# TABLE OF CONTENTS

- Guiding Principles ................................................................. 3
- Commitment to Inclusion ....................................................... 3
- Return to the Workplace .......................................................... 4
  - Workplace Expectations & Guidelines .................................. 4
  - Symptom Monitoring Requirement ....................................... 4
  - Phased Return of Staff ....................................................... 5
  - Staffing Options ................................................................... 6
    - Teleworking ...................................................................... 6
    - Alternating Days (Campus/Telework) .................................. 6
    - Staggered Reporting/Departing .......................................... 6
- Health & Safety Guidance .......................................................... 7
- Personal Safety Practices ............................................................ 7
  - Face Masks/Cloth Face Coverings ......................................... 7
    - Use & Care of Face Coverings .......................................... 8
  - Social Distancing .................................................................. 8
  - Handwashing ....................................................................... 9
  - Gloves ................................................................................ 9
  - Goggles/Face Shields ........................................................... 9
  - Office/Work Area Disinfection .............................................. 9
  - Coughing/Sneezing Hygiene ................................................ 9
- Guidance for Specific Workplace Scenarios ................................ 10
  - Public Transportation .......................................................... 10
  - Working in the Office .......................................................... 10
  - Using Restrooms .................................................................. 10
  - Using Elevators .................................................................... 10
  - Meetings ............................................................................. 11
  - Meals .................................................................................. 11
  - Laboratory Work .................................................................. 11
- Mental and Emotional Well-Being ............................................. 12
  - USM Employee Assistance Program (EAP) GuidanceResources Online .............................................. 12
  - State of Maryland EAP Services .......................................... 13
- Enter/Exit Control .................................................................... 14

The text of this guide was created by Duke University and adapted to reflect polices and protocols of Salisbury University.
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, service and community engagement.

SU’s plans also are aligned and consistent with the State of Maryland, the University System of Maryland, 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 continues 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 more thoughtful approach as we proceed. We will seek to find strength across differences to uphold the common humanity that binds us together. We will remain committed to working together to demonstrate equity and inclusivity as we embrace our shared values of excellence, student centeredness, learning, community, civic engagement, and diversity and inclusion.
RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines

All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this guide as part of Salisbury University's workplace expectations and guidelines.

Symptom Monitoring Requirement

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a health care provider to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, do not report to work. You must call your supervisor or Human Resources. You should wear a face mask to avoid possible virus transmission to others.

Unless your symptoms are related to an existing health condition (e.g., allergies, migraines, etc.), you must call your primary health care provider to assess your symptoms to determine if you need to be tested for COVID-19. If you do not have a health care provider, HR can provide you with appropriate resources. You should self-isolate until cleared by your health care provider to return to work.
According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the Office of Human Resources at humanresources@salisbury.edu or call 410-543-6035.

**Phased Return of Staff**

Salisbury University will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and screening and/or testing capabilities for COVID-19.

SU will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through campus leadership channels, including your vice president, dean, associate vice president or director.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Campus offices and departments should use the combination of teleworking, alternative work schedules and staggered reporting/departure times to reduce large gatherings and maintain social distancing while performing and providing service and support functions.

Expanded 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, associate vice president or director. 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 staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.
Staffing Options

There are several options offices and departments should consider to maintain required social distancing and other safety measures and reduce population density within buildings and work spaces once faculty and staff have been instructed to return to work on campus. Your vice president, dean, associate vice president or director will work with individuals in your office or department to determine schedules that will be most effective for providing necessary services while maintaining safety protocols.

**Telework:** 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 (Campus/Telework):** In order to limit the number of individuals and interactions among those on campus, offices and departments may schedule partial on-site staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring 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 meet social distancing requirements. (See the Enter/Exit Controls section for further details).
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 social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). 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 social 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>Cloth Face Covering</th>
<th>Disposable Mask</th>
<th>Medical-Grade Surgical Mask</th>
<th>N95 Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</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; helps contain wearer’s respiratory emissions</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Intended Use</td>
<td>Required for campus community use in non-health care settings (office spaces, general work settings, shops, community areas where 6’ social 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>
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.

Social Distancing: Keeping space between you and others is one of the best ways to avoid being exposed to the COVID-19 virus and slowing 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. Social 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 social 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, doorknobs, etc.

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.
Guidance for Specific Workplace Scenarios

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 work space/room.

Architectural and Engineering Services 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.
- One-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Designating specific stairways for up or down traffic if building space allows.
- Signage and decals will be designed by the Publications Office for a unified and consistent message.

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.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward 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: Convening in groups increases the risk of viral transmission. Where feasible, meetings 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 are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Architectural and Engineering services is developing modified floorplans for meeting spaces which maintain social distancing. Floorplans will be posted in meeting spaces and excess seating will be covered, labeled or removed.

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.).

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 social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work: Specific guidance will be developed for faculty and staff working in laboratory environments.
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.

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.
**ENTER/EXIT CONTROL**

Entry to buildings will be regulated and monitored. You may not hold or prop open exterior doors for any other person. The University may conduct symptom screening to include taking temperature and symptom assessment before granting 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 directors will manage when it is time for you to return to campus. Once they have instructed you to return to the workplace, they 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 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.