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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.

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 for the fall 2021 semester 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

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

Gradual Phased Approach

RETURN TO CAMPUS DATE: TUESDAY, JULY 6
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 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 will be 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

Symptom Monitoring Self-Screening

REQUIRED - DAILY FOR UNVACCINATED OR PARTIALLY VACCINATED
ENCOURAGED - DAILY FOR FULLY VACCINATED

Each day, all employees working on campus or teleworking are asked to use self-screening process to assess their risk and record the status of their self-screening. This is a requirement for employees who have not been vaccinated for any reason and should be completed prior to coming to campus. 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.

If the employee has concerning symptoms, they must:
- Notify Campus Heath 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 the 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 above) 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 the 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 the Campus Health with a note completed by their health care provider that they are cleared to return to work.
Vaccine Requirement

COVID-19 and variants of the virus continue to pose a significant public health threat. Salisbury University is committed to the health and safety of our students and employees as well as the surrounding community.

COVID-19 vaccinations are one of the most important tools we have to protect our campus community from severe illness and death as a result of this pathogen. To ensure the campus is as safe as possible under the current circumstances, SU is following guidance from the University Health Team in requiring students and employees who have not yet been vaccinated and who have not received an approved exemption to the University System of Maryland COVID-19 vaccination mandate to receive their first dose of the vaccine by Friday, September 3. Those who do not will lose access to campus beginning Monday, September 6.

In addition, all SU students and employees must complete all sections of the SU COVID-19 Information Consent Form at www.salisbury.edu/covidtestingform by Friday, September 3. Those who do not are considered not compliant with the vaccination mandate will lose access to campus unless they have an approved exemption.

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 will not be an option for non-compliant employees.

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.”
EMPLOYEE FALL VACCINE FLOWCHART

FULLY VACCINATED AGAINST COVID-19

INCOMPLETE CONSENT FORM
- Did not give consent to share vaccination data
- SU COVID-19 Information Consent Form

COVID-19 NEGATIVE TEST BY SEPTEMBER 30
To maintain access to campus buildings, classrooms and offices

COVID-19 TESTING TWO TIMES A WEEK
MUST ALSO COMPLETE THE DAILY SELF-SCREENING APP AND REQUIRED TO WEAR A MASK WHEN INDOORS
To maintain access to campus buildings, classrooms and offices

IN COMPLIANCE WITH TESTING AND DAILY SCREENING APP?

Yes
- CAMPUS ACCESS

No
- DISCIPLINARY ACTION RECEIVED
  - By Human Resources
- NO CAMPUS ACCESS
  - Loss of Wifi, computer access, door access and use of GullCard on and off campus

NOT FULLY VACCINATED AGAINST COVID-19

COMPLETED CONSENT FORM
- Approved consent to share vaccination data
- SU COVID-19 Information Consent Form

RESTRICTIONS IF UNVACCINATED WITHOUT AN EXEMPTION
- Restricted from University-sponsored domestic or international travel
- Restricted from access and use of SU fleet vehicles
- Restricted from use of fitness facilities

APPROVED EXEMPTION
- Filled out and approved paperwork

SU is an Equal Opportunity/AA/Title IX university and provides reasonable accommodation given sufficient notice to the University office or staff sponsoring the event or program.

Learn more: www.salisbury.edu/coronavirus

Updated: 08/10/2021
Testing Requirement

Since the start of the pandemic, SU continues to see a low COVID-19 positivity rate, as has been the case for most of the past academic year. In an effort to maintain those numbers, the University is implementing the following updated COVID-19 testing policy:

**CAMPUS HEALTH WILL BEGIN TO MOVE FULLY VACCINATED STUDENTS AND EMPLOYEES TO THE LESS FREQUENT TESTING SCHEDULE.**

- Fully vaccinated employees who have completed their SU COVID-19 Consent Form were required to take a return test between June 1 and September 30.
- After the return test, they should continue to monitor potential symptoms but, at this time, will not be required to take another test in 2021.
- If an individual misses their appointment, they will be considered out of compliance with SU testing policies. Those who miss a test will lose access to Wi-Fi, computer access, door access and use of GullCard on and off campus.

**THE FOLLOWING APPLIES TO ALL MEMBERS OF THE CAMPUS COMMUNITY WHO ARE REQUIRED TO COMPLETE TWICE-WEEKLY COVID-19 TESTING:**

COVID-19 testing is by appointment-only unless directed by a medical provider. There is a strict adherence to appointment times. Individuals may arrive no earlier than 15 minutes before their appointment time and no later than 15 minutes after their appointment time. Campus Health may refuse testing services outside of this appointment window.

- If an individual misses their appointment, they will be considered out of compliance with SU testing policies. Those who miss a 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

Employees who are out of compliance with SU's testing policies will not be allowed to work on campus. Absences under these circumstances will not be excused. Telework is not an alternative when an employee is out of compliance.

**MISSED TESTS/SPECIAL TESTING REQUESTS**

Unvaccinated students and employees who miss their regularly scheduled COVID-19 test will be allowed to makeup those tests on the below dates and times. No appointment is necessary.

- **Normal make-up test days and hours**
  - Tuesdays and Thursdays
  - 6-6:45 p.m. The doors to the testing site will close promptly at 6:45 p.m.

- **One-Time Accommodation (Not during make-up time)**
  - You are allowed one makeup test outside of the normal testing day and times.
    - Monday, Wednesday or Friday
    - 9:30 a.m.–Noon and 1–2:30 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.

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 may result in a referral to Human Resources or the Dean of Students. 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 policies and procedures, please visit the SU COVID-19 Testing Information webpage at www.salisbury.edu/coronavirus/testing-info.aspx.

### 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.

<table>
<thead>
<tr>
<th>OnCampus Clearance Status</th>
<th>OnCampus Clearance Status</th>
<th>OnCampus Clearance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEARED XX-XX-2021</strong></td>
<td><strong>CLEARED XX-XX-2021</strong></td>
<td><strong>NOT CLEARED XX-XX-2021</strong></td>
</tr>
<tr>
<td>Clearance is effective through Dec. 31, 2021</td>
<td>Last Testing Date: XX-XX-2021</td>
<td>Status Reason: No valid test result per University policy on file</td>
</tr>
<tr>
<td>Fore more information on your clearance status, click this tile</td>
<td>Fore more information on your clearance status, click this tile</td>
<td>Last Testing Date: XX-XX-2021</td>
</tr>
<tr>
<td>Cleared through December 31, 2021</td>
<td>Cleared through September 30, 2021</td>
<td>For more information on your clearance status, click this tile</td>
</tr>
<tr>
<td>- Vaccinated</td>
<td>- Vaccinated</td>
<td>- Not Cleared</td>
</tr>
<tr>
<td>- Return test completed</td>
<td>- No return test</td>
<td>- Due to no valid test result (Missed test appointment)</td>
</tr>
<tr>
<td>- Must take a return test to be cleared for the remainder of the semester.</td>
<td>-</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OnCampus Clearance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEARED With RESTRICTIONS XX-XX-2021</strong></td>
</tr>
<tr>
<td>Last Testing Date: XX-XX-2021</td>
</tr>
<tr>
<td>Fore more information on your clearance status, click this tile</td>
</tr>
<tr>
<td>Cleared with Restrictions</td>
</tr>
<tr>
<td>- Due to not being EXEMPT but are testing as required*</td>
</tr>
<tr>
<td>- Required to test twice per week (one missed test results in loss of Wi-Fi, computer access, door access and use of Gull Card on and off campus)</td>
</tr>
<tr>
<td>- Required to wear a mask when indoors</td>
</tr>
<tr>
<td>- Those who are unvaccinated with an approved exemption are required to test twice weekly and can lose access to campus just as someone without an exemption would if they miss their test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OnCampus Clearance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOT CLEARED XX-XX-2021</strong></td>
</tr>
<tr>
<td>Status Reason: Current Isolation/Quarantine/ Symptoms</td>
</tr>
<tr>
<td>Last Testing Date: XX-XX-2021</td>
</tr>
<tr>
<td>Fore more information on your clearance status, click this tile</td>
</tr>
<tr>
<td>Not Cleared</td>
</tr>
<tr>
<td>- Due to current positive or quarantine event: the following privileges are not available:</td>
</tr>
<tr>
<td>- Access to SU buildings, offices and residence halls</td>
</tr>
<tr>
<td>- Access to University-sponsored travel</td>
</tr>
<tr>
<td>- Restriction of Gull Card use in locations on and off campus (including dining facilities)</td>
</tr>
<tr>
<td>- Access to SU Wi-Fi on campus</td>
</tr>
<tr>
<td>- Access to computers on campus</td>
</tr>
<tr>
<td>- Restricted from participation in intercollegiate athletics, clubs or intramurals</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>

*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.
PERSONAL SAFETY PRACTICES

FACE MASKS/CLOTH FACE COVERINGS

Effective Wednesday, August 25, approved face masks covering the nose and mouth are required for all students, employees and visitors in all indoor SU spaces during the fall semester, except when inside an assigned residence hall room or employee office with no guests and the door closed, or eating. Employees in shared offices must wear masks.

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

Free disposable face masks are available in the Great Hall, Holloway Hall.

Instructors and presenters who are fully vaccinated may choose to remove their mask while teaching or speaking to a group, provided they can maintain physical distancing of at least 6 feet from all other persons at all times and everyone in the audience is masked.

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

Details regarding mask use and care follow.

<table>
<thead>
<tr>
<th>Type</th>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
<th>Medical-Grade Surgical Mask</th>
<th>N95 Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Homemade or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer’s respiratory emissions</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Intended Use</strong></td>
<td>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>
<td>These masks are reserved for health care workers and other approved areas with task-specific hazards determined by SU’s Environmental Safety Office.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

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 unvaccinated, 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 Requirement” on page 9 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

Employees who are out of compliance with SU’s testing policies will not be allowed to work on campus. Absences under these circumstances will not be excused. Telework is not an alternative when an employee is out of compliance.

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. 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.

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.
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” on page 14 for guidance on visitors to campus.

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.

Travel & Transportation
SU students and employees who are not compliant with the USM Vaccine mandate 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
- Received the COVID-19 vaccine
  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.
TESTING REQUIREMENTS AND RESTRICTIONS

The following applies to all members of the campus community who are required to complete twice-weekly COVID-19 testing:

COVID-19 testing is by appointment only unless directed by a medical provider. There is a strict adherence to appointment times. Individuals may arrive no earlier than 15 minutes before their appointment time and no later than 15 minutes after their appointment time. Campus Health may refuse testing services outside of this appointment window.

If an individual misses their appointment, they will be considered out of compliance with SU testing policies. Those who miss a 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

Employees who are out of compliance with SU’s testing policies will not be allowed to work on campus. Absences under these circumstances will not be excused. Telework is not an alternative when an employee is out of compliance.

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.

There are no make-up days for individuals who miss a required COVID-19 test. If an individual misses their Tuesday appointment, their next opportunity to test will be on Thursday at their regular appointment time. If an individual misses their Thursday appointment, their next opportunity to test will be on the following Tuesday at their regular appointment time. Special arrangements will be made for recognized holidays.

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.

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 may result in a referral to Human Resources or the Dean of Students. 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.

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.