SALISBURY UNIVERSITY
Faculty and Staff Guide for Returning to Campus
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# TABLE OF CONTENTS

- Guiding Principles .................................................. 3
- Commitment to Inclusion ........................................... 3
- Return to the Campus Workplace ................................. 4
  - Introduction ............................................................ 4
  - What is COVID-19? .................................................. 4
  - Gradual Phased Approach ......................................... 4
  - Workplace Training .................................................. 5
  - Workplace Expectations & Guidelines ......................... 5
  - Work Location/Scheduling Options .......................... 5
    - Telework/Remote Work .......................................... 5
    - Alternating Days .................................................. 6
    - Staggered Reporting/Departing ............................. 6
  - Employees at Increased Risk .................................. 6
- Working on Campus ................................................... 7
  - Daily Self-Screening Requirement ............................ 7
    - Concerning Symptoms ....................................... 7
    - Feeling Sick After Returning to Campus ................. 7
    - Daily Symptom Screening Flow Chart .................. 8
  - Testing Requirement .............................................. 9
  - Personal Safety Practices ....................................... 10
    - Face Masks/Cloth Face Coverings ......................... 10
    - Physical Distancing .......................................... 11
    - Handwashing .................................................... 11
    - Gloves ............................................................. 11
    - Goggles/Face Shields .......................................... 11
    - Office/Work Area Disinfection ............................ 11
    - Coughing/Sneezing Hygiene .................................. 11
  - Health & Safety Guidance ....................................... 12
    - Use & Care of Face Coverings .............................. 12
    - Public Transportation ......................................... 12
    - Working in Office Environments ......................... 12
    - University-Provided PPE .................................... 13
    - Office Modifications ......................................... 13
    - Using Restrooms .............................................. 14
    - Using Elevators ............................................... 14
    - Meetings & Events ............................................ 14
    - Laboratory Work ............................................. 14
    - Meals ............................................................... 14
  - Enter/Exit Control .................................................. 15
  - Mental and Emotional Wellbeing ............................. 15
    - USM Employee Assistance Program (EAP) Guidance/ Resources Online .................................. 15
    - State of Maryland EAP Services ............................ 16
  - Reporting Concerns .............................................. 16
  - COVID Information Line ........................................ 16
  - Community Health & Safety Responsibility ............... 17
    - Employee Community Health & Safety Pledge ....... 17
GUIDING PRINCIPLES

Salisbury University’s policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our students, faculty and staff and the surrounding community.

The primary goals for Salisbury University’s response to the COVID-19 pandemic are to protect students, faculty, and staff, and continue the institution’s vital missions of education, scholarship, service and community engagement.

SU’s plans also are aligned and consistent with the State of Maryland and University System of Maryland (USM), as well as local orders and ordinances of the City of Salisbury and Wicomico County. SU’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control (CDC) and Prevention, and the Maryland Department of Health.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available. To find the most recent information visit SU’s COVID-19 website at www.salisbury.edu/coronavirus.

COMMITMENT TO INCLUSION

As we adjust to operating during a pandemic, we reaffirm our commitment to supporting and sustaining a welcoming, respectful, accessible, equitable and inclusive environment for all members of the Salisbury University community. We stand against xenophobia, incivility, racism, ableism and all forms of bias, harassment and discrimination.

We acknowledge that COVID-19 has impacted members of the SU community in different ways and created unforeseen challenges, (e.g. personally, academically, professionally, as well as physically, mentally and socially). We understand that this will call for a continued thoughtful approach as we proceed. We find strength across differences that uphold the common humanity that binds us together. We remain committed to working together to build equity and inclusivity as we embrace our shared values of excellence, student centeredness, learning, community, civic engagement, and diversity and inclusion.
RETURN TO THE CAMPUS WORKPLACE

Introduction

In April, Governor Larry Hogan unveiled his plan for a safe, effective, and gradual approach to reopening public life and the economy of Maryland. The state is now entering the second phase of Hogan’s three-phase plan, outlined in his Maryland Strong Roadmap for Recovery.

Since the state and USM have agreed to reopen, the University has been making plans for a safe and gradual process for the resumption of on-campus operations. There will not be a single date for the full reopening of the physical campus; the plan will be guided by public health expertise to allow for the safe operation of campus.

What is COVID-19?

COVID-19, also known as coronavirus disease 2019, is caused by a new virus, SARS-CoV-2. While there are many types of coronavirus including some that cause the common cold, SARS-CoV-2 has not previously been seen in humans.

The virus that causes COVID-19 can spread from person to person, mainly through respiratory droplets that are produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spreading the virus is more likely when people are in close contact with one another (within about 6 feet).

It is thought that the virus can spread when someone touches a contaminated surface and then touches their nose, mouth, or eyes. There is currently no vaccine to prevent the virus.

Gradual Phased Approach

The return of employees to work on campus will be gradual, and some employees may begin working on campus before others, especially in areas where work must be conducted on site and cannot be done remotely. The phased approach will be guided by these concepts:

■ The University will phase-in a return of employees over time in a coordinated process to ensure appropriate physical distancing, availability of personal protective equipment (PPE), monitoring and testing capabilities, and contact tracing for COVID-19.

■ The University will assess requests for expanded on-site staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity of access to on-campus resources. Decisions regarding these requests will be communicated through the respective dean, vice president, or the provost.

■ The need to reduce the number of people on campus to meet physical distancing requirements will continue for some time. Support offices or positions that can effectively work remotely may continue to do so until restrictions are eased for larger gatherings.
Expanded on-site staffing will be carefully controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, staff and the greater community we serve. No office or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective vice president, dean, 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, campus leaders will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Screening and testing will be a critical part of assessing the impact of increased on-site staffing. If localized outbreaks emerge, tighter restrictions and reduced on-site staffing may need to be implemented again.

**Workplace Training**

The Environmental Safety Office created a training course, *Coronavirus Awareness and Prevention*, for best practice and protocols when returning to the workplace during COVID-19. Please familiarize yourself with this important information that is available through My Classes starting Monday, August 24. This training must complete this training by Friday, August 28.

**Workplace Expectations & Guidelines**

All employees are expected to comply fully with the policies, protocols and guidelines outlined in this document and in the training videos. Violation of these guidelines may result in the immediate revocation of building access privileges, in addition to corrective action up to and including progressive discipline, as applicable.

Employees will be asked to confirm:
- That they have read and understood this guide.
- Review the pledge at the end of this document indicating that they will follow the outlined behaviors designed to keep our campus community safe.

Any employee who has not completed the pledge at the end of the training course, *Coronavirus Awareness and Prevention*, will be instructed not to return to campus until they do.

**Work Location/Scheduling Options**

As we begin the transition back to campus, it is important that we realize that work as we knew it may change. Our “new normal” may include telework options for employees, thus remote work may continue for some time.

Once you have been instructed to return to campus, you may discuss the options below with your supervisor in an effort to maintain required physical distancing measures and reduce population density within buildings and work spaces.

**TELEWORK/REMOTE WORK**

Those who can work remotely to fulfill some or all of their work responsibilities may be approved to do so in order to help reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved per the telework guidelines, 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 on campus, offices and departments may schedule partial in-person staffing or on alternating days. Such schedules will help enable physical distancing, especially in areas with large common work spaces.

**STAGGERED REPORTING/DEPARTING**
The beginning and end of the workday brings 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 help meet physical distancing requirements. (See the Enter/Exit Controls section for further details.)

**Employees at Increased Risk**
Some individuals may be concerned about returning to their assigned worksite. Certain conditions may put individuals at higher risk for severe illness from COVID-19. See the [CDC website](https://www.cdc.gov) for more information. These include older persons (65 and older) and persons with the following serious health conditions:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions, including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension
- Compromised immune systems
- Obesity (body mass index of 30 or higher)
- Sickle cell disease
- Diabetes
- Chronic kidney disease when undergoing dialysis
- Liver disease

Employees directed to return to the worksite who have one or more of the health conditions listed above may be eligible to seek reasonable accommodations under the university’s Americans with Disabilities Act (ADA) procedures. Those who wish to seek ADA Reasonable Accommodations related to returning to campus should contact the appropriate Human Resources Administrator: Marissa Chavez for Academic Affairs, Stacy Messick for Facilities/Physical Plant or Melissa Sabol for all other areas.
WORKING ON CAMPUS

Daily Self-Screening Requirement

Each day, all employees working on campus or teleworking must use a self-screening process to assess their risk and record the status of their self-screening. Employees are encouraged to do their daily self-screening through SU Mobile, Salisbury University's iOS and Android app or online at https://sumobile.salisbury.edu/; others can continue to use the campus screening locations. Employees who refuse to complete the symptom monitoring requirement at home or before arriving on campus will not be allowed to work and/or will be sent home.

If the employee has concerning symptoms, they must:
1. Notify the COVID-19 Information Line at covidquestions@salisbury.edu or 410-543-6011 and their supervisor as soon as possible.
2. Stay home, you are not allowed on campus with a failed screening. You must be cleared by the Campus Medical Advisor before returning to campus.
3. Contact their personal health care provider for guidance or use Fonemed (see below).
   - If the employee does not have a personal health care provider, they should contact the Wicomico County Health Department at 410-543-6943.
   - Fonemed is a service provided by the University for any employee who may have questions or want information about the COVID-19 virus. Fonemed will report information discussed back to SU Human Resources. This is a nurse triage service that is available 24/7 by calling the SU Fonemed: Employee Physical and Mental Health line at 833-631-1071.

Upon consultation, the health care provider will determine whether the employee will be referred for COVID-19 testing. If an employee tests positive for COVID-19, they must notify the Campus Medical Advisor at 410-677-0006 or campushealth@salisbury.edu.

Employees should then follow any instructions given by the health care provider before returning to work.

CONCERNING SYMPTOMS
- Temperature above 100.4 degrees.
- Any of the following:
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Sore throat
  - Diarrhea

Employees should not report symptoms that are related to another long-term health condition.

FEELING SICK AFTER RETURNING TO CAMPUS
If you develop physical symptoms associated with COVID-19 (see above) while at work, please do the following:
1. Isolate yourself and maintain at least 6 feet of distance from others.
2. Wear a face covering or mask.
3. Notify your supervisor or department chair and the COVID-19 Information Line at covidquestions@salisbury.edu or 410-543-6011.
4. Go home immediately or visit your health care provider.
These procedures are essential in order to protect co-workers and others, ensure consistency in response, and aid the University in its state and federal reporting requirements. Before returning to campus, an employee must provide the Campus Medical Advisor with a note completed by their health care provider that they are cleared to return to work.

**DAILY SYMPTOM SCREENING FLOW CHART**

**WORKING TODAY? (CAMPUS OR TELEWORKING)**
- Take temperature
- Complete daily symptom screening

**APPROVED SCREENING (CLEARED TO ENTER)**
- Passed daily screening questions, have no symptoms and no fever.

**REPORT TO WORK**
- Make sure your Gull Card is visibly displayed on a lanyard or other means.

**CLEARED TO RETURN TO CAMPUS BY WCHD* / PRIMARY CARE PROVIDER**
- Report to Work. Make sure your Gull Card is visibly displayed on a lanyard or other means. *(Return-to-Work note must be provided to the Campus Medical Advisor.)*

**NOT CLEARED TO RETURN CAMPUS**
- Employee begins self-quarantine until cleared by the Campus Medical Advisor and does not come to work or campus.
- Employee to contact the COVID-19 Information Line at 410-543-6011 or covidquestions@salisbury.edu and notify immediate supervisor of failed screening. You will be advised of the next steps and when to return to campus.
- Employee should contact their Primary Care Provider or the Campus Health line at campushealth@salisbury.edu or 410-677-0006 for an evaluation of possible COVID-19 symptoms or exposure. (The Campus Medical Advisor will help facilitate testing if needed.)

**FAILED SCREENING (ENTRY DENIED)**
- Answered yes to a screening question, have symptoms or a fever.

**COVID-19 Information Line** • 410-543-6011 • covidquestions@salisbury.edu
**Campus Health Line** • 410-677-0006 • campushealth@salisbury.edu

*WCHD - Wicomico County Health Department • wicomicohealth.org*
Testing Requirement

As of November, SU continues to see a low COVID-19 positivity rate, as has been the case for most of the semester. In an effort to maintain those numbers, the University is implementing the following changes in its COVID-19 testing policy following Thanksgiving break:

- All students, faculty and staff who plan to be on campus at any point during the remainder of the semester, including those who have tested positive in the past 90 days, are required to have an SU-administered COVID-19 test the week of November 30. Visit https://calendly.com/salisbury to reserve a date and time for your testing appointment that week.

- Testing dates originally scheduled Sunday-Monday, November 29-30, have been canceled. Those who had scheduled testing on those days should have received a separate email with a link to reschedule.

- An SU-administered COVID-19 test with a negative result every 30 days remains a requirement for campus access. Students and employees whose 30 days end over Thanksgiving break will retain temporary access as long as they have registered for a COVID-19 test at SU December 1-4.

- Beginning the week after Thanksgiving and continuing into the spring semester, SU community members who have tested positive for COVID-19 at any time will receive a 30-day exemption from the testing requirement.

- It is anticipated that testing will be accomplished during your normal scheduled work hours, with prior supervisor approval. Time required to accomplish testing will be paid via Administrative Leave, not to exceed one hour, with a copy of the testing receipt, and is not to create an overtime situation.

For more information about the University’s COVID-19 testing policies and procedures, please visit the SU COVID-19 Testing Information webpage at www.salisbury.edu/coronavirus/testing-info.aspx.
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 physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). See SU's mask protocols policy for further details. 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 physical distancing.

A limited number of masks will be available at screening locations. These masks should only be worn for one day and then laundered if cloth or placed in the trash if disposable.

You may also wear a personal cloth face covering at your discretion, which will help SU reduce the need to purchase additional masks, which are in short supply. Cloth face coverings should only be worn for one day at a time and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

Details regarding mask use and care follow.

<table>
<thead>
<tr>
<th>Type</th>
<th>Type and Intended Use of Face Coverings/Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
<td><strong>Description</strong>: Homemade or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td><strong>Description</strong>: Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
<td><strong>Description</strong>: FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>N95 Respirator</td>
<td><strong>Description</strong>: Provide effective respiratory protection from airborne particles and aerosols; help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Intended Use</td>
<td><strong>Intended Use</strong>: Required for campus community use in non-health care settings (office spaces, general work settings, shops, community areas where 6’ physical distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td></td>
<td><strong>Intended Use</strong>: These masks are reserved for health care workers and other approved areas with task-specific hazards determined by SU's Environmental Safety Office.</td>
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</tbody>
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PHYSICAL DISTANCING
Keeping space between you and others is one of the best ways to avoid being exposed to the COVID-19 virus and slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty and staff at work on-site should follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

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, sneezing or touching your face. 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, and wash your hands after touching your face.

GLOVES
Designated employees 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-health care environments.

OFFICE/WORK AREA DISINFECTION
While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used and shared surfaces. Before starting work in a shared workspace and before you leave a shared workspace in which you have been working, you should wipe down all work areas with EPA-registered 60% alcohol solution provided by your supervisor or facility services. Examples of shared-space locations or equipment include copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches and doorknobs.

COUGHING/SNEEZING HYGIENE
If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then 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 a hand sanitizer that contains at least 60% alcohol.
HEALTH & SAFETY GUIDANCE

Use & Care of Face Coverings

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).
- 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 should 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.

Public Transportation
If you must take public transportation, wear a mask before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Working in Office Environments
If you work in an open environment, be sure to maintain at least 6 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 workspace/room.
Facilities Management is examining 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 or signs to indicate to customers where they should stand while waiting in line.
- Sneeze guards at reception and transaction stations where person-to-person interactions with more than 6 feet of separation are not possible.
- Designating specific stairways for up or down traffic if building space allows.
- Signage and decals designed by the Publications Office for a unified and consistent message. These signs are located at [www.salisbury.edu/covidsigns](http://www.salisbury.edu/covidsigns).

If you work in an office, no more than one person should be in the same room unless the required 6 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.

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

### University-Provided PPE

A starter kit is provided to all departments, which includes two cloth masks per employee, 50 disposable masks (for emergencies), one face shield per faculty member, two water-based disinfectant – not for electronics, two hand sanitizer pumps, two rolls of paper towels, and two pouches of wet-type wipes and one sanitizer spray for electronics. Refills can be purchased using the standard request to Support Services for supplies.

If you have questions about the reordering process, please contact:

- Academic Affairs: Your Dean’s Office or Tara Smith
- Administration and Finance: Jodie Johnson
- Advancement and External Affairs: Lisa Hutson
- President’s Office: Tracy Hajir
- Student Affairs: Robin Evans

Classrooms, labs and studios are supplied with one gallon dispenser-type containers with disinfectant wipes suitable for any high-touch surface. Computer labs are also provided with aerosol disinfectant spray.

### Office Modifications

All pandemic-related requests for office modifications should be submitted through the Physical Plant online work order system with the appropriate department account code. Requests will be reviewed for feasibility and code compliance, then assigned on a first-come, first-served basis. Please submit any requests as soon as possible in order to provide Physical Plant as much time as possible to accommodate requests. Physical Plant hopes to complete all requests before classes start, but timetables for requests will be dependent upon the complexity and number of requests received.

Clear plastic sneeze guards or barriers will be provided for each transition and reception station. A limited
number of additional barriers from Physical Plant will be available on a first-come, first-served basis.

**Using Restrooms**
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Sinks and urinals will be disabled and covered to assist with proper separation. Wash your hands thoroughly prior to leaving to reduce the potential transmission of the virus.

**Using Elevators**
No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings & Events**
Convening in groups increases the risk of viral transmission. Where feasible, meetings and events should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings and events are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room’s capacity or over 50 people, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Facilities Management is developing modified floorplans for meeting/event spaces that maintain physical distancing. Floorplans will be posted in meeting/event spaces, and excess seating will be covered, labeled or removed. To reserve an event or meeting room use the Facilities Online Request Center. All events held outside require the use of a face mask.

During your time on campus, 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 collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, etc.).

**Laboratory Work**
Faculty and staff engaged in laboratory research are required to follow the standard physical distancing guidelines of 6 feet, reducing the number of concurrent people operating in the lab at one time if necessary to achieve the proper distance. Researchers should always wear a mask when occupying the space with someone else. All should follow the cleaning and disinfecting protocol recommended by the Centers for Disease Control for Community Facilities at the beginning and end of each time period in the lab. Additionally, faculty/staff must ensure that any students working in their lab also follow these guidelines.

**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 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Faculty and 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 6 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. Offices and departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

**ENTER/EXIT CONTROL**

Entry to buildings will be regulated and monitored. You may not hold or prop open exterior doors for any other person. You must complete the daily self-screening before being granted access to a building.

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

Your vice president, dean or director will share with you your designated entrance/exit location to your building and your designated arrival/departure times to limit the number of people entering/exiting buildings at any one time. Visitors, guests and family members are not allowed on worksites, for personal reasons during this time. Only service animals are allowed in University buildings.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action up to and including progressive discipline, as applicable.

**MENTAL AND EMOTIONAL WELLBEING**

**USM Employee Assistance Program (EAP) GuidanceResources Online**

The University System of Maryland has contracted with ComPsych (GuidanceResources Online) for the Employee Assistance Program. GuidanceResources Online is an award-winning, comprehensive, interactive service that provides expert content and unique tools to assist you in every aspect of your life, all in a secure, easy-to-use, personalized environment.

**Thank you!**

Please continue to follow all appropriate safety guidelines. We thank you for doing your part in keeping our campus healthy and safe. Together, we will reduce the spread of the virus and make sure our SU community is safe AND healthy.
Confidential services and support are available to provide a wide variety of assistance, including emotional support during this stressful period through GuidanceResources per the following instructions.

First-time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources Online.

1. Go to guidanceresources.com to reach the website.
2. Once on the guidanceresources.com home page, click the “Register” tab.
3. Enter the Organization Web ID USMEAP and then click the “Register” button.
4. You will then be asked to enter a User Name and Password. Both can be anything you would like them to be but should be something you will remember. The User Name (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The Security Questions are meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Be sure to read the Terms of Use and click inside the check box to indicate your agreement to those terms. Make sure that you complete all fields that have red asterisks, as these are required fields. When you’ve finished, click the Submit button at the bottom of the page.
5. You should now be on the website.

State of Maryland EAP Services
The State’s EAP provides confidential and professional assessment and referral services to State employees who are experiencing personal/medical problems affecting their work performance. Learn more at https://dbm.maryland.gov/employees/Pages/EAP.aspx.

REPORTING CONCERNS

Ensuring the health and safety of all campus community members is everyone’s responsibility. If you have concerns about your safety on campus, we encourage you to discuss those concerns with:

- Your supervisor, director, or department or program chair
- Environmental Safety at EnvrSafety@salisbury.edu
- Human Resources at HumanResources@salisbury.edu
- Salisbury University Police Department at 410-543-6222

Students, faculty and staff may report non-compliance on SU’s face mask policy, physical distance guidelines and other COVID-related requirements through the coronavirus webpage.

COVID INFORMATION LINE

During University business hours, 8 a.m.-4:30 p.m., Monday-Friday, the University supports a COVID information line to answer questions and connect you with resources at 410-543-6011 and covidquestions@salisbury.edu.
COMMUNITY HEALTH & SAFETY RESPONSIBILITY

Salisbury University is concerned for the health and safety of the entire University community. The nature of the COVID-19 disease is such that actions taken by you affect not only your well-being but the well-being of every person with whom you interact and share the campus and your University worksite. To promote the health and safety of our shared community, we are providing the following important guidance from the Centers for Disease Control and Prevention (CDC) and request that you abide by these best practices. Our knowledge and understanding of the COVID-19 virus continue to evolve, and guidance will be updated as appropriate as additional information becomes available. Consequently, the University may modify these expectations at any time and will provide notice in the event such modifications are made. Every effort to keep yourself apprised of changes to the expectations, and to abide by them, is required.

Employee Community Health & Safety Pledge

I will monitor my health on a regular basis and take reasonable precautions to minimize my exposure to COVID-19 infection. In addition to monitoring other symptoms of possible illness or COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of taste or smell, and/or shortness of breath), I will take my temperature every day to determine whether I have a fever. This self-assessment is required every day that I report to campus or my University worksite, regardless of whether I am sick or well.

I will not report to work and will immediately contact my health care provider or, if I do not have and cannot access a health care provider, The Wicomico County Health Department at 410-543-6943 if:

- I have been exposed and/or have reason to believe I have been exposed to COVID-19;
- I have a temperature of 100.4 degrees Fahrenheit or greater;
- I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath) not related to another long-term health condition; or
- I have been advised by state/local health officials or a health care professional not to report to work due to actual or possible COVID-19 infection or exposure.

I acknowledge and agree that the University may request that I get tested for COVID-19 if I experience symptoms of COVID-19 or have been in close contact with an individual who has tested positive for COVID-19.

If I am diagnosed with COVID-19, I will cooperate with the University and state and local health officials to provide necessary information about the individuals with whom I had close contact during the two-day period prior to experiencing symptoms.

I understand that if I am required to self-isolate or am sick and cannot work for reasons related to COVID-19, I may be eligible for COVID-related leave in addition to paid leave that I have accrued.

I acknowledge that, while on campus, I am required to:

- practice good personal hygiene (e.g., wash hands frequently with soap and water or, if soap is unavailable, with hand sanitizer with at least 60% alcohol);
- routinely clean and sanitize my workspace and shared equipment;
- wear a face covering, consistent with University directives and CDC guidance and subject to reasonable accommodation under state and federal law;
- practice physical distancing at all times and follow posted health and safety signage/protocols; and
- adhere to guidelines and recommendations from the CDC, as well as federal, state and local government authorities, to protect my health and the health of the University community.

I have read, understand and will adhere to the University’s health and safety measures, and I understand that my access to campus may be conditioned on and progressive discipline may be applied based on my adherence to them.