# Salisbury University Faculty and Staff Guide for Returning to Campus

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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 our 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 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](http://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

As a regional comprehensive public university built around a residential campus model and in-person campus experience, our goal is to return to campus and continue operations by sustaining the many advances, improvements, and lessons learned while in the COVID-19 environment, including virtual meetings, paperless processes, technology skills development, online collaboration, while maintaining and supporting all health and safety guidelines and expectations. We are committed to maintaining appropriate safeguards and using mitigation strategies to provide a safe learning, working, and living environment for the entire Sea Gull community.

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 had not previously been seen in humans.

The virus that causes COVID-19 to 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).

Although the risk is considered low, it is possible for the virus to spread when someone touches a contaminated surface and then touches their nose, mouth, or eyes. More information can be found here: [www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html)

There are currently three vaccines available in the U.S. to prevent COVID-19. For more information on the vaccines visit the CDC website: [www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html)

Gradual Phased Approach

RETURN TO CAMPUS DATE: TUESDAY, JULY 6, 2021

The return of employees to work on campus has been gradual, and some employees began working on campus before others. The phased approach was guided by these concepts:

- Customer-facing duties returned first.
- We are an in-person campus.
- Options to telework are viewed as an exception given our need to serve students and other constituencies on campus and at satellite sites.

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. SU will continue to monitor and adjust policies based on the need to protect the health and safety of the campus and following USM guidance and federal, state, and local mandates.
Workplace Expectations & Guidelines

In preparation for the July 6, 2021 return, SU issued a Return to Campus Questionnaire, with over 590 employee responding. Overall, employees were highly satisfied with the response to COVID-19 and keeping our campus safe. Results from the Return to Campus Questionnaire provided insight regarding the needs of employees, COVID-19 safety considerations, campus return readiness, and work arrangements. A summary of the questionnaire results can be found at the Human Resources main webpage under “Find It Fast!”

Campus offices are open for normal working hours as evidenced by office or unit presence, which is consistent with our traditional model of a high-quality, on-campus experience.

All employees are expected to comply fully with the policies, protocols, and guidelines outlined in this document. 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.

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 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

SU requests that all students, faculty and staff who are not fully vaccinated against COVID-19, or who do not have COVID-19 vaccination information on file with the University, to complete a daily screening for COVID-19. This can be done via the Salisbury University Mobile app (download for Apple or Android devices) or a web portal.

Beginning in January 2022, those who have not received a booster shot within 90 days of receiving the one-dose Johnson & Johnson vaccine or within eight months of receiving their second shot of the two-dose Pfizer or Moderna vaccine also will be asked to complete a daily screening until receiving a booster.

Those who are fully vaccinated, including boosters, with proof of vaccination on file, are encouraged to complete the daily screening. For more information, visit SU’s COVID-19 Screening website.

If the employee has concerning symptoms, they must:

- Notify Campus Health at campushealth@salisbury.edu or 410-677-0006 and their supervisor as soon as possible.
- Stay home, wait to hear from Campus Health nurse.
- Contact their personal health care provider for guidance.
  - If the employee does not have a personal health care provider, they should contact the Wicomico County Health Department at 410-543-6943.

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 Campus Health 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
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - 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 previous section) while at work, please do the following:

- Isolate yourself and maintain at least 6 feet of distance from others.
- Wear a face covering or mask.
- Notify your supervisor or department chair and Campus Heath at campushealth@salisbury.edu or 410-677-0006.
- 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 Campus Health with a note completed by their health care provider that they are cleared to return to work.

Vaccine Requirement
Salisbury University requires all students and employees to be up-to-date with vaccinations against COVID-19 per Centers for Disease Control (CDC) guidelines as a condition of in-person attendance and employment.

Students who have received SU-issued exemptions from the USM vaccination mandate do not need to reapply for the spring semester.

Students who have lost campus access due to non-compliance may regain access by becoming up to date with their vaccines and submitting their vaccine information through the SU COVID-19 Vaccination Portal. Employees may regain access by becoming up to date with their vaccines and completing the SU COVID-19 Information Consent Form, allowing SU to verify their vaccination information.

Campus access also will be revoked for any student or employee who fails to complete their second dose of the COVID-19 vaccine within 40 days of the first or who fails to receive a booster shot two weeks after eligibility. Campus access will be restored as soon as a booster shot is received, even if done outside of the booster eligibility window.

Classes and work missed while unable to access campus due to non-compliance are not considered excused. Students will be required to accept any penalties for absences as outlined in course syllabi. Employees will be required to use leave time or forfeit pay for any days missed. Teleworking is not an option for non-compliant employees.

Requests for exemptions* from the vaccination requirement for the spring 2022 term should be sent to CampusHealth@salisbury.edu no later than January 24.

Those who receive SU-issued exemptions are required to take an SU-administered COVID-19 test every Tuesday and Thursday throughout the term or lose access until a test is completed with a negative result.

Testing for spring terms may be scheduled at https://sutesting.timetap.com as those dates approach.

Questions regarding vaccination requirements or exemption requests should be sent to CampusHealth@salisbury.edu. Please note that making a request does not guarantee an exemption.

*Medical and religious exemptions to the requirement will be made in accordance with federal law. Accommodations will be made according to the ADA.
Testing Procedures

COVID-19 testing is an important part of SU’s ongoing health and safety measures.

Required testing will continue every Tuesday and Thursday in the Great Hall of Holloway Hall for students and employees with SU-issued exemptions to the University System of Maryland’s COVID-19 vaccination requirement, for those who have received at least one dose of a COVID-19 vaccine but are not yet considered fully vaccinated (both shots of a two-dose vaccine or a single shot of the one-dose vaccine, plus 14 days), and for those who have not received a booster within 90 days of their original Johnson & Johnson vaccine dose or within eight months of their second dose of the Pfizer or Moderna vaccine. Pre-registration is required.

(Booster requirements begin in January 2022. For those already beyond the 90-day or eight-month period since their COVID-19 vaccine, campus access without testing will be continued or restored once a booster is received.)

Individuals who are required to test every Tuesday and Thursday but who miss a test will lose the following privileges until a make-up test, with a negative result, is on file:

- Access to SU buildings, offices and residence halls
- Access to GullCard use on and off campus
- Access to SU Wi-Fi on campus
- Access to public computers on campus
- Access to University-sponsored travel (including fleet vehicles)

All students and employees are required to take an SU-administered COVID-19 test on their first day back on campus following winter break to maintain access.

Testing also will remain available on a case-by-case basis for vaccinated students and employees who exhibit COVID-19 symptoms. To schedule a symptomatic test, email CampusHealth@salisbury.edu.

For testing data and more information:

- Maryland COVID-19 Webpage – current list of testing sites in the state
- Wicomico County Health Department – offers testing locally. The University reserves the right to implement additional restrictions and deny campus access to those who are not in compliance with the USM vaccine mandate.

Students who are out of compliance with SU’s testing policy will not be allowed to attend in-person classes. Absences under these circumstances will not be excused. Faculty are not required to make special arrangements for these absences. Students who reside on campus must vacate their residence hall.

ASYMPTOMATIC TESTING

SU no longer offers take-home COVID-19 tests. Four free tests can be requested by mail (one order per residential address). Students and employees are encouraged to request the free at-home tests at www.covidtests.gov.

- You will not need to report your results unless receiving a positive.
- Those receiving a positive result should email campushealth@salisbury.edu and await instructions.
- Positive results with take home tests will have to be confirmed with an SU-administered test.
- Take-home testing is optional for fully vaccinated, asymptomatic students and employees.
- Students and employees can also sign up for an in-person test on campus
MISSED COVID-19 TESTS/SPECIAL TESTING REQUESTS
Students and employees who miss their regularly scheduled COVID-19 test will be allowed to make up those tests on the below dates and times. No appointment is necessary.

- Normal make-up test days and hours
  - Tuesdays and Thursdays
  - 4-5 p.m. The doors to the testing site will close promptly at 5 p.m.
- Limited accommodation make-up test days and hours
  - You are allowed four makeup test outside of the normal testing day and times.
    - Monday, Wednesday or Friday
    - 8:30 a.m.-4 p.m.

Individuals who are out of compliance will remain out of compliance until a subsequent SU-administered COVID-19 test with a negative result is on file. It can take up to two hours for the test to be processed and uploaded to restore access to campus facilities.

Campus Health staff may require individuals to show their SU Gull Card prior to testing. Campus Health reserves the right to deny testing to anyone who is unable or unwilling to provide identification upon request.

As noted previously, students found to be in violation of COVID requirements may be subject to charges through the Student Code of Community Standards. This also includes participating in disruptive behavior, profane or threatening language directed at Campus Health or University staff (in person, via telephone or email), or failing to leave the testing center after being directed to do so. Additionally, individuals may be prohibited from participating in COVID-19 testing on campus. Anyone barred from testing on campus will be required to participate in surveillance testing off campus, at their own expense, to maintain campus access.

For more information about the University's COVID-19 testing policy and procedures, please visit the SU COVID-19 Testing Information webpage at www.salisbury.edu/coronavirus/testing-info.aspx.

Testing Positive or a Close Contact
Below is the protocol for a person who tests positive for COVID-19 or is determined to be a close contact to a person who tested positive. If you have any questions or concerns about the below processes, please contact CampusHealth@salisbury.edu.

IF A PERSON TESTS POSITIVE:
Employees should notify their supervisor and students should notify their instructor that they need to isolate and cannot be at work or at school in person.

- If someone tests positive on campus, they will receive a call and an email from Campus Health. Students and employees will receive multiple calls and text messages if they do not respond initially.
- All positive individuals, regardless of vaccination status, must isolate for 10 days.
  - For employees, this means they will need to go home.
  - For on-campus residential students, this means they will need to go home or be moved to isolation housing until they can get home.
  - For students living off campus, they may choose to go home if isolating at their current residence is not an option.

Campus Health staff will initiate contact tracing to ensure that members of the campus community who are close contacts to the positive case are notified swiftly. The local or state health department may follow up with formal contact tracing of positive individuals.

- Students who are in isolation will need to make arrangements with their instructor regarding class attendance and assignments.
- Staff will need to use Sick Leave.
- Individuals in isolation are exempt from the campus testing requirement while they remain in isolation.
IF A PERSON IS A CLOSE CONTACT:

If the close contact is Not Fully Vaccinated
Close contacts who are Not Fully Vaccinated must quarantine for 10 days.
- Employees should notify their supervisor and students should notify their instructor that they need to isolate and cannot be at work or at school in person.
- Close contacts will receive a call and an email from Campus Health. Students and employees will receive multiple calls and text messages if they do not respond initially.
- Close contacts must take an SU administered test at the five-day mark.
- Students who are in quarantine will need to make arrangements with their instructor regarding class attendance and assignments.
- Staff will need to use Sick Leave.

All positive individuals, regardless of vaccination status, must isolate for 10 days.
- If their test is positive, they need to isolate for 10 days from the date of the positive test (refer to section on individuals who are positive).

If the close contact is Fully Vaccinated
Close contacts who are Fully Vaccinated and do not have any symptoms of COVID-19 do not have to quarantine and may remain at the workplace or in the classroom.
- They will need to continue to wear a mask indoors at all times.
  - Close contacts must take an SU administered test at the five-day mark.
  - They can be tested at the SU COVID-19 Testing Center or on their own and submit the results to CampusHealth@salisbury.edu.
  - They may continue working or studying in person while awaiting their results.
  - If their test is positive, they need to isolate for 10 days from the date of the positive test (refer to section on individuals who are positive).
  - They must continuously monitor for symptoms and remain 6-foot distanced from others while removing their mask to eat and drink, until they receive a negative test result.
  - They must isolate and report for testing if they develop any symptoms of COVID-19.

Campus Health staff will facilitate the process of contacting those who are defined as a close contact.
GullNet Clearance Status

Below are the graphics that will be displayed when you sign into your GullNet homepage to show your on-campus clearance status. For missed COVID-19 appointment information, students can visit www.salisbury.edu/StudentMissedCovidTest and employees can visit www.salisbury.edu/EmployeeMissedCovidTest.

Campus Health staff may require individuals to show their SU Gull Card prior to testing. Campus Health reserves the right to deny testing to anyone who is unable or unwilling to provide identification upon request.

Students found to be in violation of COVID requirements may be subject to charges through the Student Code of Community Standards. This also includes participating in disruptive behavior, profane or threatening language directed at Campus Health or University staff (in person, via telephone or email), or failing to leave the testing center after being directed to do so. Additionally, individuals may be prohibited from participating in COVID-19 testing on campus. Anyone barred from testing on campus will be required to participate in surveillance testing off campus, at their own expense, to maintain campus access.

For more information about the University’s COVID-19 testing policy and procedures, please visit the SU COVID-19 Testing Information webpage at www.salisbury.edu/coronavirus/testing-info.aspx.

**CLEARED STATUS IN GULLNET**

Due to:
- Return test completed
- Up to date with SU vaccine policy
- Up to date with SU Testing
- For individuals with an approved exemption

*All Students and employees must take a return test to be cleared for the remainder of the semester.

**NOT CLEARED STATUS IN GULLNET**

Due to:
- No valid test result (Missed test appointment)
- If an individual misses their appointment, they will be considered out of compliance with SU testing policy.
- Current positive or quarantine event
- Also required to complete daily symptom monitoring.
- Past SU vaccine policy date
- No return test on file for semester
- No vaccination record on file

Contact campushealth@salisbury.edu

Those who are not clear will lose the following privileges*:
- Access to SU buildings, offices and residence halls
- Access to University-sponsored travel
- Restriction of Gull Card use in locations on and off campus (including dining facilities)
- Access to SU Wi-Fi on campus
- Access to computers on campus
- Restricted from participation in intercollegiate athletics, clubs or intramurals
- Students who are out of compliance with SU’s testing policy will not be allowed to attend in-person classes.

Absences under these circumstances will not be excused. Faculty are not required to make special arrangements for these absences. Students who reside on campus must vacate their residence hall.

*The University reserves the right to implement additional restrictions and deny campus access to those who are not in compliance with the USM vaccine mandate.
Face Masks Policy

Approved face masks covering the nose and mouth are required for all students, employees and visitors in all indoor SU spaces, except when inside an assigned residence hall room or employee office with no guests, or eating in approved designated areas. Employees in shared offices must wear masks.

- Approved masks for non-classroom and non-instructional settings include:
  - Disposable medical or surgical masks
  - Cloth masks with tightly woven fabric (2-3 ply are recommended)
  - Valve-free respirator masks (N95, KN95 or KF94)
  - Fabric masks with a clear plastic window

- Students, faculty, staff and visitors are required to wear KN95/KF94 face masks in all SU classrooms and instructional settings. KN95/KF94s are strongly encouraged at all times.
  - Masks can be picked up at the Information Desk in Guerrieri Student Union. Masks may be limited per person.
  - For instructions on using and caring for KN95/KF94 masks, visit salisbury.edu/coronavirus/health-and-safety-resources.aspx#KN95Masks.

- For those not fully vaccinated (two shots of the two-dose vaccine or one shot of the one-dose vaccine, plus two weeks and a booster once eligible), face masks also are required when outdoors in crowded spaces.

- The following masks are not permitted at SU:
  - Any mask with an exhaust valve
  - Masks with slits, punctures or holes
  - Gaiters, bandannas, scarves, ski masks and balaclavas
  - Face shield with no mask underneath

For the most recent SU face mask policy visit: www.salisbury.edu/FaceMaskPolicy

More information on proper mask wearing can be found at on the CDC COVID-19 website.

Learn more from the Centers for Disease Control and Prevention (CDC): Improve How Your Mask Protects You
HEALTH & SAFETY GUIDANCE

Personal Safety Guidance
Limiting the spread of COVID-19 takes both an institutional and individual commitment. SU is following all state and local public health guidelines and has taken steps to make campus safer, while still delivering an excellent education for students. We all have a shared personal responsibility to adjust our behaviors. All campus community members are encouraged to make basic health and safety practices part of your daily routine.

Help Protect the Flock and learn more about
- COVID-19 Health and Safety Resources:
- Safety Signage
- COVID-19 Briefing Videos

PROPER USE OF A KN95/KF94 MASK:
- If possible, wash or sanitize your hands immediately before and after putting your KN95/KF94 on and immediately before and after taking it off when planning to reuse it.
- New KN95/KF94 masks are folded. Unfold the mask and carefully flatten the metal nose clip. This step is not necessary when reusing your mask.
- Cradle the mask in your hand with the interior side up and the nose clip toward your fingertips.
- Place your chin into the lower part of the mask and the nose piece onto the upper part (bridge) of your nose.
- Place the straps of the mask over each of your ears while supporting the mask.
- Adjust the metal nose clip using fingers from both hands to mold the clip to the shape of your nose.
- Adjust fit as necessary to create a seal against your face.
- Exhale rapidly to check for air flow in the area around the nose clip and your chin area. Adjust again to remedy the air flow issue.
- If you still feel significant air flow, you may be able to tie a small knot in the ear loops to shorten them or use an ear relief device to improve tightness of fit.
- Significant facial hair (more than three days growth) adversely affects the ability of the KN95/KF94 to form a tight seal around your face and thus reduces the KN95/KF94’s effectiveness at protecting you from COVID-19. Therefore, parts of your face that come in contact with the KN95/KF94 should be free of significant facial hair.
- If you wear glasses and find fogging to be a nuisance, wash the lenses with soapy water and shake off the excess before putting on your mask (wipe off nose piece to minimize skin irritation).

Care and storage tips for KN95/KF94 masks
- Please DO NOT attempt to wash or sanitize your KN95/KF94 with any type of chemicals. With proper care, your KN95/KF94 should be reusable for an extended period of time.
- To keep your KN95/KF94 clean between uses, store your mask in a safe location that other people cannot access and where it will not get wet or be subjected to excessive heat. A dry paper bag works well for storing your KN95/KF94.

When to discard a KN95/KF94 mask
- You should replace your KN95/KF94 when it:
  - Becomes soiled
  - No longer covers the nose and mouth
  - Cannot stay on the face
  - Has stretched out or damaged ties or straps
  - Has holes or tears in the fabric
  - A KN95/KF94 may be disposed of in the normal trash.
USE & CARE OF SURGICAL/DISPOSABLE 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 day. 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 at the end of the day or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

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.
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.

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.

SU will continue to use and implement safety protocols as necessary to support on-campus operations. Continue to follow the current guidelines of the face covering policy. When returning to work, continue to protect yourself by practicing everyday preventive actions and following the current SU face mask policy. To learn more on how to protect yourself and others when returning to work go to: www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html.

Office Environments & 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. Timetables for requests will be dependent upon the complexity and number of requests received.

PARTITIONS
Plexiglass partitions are recommended for unvaccinated employees who share a common work space or who have interactions with the public at their work station. A limited number of plexiglass barriers from Physical Plant are available on a first-come, first-served basis. Plexiglass partitions are not a substitute for wearing a face mask.

Meals
Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Students, 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 distance between you and others. Those who are unvaccinated should only remove their mask or face covering in order to eat, then put it back on. Wipe all surfaces, including table, refrigerator handle, coffee machine, after using in common areas.
Navigating Campus Buildings

Entry to buildings may be regulated and monitored. **You may not hold or prop open exterior doors for any other person.** If non-compliant, you must complete the daily self-screening before being granted access to a building. See **SU’s mask protocols policy** for mask requirements indoors.

If an individual misses their appointment, they will be considered out of compliance with SU’s “Testing Procedures” on page 8 and will not be allowed on campus. Those who miss a COVID-19 test will lose the following privileges:

- Access to SU buildings, offices and residence halls
- Restriction of Gull Card use in locations on and off campus (including dining facilities)
- Access to SU Wi-Fi on campus
- Access to computers on campus

Meetings & Events

As the University adapts to changing COVID-19 protocols, guidelines for meetings and events may evolve. For the latest guidelines or to schedule an event contact **Conference Services**.

- Meetings are encouraged to be held over **Microsoft Teams** or **Zoom**.
- Gatherings and other events are based on COVID-19 room capacities and adherence to safety protocols, including social distancing, current **mask policy**, and compliance with SU’s COVID-19 testing protocols.
- A designated point of contact is responsible for ensuring compliance and must be present at the event at all times. All campus visitors must take an online COVID-19 assessment on the day of their visit.
- Some events may need to be approved by the hosting division’s vice president or designee if there will be five or more guest.
- See “Visitors” below for guidance on visitors to campus.

Travel & Transportation

SU students and employees who are non-compliant are restricted from University-sponsored domestic or international travel. **This includes the use of SU fleet vehicles.**

A supervisor should email **CampusHealth@salisbury.edu** at least three business days in advance of the date when approval for travel needs to be given. Campus Health can confirm that students or employees are cleared for University travel.

To be cleared for travel, a student or employee must:

- Have completed the **COVID-19 Consent Form**
  AND
- Be compliant with the vaccine and booster requirements
  OR
- Have received a medical or religious exemption to the vaccine requirement.

Visitors

All campus visitors must take an online COVID-19 assessment on the day of their visit, before coming to campus. As a safety precaution, visitors may be asked to show their proof of clearance from the assessment when on campus.
MENTAL AND EMOTIONAL WELLBEING

Human Resources encourage employees to take time off and use their available health benefits and services provided by the Employee Assistance Program (Guidance Resources) and through professional development (LinkedIn Learning).

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.

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.

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 HEALTH 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 campushealth@salisbury.edu or 410-677-0006.
Thank you!

Please continue to follow all appropriate safety guidelines. We thank you for doing your part in keeping the SU Flock and our larger campus community healthy and safe.

Together, we will reduce the spread of the virus and make sure our SU community is safe AND healthy.