols, including for floors, seats, handrails, pull cords and the driver's area, have been implemented for all University vehicles to reduce risk for those who use them.

Additionally, we strongly encourage you to avoid carpooling with anyone who doesn't reside in your household.

## Recreation Centers



The Barnes Center at The Arch intends to reopen in mid-August as the University's recreation center. To enhance the safety and well-being of our community, the following changes will be implemented:

- Visitors must enter through the 150 Sims Drive entrance; access will not be available through the North Entrance (Physics Building side).
- Capacity will be reduced to approximately 50 percent.
- Masks must be worn at all times within the facility, except while using cardio equipment or the pool.
- Locker rooms will not be available for use.
- You should bring your own pre-filled water bottle.
- Fitness equipment has been relocated to allow for social distancing.
- Hand sanitizer and cleaning stations will be located throughout the Barnes Center. You'll be required to use disinfecting wipes on all fitness equipment prior to and after using the equipment.
- A modified fitness class schedule will be available.
- To manage density, reservations will be required to use the pool.

## Events, Celebrations, Workshops and Seminars

To protect our campus community, we ask that you do not plan any in-person events, seminars, workshops or celebrations at this time. Continue to use virtual collaboration tools (e.g., Zoom, Microsoft Teams) to conduct these activities.

## Mental Health and Emotional Well-Being Reminders



Carebridge, the provider of our Faculty and Staff Assistance Program, is a free, confidential resource for you and your dependents that can support your mental and emotional well-being as you re-enter the workplace amidst the many changes being made as a result of the COVID-19 pandemic.

Support, counseling and work-life management assistance is available 24/7 to help you deal with a range of issues, including:

- Navigating workplace change
- Managing worry and anxiety
- Relationship difficulties
- Parenting resources
- Manager and supervisor consultations
- Coping with uncertainty
- Resilience in stressful times
- Creating a practical budget and reducing debt
- Grief and loss

Telephonic and video sessions are available for many of these services. Call Carebridge at **800.437.0911** for help with these and a host of other topics. Visit **wellness.syr.edu** to learn more about Carebridge and other programs and resources available to support your well-being.

## Additional Resources

- For Universitywide updates, including those relevant to planning for the Fall 2020 semester: **[syracuse.edu/fall2020](https://www.syr.edu/fall2020)**
- For information specific to faculty and staff: **[hr.syr.edu/return](https://hr.syr.edu/return)**
- For information about workplace safety: **[ehss.syr.edu](https://ehss.syr.edu)**
- For general public health information: **[cdc.gov](https://www.cdc.gov)** or **[coronavirus.health.ny.gov](https://www.coronavirus.health.ny.gov)**