

FORDHAM FORWARD

EMPLOYEE GUIDE FOR RETURNING TO CAMPUS

OFFICE OF HUMAN RESOURCES MANAGEMENT



FORDHAM
THE JESUIT UNIVERSITY OF NEW YORK

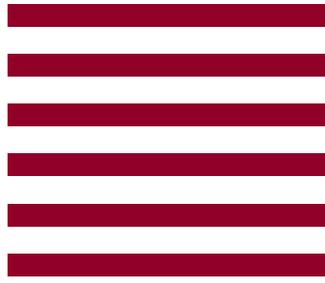


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LETTER FROM KAY TURNER, VICE PRESIDENT - OFFICE OF HUMAN RESOURCES MANAGEMENT

Dear Colleagues,

We have been preparing for your return to campus, and I would like to welcome you back. The Employee Guide for Returning to Campus provides detailed information to assist you in your transition back to on-campus activities.

For the past few months, we have been closely monitoring the COVID-19 conditions and studying the ongoing challenges. Fordham has been working diligently to create a multifaceted plan for testing, screening, social distancing, cleaning, contact tracing, and isolation protocols on each of our New York campuses.

As we continue University planning in keeping with the *New York Forward* guidelines for reopening institutions of higher education, we strive to minimize risk with the goal of successfully returning our faculty and staff to Fordham campuses. Although COVID-19 has caused major disruptions, especially in New York City, we want to assure our employees that when the campuses reopen, the health and welfare of our community is our No. 1 priority.

In preparation for restarting campus activities, the University formed 13 working groups across every area of operations—COVID-19 screening and containment, dining and residential life, student experience and experiential learning, and infrastructure and sanitation, among others. The working groups are coordinated by a steering committee that developed the comprehensive University-wide plan.

The *Fordham Planning for 2020* (fordham.edu/fordhamforward) website provides the charge and membership of each working group and gives you the *opportunity to direct questions or concerns* to any of the 13 working groups.

We agree that the best working and learning environment is one where faculty, staff, and students are supported both physically and mentally. Our plan is based on government health and safety guidelines, and reflects best practices and current scientific understanding of the virus.

Should you have any questions or concerns, please feel free to contact the Office of Human Resources Management at HR_RTC@fordham.edu (HR_RTC stands for “HR Return to Campus”).

Best,

Kay Turner, Esq., SPHR, SHRM-SCP
Vice President for Human Resources

GUIDING PRINCIPLES

Fordham's mission calls upon us to do all we can to bring faculty, staff, administrators, and students to our campuses to resume the work of education in the kind of person-to-person format that has already characterized the Fordham educational experience.

The Fordham Return to Campus plan was created to support the University's commitment to the discovery of Wisdom and the transmission of Learning, through research and through undergraduate, graduate, and professional education of the highest quality.

The plan seeks to minimize risk to the entire campus community during the COVID-19 pandemic. While these new policies and procedures will require all of us to approach our work differently, our Jesuit heritage calls on us to adjust to the needs of the time in service of the continuing education of our students.

As we learn more about COVID-19 in the coming months, we will continue to modify our procedures and policies, prioritizing the health, safety, and well-being of our students and employees.

Please be sure to continue to check Fordham's [COVID-19 response website](https://fordham.edu/coronavirus) (fordham.edu/coronavirus) for the most up-to-date information.



THANK YOU AND WELCOME BACK!

Being a part of the Fordham community means that each of us is expected to take steps to stay well and persistently protect each other, on campus and in the community. Accountable together, we ask that you take responsibility for your own health, as well as the protection of others in our Fordham community to minimize risk and reduce the spread of COVID-19.

To help ensure the well-being of all Fordham community members, the policies and procedures outlined in this Return to Campus guide apply to all employees (including, but not limited to, all faculty, staff, administrators, and contractors) at all Fordham locations.

Please note: The Division of Student Affairs will establish and institute similar expectations for all students. Appropriate health and safety protocols also will be established for all campus visitors.

THE BASICS

- All employees and students will be universally tested for COVID-19 on their return to campus.
- Submit a self-screening affirmation daily through [*VitalCheck*](#).
- Stay home if you are not feeling well.
- Wear a face covering over one's nose and mouth at all times, except when alone in a private office or in an enclosed room with the door closed.
- Keep at least 6 feet of distance between oneself and other people whenever possible, even when wearing a face covering.
- Follow signage and guidance on use of campus spaces.
- Follow workplace and shared-space hygiene, wiping workplace surfaces used frequently, including desk surfaces, keyboards, light switches, and shared equipment such as copiers, printers, A/V, etc., with disinfectant sprays or wipes.



RETURN TO CAMPUS

Our plans are designed to protect the health and well-being of every member of the Fordham community.

Medical experts believe that the virus thrives and is most contagious in areas marked by human density, so we are doing all we can to de-densify the campus. Among other things, we are working to create/prepare an environment marked by the following:

- Classes that may need to be divided into smaller sections meeting at separate times so that social distancing can be practiced
- Social distancing in classrooms, laboratories, offices, and other instructional and work spaces
- Creative class scheduling to maximize use while minimizing crowding
- An effort to schedule classroom instruction in rooms/venues on lower floors of our classroom buildings when possible
- The conversion of a number of non-classroom spaces into classrooms
- The recommendation that faculty meet with students outside of their offices in larger gathering/meeting spaces or remotely
- The lessening of Ram Van capacities (with additional runs to compensate for the loss of capacity on individual runs)
- Guidelines for departments to assess the safety of office environments
- Additional shifts and rotations
- The lessening of elevator capacities
- The creation of one-way corridors/hallways
- The installation of protective barriers in all high-traffic areas
- Heating, ventilation, and air conditioning systems that will be operated 24 hours a day with outside air intakes, thus allowing for more filtration and dilution of the buildings' indoor air
- The designation of entrance and exit doors for each building to lessen crowding at those key locations

Our faculty and instructional staff will resume instruction—whether in person, online, or in hybrid format—by Wednesday, August 26, the start of the 2020–2021 academic year.

Administrators and noninstructional staff should confer with their managers regarding the timeline of returning to campus.

REDUCING CAMPUS DENSITY

Fordham will implement measures that will benefit individual employees and will reduce density on campus, making it easier to implement physical distancing protocols and reducing potential exposures.

- Staff and administrators, including academic administrators, who, by the nature of their work, can perform their duties remotely, may be permitted to do so with manager approval. Fordham will ensure continued support of the remote workforce.
- Employees may request an accommodation because they are high-risk, because they live with or care for a high-risk individual, or for other personal circumstances. Please see [Fordham University's COVID-19 Temporary Accommodation Guidelines](http://fordham.edu/accommodations) (fordham.edu/accommodations).
- Office and work spaces will temporarily operate at no more than 50% occupancy on a daily basis.
- Managers will seek to develop and implement alternative work schedules and arrangements including, but not limited to, adjustments to workplace hours, compressed workweeks, COVID-19 cohort scheduling, shift design, and/or breaks.

TESTING AND TRACING

Testing

Fordham will conduct universal testing for all students and employees during the return to campus process. This step, which exceeds minimum CDC and New York state guidelines, is taken out of an abundance of care for our community. More information on employee requirements for testing will be forthcoming.

In addition to the universal initial testing requirement, Fordham will conduct 3,000 monthly tests on a random selected portion of our community to monitor the potential spread of COVID-19 among asymptomatic community members.

Fordham has contracted with the [Broad Institute](http://BroadInstitute.com), a biomedical research center in Massachusetts, to provide the testing materials, and Fordham will oversee the test for students and staff.

Testing Positive for COVID-19

If you test positive for COVID-19, as required by the New York State Department of Health, the lab will immediately notify the state and local health departments to cooperate with contact tracing efforts. This includes notification of potential contacts, such as co-workers or visitors, who had close contact with you. This process will be handled discreetly to maintain confidentiality as mandated by New York state and federal laws and regulations.

Fordham Contact Tracing

In the event that a member of our community tests positive for COVID-19, Fordham will conduct contact tracing to alert members of the Fordham community who may have been exposed to the virus. More information on Fordham's contact tracing efforts will be forthcoming.

MONITORING FOR COVID-19 SYMPTOMS THROUGH VITALCHECK

The University is partnering with *VitalCheck*, a telehealth screening program, to perform daily screening of all employees returning to campus, as required by the *New York State Reopening Guidelines*. The screening process is being implemented to ensure that employees are free of COVID-19 symptoms before returning to campus and to minimize the risk of transmission of the virus.

Visit fordham.edu/vitalcheck for more information on this process.

PREPARING FOR YOUR RETURN TO CAMPUS

Employees returning to campus (faculty, staff, and administrators) will be required to complete a short Employee Return to Campus Orientation program in advance.

At least two weeks prior to returning to campus:

- Your manager will notify you of your anticipated return to campus start date.
- *VitalCheck*, the University's telehealth screening partner, will send a registration link to your smartphone and your personal email account to clear you to return to campus.

At least one week prior to returning to campus:

- Ensure that your contact information (personal email and cell phone number) is current in the Employee Profile section of my.fordham.edu.
- Respond to the *VitalCheck* screening questions daily, including weekends and holidays, in order to receive a campus pass that clears you to return to work each day. Employees without a *VitalCheck* clearance will not be allowed on campus.
- Complete the Employee Return to Campus Orientation and review the orientation checklist of what protocols and procedures you need to follow when returning. You will receive an email from the University's instructional partner, Get Inclusive, with a link to complete the 15-minute orientation.

First day back to campus:

- Ensure that you have been cleared to return to work by *VitalCheck* and have been issued a campus pass in form of a QR code via text message and your personal email account.
- While on campus, ensure that you observe the COVID-19 prevention building blocks (see page 10).

VISITORS TO CAMPUS

In general, visitors to campus are strongly discouraged this academic year. Visitors will be required to enter the campus at predetermined entry points. All visitors must comply with the University's contact tracing protocols, including providing contact information if requested. Visitors will also be screened and have their temperature taken at the entry points. All visitors are required to wear face coverings in public spaces on campus. Visitors are expected to bring their own face coverings, but a supply of disposable face coverings will be maintained. The University encourages all employees to utilize the Zoom platform to schedule any meetings with external guests.

WORK AND PERSONAL TRAVEL

The University is continuing the suspension of all University-sponsored international and domestic travel until further notice.

We strongly recommend that all students and employees limit personal travel to protect themselves and others in the Fordham community. The *United States Department of State* and *Centers for Disease Control and Prevention*, as well as the *New York State Department of Health*, are continuing to advise avoiding all nonessential international travel due to widespread ongoing transmission.

The CDC is currently recommending that people quarantine for 14 days upon returning to the U.S. following international travel. New York state is requiring those who come to New York from states with significant community-wide spread of COVID-19 ("restricted states") to quarantine for 14 days upon arrival. Consult the *New York State COVID-19 Travel Advisory* for a list of restricted states.

COVID-19 TEMPORARY ACCOMMODATION FOR HIGH-RISK STAFF, ADMINISTRATORS, AND FACULTY

Fordham is committed to providing a work environment that sustains our important mission of education and minimizes risks for the successful return of its employees to campus.

Employees may request an accommodation because they are high risk, they live with or care for a high-risk individual, or for other personal circumstances. Employees who self-identify as falling into one these categories, pursuant to *CDC High-Risk Categories and People Who Need to Take Extra Precautions*, may apply for an accommodation from the Office of Human Resources Management.

Faculty and instructional staff who wish to teach remotely can indicate their preferred modality for fall 2020 course(s) without the need to request an accommodation. If they have already submitted an accommodation request to the Office of Human Resources Management, they can either continue with the accommodation process or withdraw the request by contacting Human Resources at occ-health-medicine@fordham.edu.

Note: Please visit Fordham's *Email Encryption website* and follow the process to safeguard and ensure the privacy of your medical information.

Visit fordham.edu/accommodations for information regarding requesting an accommodation.

COVID-19 PREVENTION BUILDING BLOCKS

In compliance with the *New York State Guidelines*, “employees who are sick must stay home or leave the campus, if they become ill at work,” as the guidelines state. Screening and symptom monitoring are a priority while faculty, staff, administrators, and contract workers return to campus and on a daily basis thereafter. All information is kept confidential, and privacy laws are followed.

SCREENING/MONITORING

- Fordham will focus on screening and continuous monitoring to identify those who need to seek diagnostic testing and will utilize the *VitalCheck* telehealth program for both an initial screening and daily monitoring.
- Visitors, guests, or members of the Fordham community who are not able to utilize the screening program will be required to have a temperature check prior to being given access to campus. Some guests may be screened before arrival on campus.
- Fordham plans to conduct universal testing and contact tracing. More information will be sent in the coming weeks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Employees are required to wear an acceptable face covering provided by Fordham in all common, public areas, and while interacting with any other employee.
- Fordham will provide all on-ground students and employees with reusable cloth Fordham face coverings.
- Face coverings must be worn by every person in all common areas.
- Face coverings must be worn at all times on campus in public settings.
- The University will maintain an adequate supply of face coverings and other required PPE should an employee need a replacement, or should a visitor be in need.
- Employees should wear gloves or properly wash their hands when in contact with shared objects or frequently touched surfaces.
- Each individual should personally wipe off surfaces after touching them.
- Employees will also be provided with “welcome back” kits containing some essential items.

WEARING YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

WASHING YOUR FACE COVERING

- The CDC has *posted guidance on the proper methods of cleaning and drying your face covering.*

PHYSICAL DISTANCING

Employees must maintain a distance of at least 6 feet among all individuals at all times, unless the safety of the core activity requires a shorter distance. In-person gatherings should be limited, and when held, should be in open, well-ventilated spaces with the appropriate social distancing.

- Employees must not socialize in common areas.
- Employees must follow University signage for the use of restrooms, elevators, corridors, stairwells, meetings, break rooms, coffee makers, refrigerators, common areas, and conference rooms.
- The maximum staffing level in each office space should not exceed 50% of capacity, as determined by each area COVID-19 coordinator.
- Managers will convert conference rooms to offices, as needed.
- Managers will work with the area COVID-19 coordinators to assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees and independent contractors and other co-workers.
- Office sharing is prohibited unless the required minimum 6 feet of distance can be maintained.
- If more than one person is in a room, face coverings should be worn at all times.
- Designate an intake/reception/meeting room for appointments with students or employees from other departments, so personal workspaces are protected.
- Replace in-person appointments with tele-appointments to the extent possible.
- Fordham is encouraging a “clear desk” policy – all supplies, files, documents, and personal items should be kept in drawers and/or cabinets, and please place your wastebasket outside of your closed office door.
- Continue holding virtual meetings via Zoom or other similar methods in order to reduce density and so that employees who are working remotely can join.
- Sharing of office material and supplies is strongly discouraged. One staff member should be designated as the responsible person for copiers.

CLEANING AND SANITATION

Each member of the University community is responsible for maintaining hygienic conditions. The New York State Department of Health has issued the following directives:

- Follow hand hygiene and cleaning/disinfection guidelines.
- Follow appropriate respiratory hygiene and cough etiquette.
- Cover your nose and mouth with an acceptable face covering.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Appropriate signage will be posted at all high-volume key locations on campus as a reminder to adhere to proper social distancing, use of facial coverings, and proper cleaning/hygiene.
- Report symptoms of COVID-19, or exposure to the coronavirus, through [VitalCheck](#).

Cleaning

Existing custodial support resources will provide all major sanitizing and cleaning services on a more frequent basis depending on the contact risks associated with the particular area.

Cleaning and sanitizing schedules for common, high-touch, high-risk areas will be increased. Contact surface treating technologies such as ultraviolet C (UVC) irradiation and electrostatic equipment will be deployed throughout the campuses. The University will supply students, faculty, staff, and administrators with disinfecting wipes and access to hand sanitizers in classrooms and building entrances.

Handwashing

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

EMPLOYEE SELF-CARE

We recognize that many individuals are understandably feeling overwhelmed and anxious during this challenging period. Your overall well-being is of great concern to us. Fordham's Employee Assistance Program offers short-term counseling and related services and referrals for employees feeling anxious. You may also choose to ask UnitedHealthcare for referrals to in-network mental health professionals. Please view the Office of Human Resources Management's [self-care website](http://fordham.edu/selfcare) (fordham.edu/selfcare) to learn more about these programs.



FORDHAM FORWARD TASK FORCE

For more information about the Fordham Forward Task Force and for a list of the members of the task force and 13 working groups, please visit the [Fordham Forward Task Force web page](http://fordham.edu/fordhamforward) (fordham.edu/fordhamforward).

The content of this guide reflects the laws, regulations, and governmental guidelines as of the time the document was published or communicated by Fordham. As these requirements evolve, Fordham's practices and policies will be revised to remain compliant with all current local, state, and federal laws and regulations. While this document is subject to change without notice, Fordham will endeavor to update it as soon as practicable following any material change.

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