

FACULTY AND STAFF

# GUIDE FOR RETURNING TO CAMPUS

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## LETTER FROM **THE ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

Villanova University recognizes that these are unsettling times. COVID-19 has impacted each of us in different ways, on personal and professional levels. Our faculty, staff and students were forced to quickly adapt to a remote environment this past spring. I commend all of you for doing what Villanova does best: rising up to meet the challenge and ignite change.

As we prepare for the fall, we need to continue working together while recognizing that it is impossible to have all the answers at this time. That is why this *Guide for Returning to Campus* will serve as preliminary guidance based on health information currently available. The health and safety of all community members are of the utmost importance at Villanova, and the primary goal of our policies and protocols continues to focus on minimizing the spread of COVID-19. Since it is uncertain how the COVID-19 situation will continue to evolve, it is not possible to guarantee a completely COVID-19-free environment. We recognize that there is a host of questions that you may have as we prepare to resume on-campus operations.

As we return to campus, Villanova's plans will also be aligned and comply with the directives of Delaware County and the Commonwealth of Pennsylvania. Our approach will follow recommendations from the federal government, Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health and the Villanova Coronavirus Policy and Operational Teams.

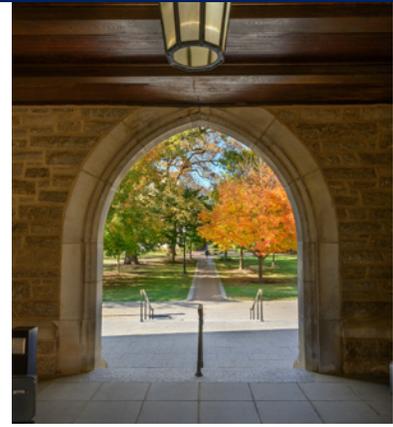
Given that the COVID-19 situation is fluid, policies and plans will be updated as appropriate and as more information becomes available.

Please take the time to read through this guide. If you have any questions, contact Human Resources at 610-519-7900 or [hr@villanova.edu](mailto:hr@villanova.edu).

Sincerely,

Raymond D. Duffy, MS, SPHR, SHRM-SCP, CBP  
Associate Vice President of Human Resources

# RETURN TO CAMPUS



## CAMPUS OPERATION EXPECTATIONS AND GUIDELINES

Taking steps to reduce the spread of COVID-19 is a shared community responsibility. All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Villanova's Workplace Expectations and Guidelines. As we all have a critical responsibility to ensure a safe campus, failure to follow these policies and procedures may result in disciplinary action. Guidelines for the student body will be outlined in a separate document.

## REGULAR SYMPTOM MONITORING

Faculty and staff who are returning to campus must conduct symptom monitoring every day prior to arriving at Villanova. There is a self-check symptom-monitoring mechanism available on the [CDC website](#).

There is also an app available for [Apple](#) and [Android](#) devices to use for screening.

In order to work on campus, you must be free of any symptoms potentially related to COVID-19. At this time, these [symptoms outlined by the CDC](#) include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 degrees or higher
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- Loss of taste or smell

Faculty and staff who develop COVID-19 symptoms, or who have been in close contact (as defined by the [CDC website](#)) with another individual who has been diagnosed with COVID-19, must:

1. Notify your supervisor and contact the Office of Human Resources at [hr@villanova.edu](mailto:hr@villanova.edu) as soon as possible.
2. Contact your primary care provider, who will assess if you should quarantine at home and self-monitor for symptoms, determine if you require COVID-19 testing, or advise you if you need a higher level of care.
3. If your primary care provider instructs you to be tested, you should remain in quarantine until your test results return.

4. If your test results are negative, your symptoms are improving, and you are fever-free, you may return to work. If your test results are positive, you must call (484-432-7950) or [email](#) the VU contact tracer for further information and instructions. You should also not return to work until you meet all the following criteria:

- Ten days have passed from the time you tested positive.
- You have been fever-free without fever-reducing medicines for 24 hours.
- Your symptoms are improving.
- You receive a note from your primary care provider clearing you to return to work. You will need to present your documentation to the Office of Human Resources.

Additional information on the VU contact tracing program can be found on our [website](#).

## **COVID-19 TESTING**

Villanova is requiring that everyone returning to campus be tested for COVID-19 through Quest labs. The University will cover the cost of this testing initiative. We request that you take the COVID-19 test as soon as it is sent to you so that you and Villanova will have your test results prior to the start of the fall semester. Details on the testing, including information about registering, testing procedures, timelines, and what to do if you test positive for COVID-19, can be found on our [website](#).

Faculty and staff who require testing for COVID-19 during the semester are advised to consult with their primary care provider for the type of COVID-19 test they need, and the location options where they can get tested. The University's health care plans will cover costs associated with COVID-19 testing for those enrolled. If localized outbreaks emerge, tighter restrictions and reduced density may need to be implemented again. Faculty and staff who feel sick should stay home, or go home, until symptoms subside. Should you require treatment, you should contact your primary care provider and notify both your supervisor and HR if your illness is COVID-19-related.

## **RETURN OF ON-CAMPUS OPERATIONS**

As Villanova reopens campus, the return of faculty and staff members will be phased in over time. This coordinated process will help to facilitate social distancing and the availability of personal protective equipment (PPE).

While we are all looking forward to the day when we can return to campus and interact with each other socially, the number of people on campus and in buildings (density) will need to be managed for some time. This effort will help us all accomplish social distancing, which in turn will help to reduce the spread of COVID-19. University departments that can effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. We encourage department heads to consider what operational needs have to be met on campus and plan accordingly.

Requests for additional staffing will continue to be reviewed by University leadership at this time. This will ensure that we are prudent in staffing for essential operations while managing the density of campus.

As our community returns to campus, University leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate this risk.

## WORKPLACE ACCOMMODATION PROCESS

According to the CDC, individuals with certain conditions—and [certain populations](#)—may be at a higher risk for COVID-19 infection. Those conditions include:

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

Faculty and staff members who have been instructed to return to work on campus and have concerns about doing so due to a medical condition should follow the steps for completing a workplace accommodation request under the [Workplace Accommodation Policy](#). The COVID-19 [Workplace Accommodation Request Form](#) will need to be completed in advance for review and consideration by the Office of Human Resources in consultation with your manager and/or dean.

## OPERATIONAL CONSIDERATIONS

When faculty and staff are cleared to return to work on campus, it will not be business as usual for the foreseeable future. There are several operational considerations that should be evaluated to maintain social distancing and reduce population density within buildings and workspaces.

**Telecommuting:** In order to reduce density on campus, those who can work remotely and whose positions allow for this type of work may continue to do so in order to prevent the spread of COVID-19. For staff, these arrangements must be approved in advance by their manager and can be considered for full or partial days and weeks. For faculty seeking an accommodation to teach courses online, these arrangements must be approved in advance by their dean after review by HR. As Villanova prepares to reopen in the fall, faculty and staff will begin to return to campus through a phased approach. If individuals who would be on campus when normal operations resume need to consider telecommuting under the COVID-19 [Temporary Telecommuting Policy](#) due to a medical reason or personal need, they should complete the [Telework Request Form](#) for consideration by the Office of Human Resources and their manager and/or dean.

**On Campus:** Not all faculty and staff members are able to work remotely. For those faculty and staff who must be on campus, you are expected to perform regular symptom monitoring before coming to campus, practice good hygiene, adhere to social distancing measures, and wear an approved face mask while working in common areas and interacting directly with individuals to mitigate COVID-19 risks.

**Flexible Scheduling:** Departments may need to consider partial staffing on alternating days/weeks in order to limit campus density and daily interactions. This may be most beneficial, or necessary, in areas with large common workspaces.

**Staggered Start and End Times:** Certain departments rely on the use of time clocks or gatherings in common areas at the beginning and end of work shifts. It may be necessary for departments to stagger reporting and departure times by at least 30 minutes to reduce density in common areas and to adhere to social distancing requirements.

# HEALTH AND SAFETY GUIDANCE

## PERSONAL SAFETY PRACTICES

### Face Masks

Following PA Department of Health guidelines, Villanova community members must wear a face mask inside campus buildings and while outside, unless doing a solitary activity where they can consistently guarantee 6 feet of social distancing with others.

The only exceptions to the mask-wearing requirement are:

- \* When exercising alone
- \* When eating and social distancing is maintained
- \* When alone in your office

**For Faculty/Coaches:** Within academic and athletic activities occurring **exclusively outdoors**, in accordance with PA Department of Health Guidelines, faculty, coaches, and student-athletes may remove masks to support essential job functions and Villanova athletic department sanctioned activities, provided distancing in excess of 6 feet is **consistently maintained**.

If you have a health concern that prevents you from wearing a mask, please contact the Office of Human Resources to request a workplace accommodation.

It is recommended that you bring your own face mask to campus. Additional masks will be available, but there is a high demand for these masks across the country. Cloth face masks must only be worn for one day at a time and must be properly laundered before being used again. Having a week's supply of cloth face masks can help reduce the need for daily laundering.

Disposable masks will be provided by Villanova, if needed. Disposable masks may be used multiple times if properly stored between uses. Bags for storage will be available.

See details regarding mask use and care below.

FACE MASKS	DESCRIPTION
	An acceptable N95 respirator
	An acceptable cloth face mask
	An acceptable surgical mask
	Unacceptable—the exhalation valve on this N95 respirator mask renders it ineffective for containment of exhaled materials

## USE AND CARE OF FACE MASKS

### Putting on the face mask

- Wash hands or use hand sanitizer prior to handling the face mask.
- Ensure the face mask fits over the nose and under the chin.
- Situate the face mask properly with the nose wire snug against the nose (where applicable).
- Tie the straps behind the head and neck, or loop around the ears.
- Throughout the process, avoid touching the front of the face mask.

### Taking off the face mask

- Do not touch the mask while wearing it.
- Do not touch your eyes, nose, or mouth when removing the face mask.
- When taking off the face 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 the face mask stored in a paper bag when not in use.
- Cloth face masks may not be used for more than one day at a time and must be washed after each use.
  - Cloth face masks should be properly laundered with regular clothing detergent before the first use, and after each shift. They may be washed with your regular laundry. Cloth face masks should be replaced immediately if soiled, damaged (e.g., ripped, punctured), or visibly contaminated.
- Maintain five disposable masks and five paper bags labeled with the days of the week. Wear the Monday mask on Monday and then store in the Monday bag until the following week, etc. This provides protection and minimizes waste.

## WORKPLACE SAFETY AND HYGIENE

### Social Distancing

Keeping space between you and others is one of the best tools to avoid exposure to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know that they are infected, 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. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about two arms' length) from other people at all times.
- Do not gather in large groups.
- Stay out of crowded places and avoid mass gatherings.
- Conduct meetings and trainings via teleconferencing, even if all attendees are present on campus.
- Limit to one person at a time in break areas, kitchenettes, etc.

### Hand-washing

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**

While health care workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), current CDC guidelines state that gloves are not necessary for general use and are not a substitute for good hand hygiene. Washing your hands often is considered the best practice for common, everyday tasks.

### **Goggles/Face Shields**

Employees do not need to wear goggles or face shields as part of general activity on campus. Practicing good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

### **Workspace Disinfecting**

While custodial crews will continue to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution or wipes, which will be provided by the University. This includes any shared-space locations or equipment (e.g., 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 are not wearing a face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Discard any used tissues into 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/Wildcat Shuttle/Ride Sharing (Uber, Lyft, etc.):** If you use these forms of transportation, wear a mask at all times and avoid touching surfaces with your hands. Upon disembarking, avoid touching your face, and wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible.

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least a 6-foot distance from co-workers. You should wear a face mask at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers, such as:

- Place visual cues such as floor decals, colored tape or signs to indicate to customers where they should stand while waiting in line. Signage for this purpose will be available on NovaDocs.
- Consider designating specific stairways for up or down traffic if building space allows.
- Hold meetings and trainings virtually, even if all parties are present in the office.
- Restrict elevators, break areas, kitchenettes, etc., to one person at a time.

If you work in an office, no more than one person should be in the same room unless the required 6-foot distance can be consistently maintained. If more than one person is in a room, masks should be worn at all times.

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

**Building Access Procedures:** Once you have returned to campus, you should minimize travel to other campus buildings. We encourage you to follow CDC guidance and to continue to use teleconference systems and collaboration tools in order to maintain social distancing. Staggered start times and office hours may be implemented by various departments in order to limit the number of people entering and exiting buildings at any one time.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least a 6-foot distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**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, Microsoft Teams, Skype, telephone, etc.).

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, text, telephone or the above-mentioned technology and collaboration tools, rather than face-to-face.

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

Since space in on-campus dining locations is limited due to social distancing requirements, employees are encouraged to bring food from home.

If dining on campus, you should wear your mask until ready to eat and replace it immediately thereafter. Use alcohol wipes to clean the area before and after eating. Employees are encouraged to take food back to their office areas or eat outside if possible.

If you are eating in a work area common space, wipe all surfaces, including the table, refrigerator handle, coffee machine, water cooler, etc., after use.

**Laboratory Work:** Specific criteria have been developed for faculty and staff working in laboratory environments. These criteria can be found in the [Returning to Campus Research Plan](#).

## HEALTH ADVOCATE

We recognize that these are stressful times for all of us. Health Advocate is available to assist with personal, family and work issues. Villanova encourages you to visit the [Health Advocate website](#) or to reach out to Health Advocate at 866-799-2728, should you need support and assistance.



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