Elizabethtown College

COVID-19 PANDEMIC GUIDELINES

Returning to Campus: Employees

ETOWN
ELIZABETHTOWN COLLEGE

REVISED 9/18/20

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INTRODUCTION

The safety, health, and wellbeing of Elizabethtown College's students, faculty, and staff are at the core of all decision-making as our College navigates and responds to the evolving COVID-19 pandemic. The following guide should be utilized as a resource of our campus community's current safety measures and health protocols so we may live, learn, and interact in a safe environment.

We have a dedicated group of key members across our campus community who have been diligently working on various scenarios we may face. It's important we have all procedures and guidelines in place prior to our community's return. This planning group has an established framework to help guide them as they create the standards for our campus. The four areas we are deeply focused on planning include:

Health, Safety and Wellbeing: Our priority remains on our campus community. We are following guidance provided by our state Department of Health (DOH) and Centers for Disease Control (CDC) for implementing health and safety measures in our buildings and facilities, dormitories, and dining areas. These health and safety measures will also influence how we will hold events, athletics, and activities on our campus.

Academic Continuity: We will lean on the creativity and innovation of our faculty who are currently working on ways we will conduct our in-person learning formats in a socially distance friendly environment. Utilizing more campus spaces and our labs, classrooms, studios, learning centers, as well as continuing to expand our digital education tools, approaches, and resources will all be shaped in our plan. This group will establish the best practices to resume our clinicals, fieldwork, and internships, and provide options for engaging hybrid or online learning, even while on campus.

Future Planning: While our immediate focus is on our Fall 2020 semester, our administration has already started to evaluate and plan beyond the near future to ensure we have comprehensive plans in place for the remaining academic year.

Sustainability: The campus operations and fiscal responsibilities are of utmost importance as we plan for the long-term viability of our institution. The pandemic has forced us to look at every area of our college. Our strategies put into action now will help navigate us through the challenging times so we come out stronger than ever.

Etown's plan also will be aligned and consistent with county orders, the state of Pennsylvania's Department of Health (DOH) guidelines, the state's Department of Education reopening plans. The College will also follow the Centers for Disease Control (CDC) recommendations as well as from the federal government (Opening Guidelines).

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.

Revised: September 18, 2020.

PANDEMIC PHASES

Commonwealth of Pennsylvania Pandemic Phases

The 2019 Novel Coronavirus (COVID-19) pandemic is an unprecedented event that has had worldwide impact. The Commonwealth of Pennsylvania has developed a red, yellow, and green phase matrix to save lives and reduce the morbidity caused by the virus. These phases describe the restrictions placed on work and congregate settings as well as social settings. The complete plan is referenced here www.governor.pa.gov/process-to-reopen-pennsylvania

Elizabethtown College has prepared a framework of its operations under each of the Commonwealth's phases. This framework summarizes how each of its instructional, co-curricular, administrative, and auxiliary units will operate under each phase. The College's Framework of Operations is included in Appendix A.

Essential Employee Categories

As described in the College's framework of operations, employees are categorized into one of four phases depending on the nature of their duties and their ability to work remotely. Access to campus by employees during each of the Commonwealth's phases is illustrated below:

ESSENTIAL EMPLOYEE CATEGORY			
ONE	TWO	THREE	FOUR
RED PHASE			
Permitted	Limited	None	None
YELLOW PHASE			
Permitted	Limited	Limited	Permitted
GREEN PHASE			
Permitted	Permitted	Permitted	Permitted

Employee categories are maintained by the Office of Human Resources. Employees will be instructed by their supervisors when they are permitted access to campus within each phase.

At Risk Employees & Other Considerations

As part of the institutional response to COVID-19, the College is committed to supporting employees who are at higher risk of severe illness from COVID-19. If you fall into any of the categories listed by the **Centers for Disease Control and Prevention** you are considered at increased risk of severe outcome from COVID-19 infection.

These categories include 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 whose health condition falls within one of the CDC High Risk Categories or is pregnant should contact Elizabethtown College Human Resources.

Employees may also have child care concerns because of the virus or need to care for a family member who has contracted the virus.

Employees should submit requests to the Office of Human Resources if they are unable to return to work on campus because of one or more of the above factors. These requests will be evaluated on an individual basis. Potential responses to these requests may include:

* Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures.
* Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or go on leave without pay through November 30, 2020, while maintaining their employment status with the College.

When no work reasonably exists for a high-risk employee, the College may temporarily furlough the employee. The College will strive to be as flexible as possible in supporting employees.

RETURN TO WORKPLACE

Phased Staffing:

Etown will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and health precautionary measures for COVID-19.

Etown will assess expanding the return of employees based on the institution's critical operations, ability to manage specific work projects, and necessity to access on-site resources. These decisions will be communicated through your respective direct supervisor and all employees will be given three business days notice prior to their return to campus.

The need to reduce the number of people on campus to meet social distancing recommendations will continue for some time. Departments that can continue to effectively work remotely may continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff. No department should increase staffing levels beyond current needs to support critical on-site operations without seeking approval.

Staffing Options:

There are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces once employees are instructed to return to work on campus.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by a direct supervisor, can be done on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial 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.

Workplace Expectations & Guidelines:

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Elizabethtown College's Workplace Guidelines.

Education and Training

All employees will be required to participate in a COVID-19 Education and Training session. Human Resources will directly send employees information about the course and employees must complete it prior to the beginning of the Fall semester. The course provides information about the COVID-19 pandemic along with a review of campus mitigation strategies.

Daily Digital Health Report

Employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work.

Completing the Daily Digital Health Report is essential for everyone in the Etown campus community as we work together to promote safety and enable on campus classes, programs, and services to continue throughout Fall Semester

What to Expect

Complete the digital health report each morning prior to leaving home.
Daily Digital Health Report Questions:

1. Do you have a temperature of 100.4 (F) or higher today?
2. Do you have a cough today?
3. Are you having shortness of breath?
4. Over the past two weeks, have you been in close contact (within six feet for at least 15 minutes) with a person who has tested positive for COVID-19?
5. Over the past two weeks, have you visited an area of high prevalence (domestic or international) of the virus? View current areas of high prevalence: www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx.

What Happens

If an employee answers **yes** to any of the four questions:

- Human Resources Office will be notified.
- Contact your direct supervisor. Do not report to work and it is encouraged to seek medical care.

If an employee answers **no** to all the questions:

- Continue to monitor your health and follow the other safety measures as you report to work, etc.
- If you become symptomatic at other times of the day, or are exposed to someone who is, STAY/RETURN HOME, and contact your medical provider for assistance. Please notify your direct supervisor.

If I forget to submit information to the app?

- The completion of the Daily Digital Health Report is a requirement of working on campus.
- Employees will be counseled and subject to discipline if they do not complete the daily health assessment prior to entering campus.
- Employees who cannot access the Daily Digital Health Report should complete a paper copy (see Appendix B). Employees must provide a paper copy to their supervisor upon arrival to campus.

Personal Safety Practices:

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all employees working on campus in the following situations:

- Outside: When social distancing measures are difficult to maintain (i.e. a separation of 6 feet from other individuals)
- Inside: When inside buildings (includes entryways). Exceptions are permitted for individuals who have an enclosed work space that provides at least six feet of space between them and other persons. Face masks must be worn inside any space in which there is more than one person present (except when eating). In addition, employees may remove their facemasks when eating.

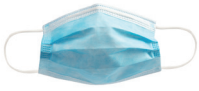
Employees who are unable to wear masks or face coverings for medical reasons, should contact the Office of Human Resources to request an exception.

According to the CDC, appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could potentially spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not meant as a substitute for social distancing. In accordance with CDC guidelines, Gaiters or face shields are not acceptable face coverings as their effectiveness is unknown at this time.

Disposable masks will be provided by Elizabethtown College as the administration deems necessary. Disposable masks may only be worn for one day and then must be placed in the trash.

Employees are encouraged to use their own face coverings as it will reduce the costs on limited supplies for face coverings available worldwide.

Please note: The fabric design or pattern for cloth face coverings should be appropriate for the workplace. It is advised that cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply can help to reduce the need for daily cleaning.

TYPE AND INTENDED USE OF FACE COVERINGS				
TYPE	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask 	N95 Respirator
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
INTENDED USED	Required for campus community use in non-healthcare settings *(office spaces, general research/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).*		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

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 must 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 tools we have 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. Staff at work on-site must 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 of 10 or more
- 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: Healthcare workers 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-healthcare environments.

Cleaning/Disinfection: Office and work spaces will be cleaned based on CDC guidelines for disinfection protocols. Hand-sanitizer stations will be located at specific building entrances, dining locations, and high-traffic areas.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, 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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Guidance for Specific Workplace Scenarios

Public Transportation (Train/Bus): If you must take public transportation to campus, it is recommended that you wear a mask before entering a train, bus, car, etc. and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings 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.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, 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.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

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. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

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

Campus Building/Facility Access: The Elizabethtown College campus community will have access to all academic buildings listed (Hoover, Nicarry, BSC, Leffler Chapel and Performance Center, Steinman, Wenger, Masters, Thompson, Zug) Monday through Sunday from the hours of 6 a.m. to 11 p.m.

The following buildings listed (Alpha, Alumni House, Admissions, Community Living, Human Resources, Young Center) will be open for employee and student access Monday through Friday from 8 a.m. to 6 p.m.

The Bowers Center for Sports, Fitness and Well-Being is only open to students during the fall 2020 semester with hours noted at etown.edu.

The High Library hours are as follows: Monday through Thursday, 8 a.m. to 9 p.m.; Friday 8 a.m. to 5 p.m. Closed on Saturday; and Sunday, noon to 9 p.m.

Using Restrooms: Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission of COVID-19. It is expected that meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a rooms capacity, assuming individuals can still maintain six-feet of separation to meet social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

Employees are encouraged to communicate with colleagues and supervisors as needed by email, text, telephone or other available technology rather than face-to-face. You may also use a range of available collaboration tools (e.g. Zoom, 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 six-feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. Please note:

- The Fresh Nest in the Bowers Center will not be operational
- The Marketplace will be closed each day from 3-4 p.m. for additional mid-day sanitization purposes
- The Marketplace, Jay's Nest and Jay Truck will be restricting access to students only (no employees seeking to enjoy a meal) on Monday through Friday from 11 a.m. to 1 p.m. due to limited capacity
- Employees may purchase discounted pre-paid lunches at the KAV Monday through Friday, from 11 a.m. to 1 p.m. Lunches may be pre-purchased at a discounted cost of $5 each and can be made-to-go. Employees interested should contact the College's Business Office to load money on the staff member's ID card. The menu served daily in the KAV will mirror the basic menu served on the Marketplace Centerplate hotline.
- The Five Free Friday program will not be offered this academic year
- No cash transactions will be permitted in any Dining operation

If you are eating in your work environment (break room, office, etc.), maintain six-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. 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.

Mental and Emotional Wellbeing

Wellspan Employee Assistance Program: (EAP) is available to offer mental and emotional support during this unnerving and stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may visit etown.edu for more information and resources. (etown.edu/offices/human-resources/benefits.aspx)

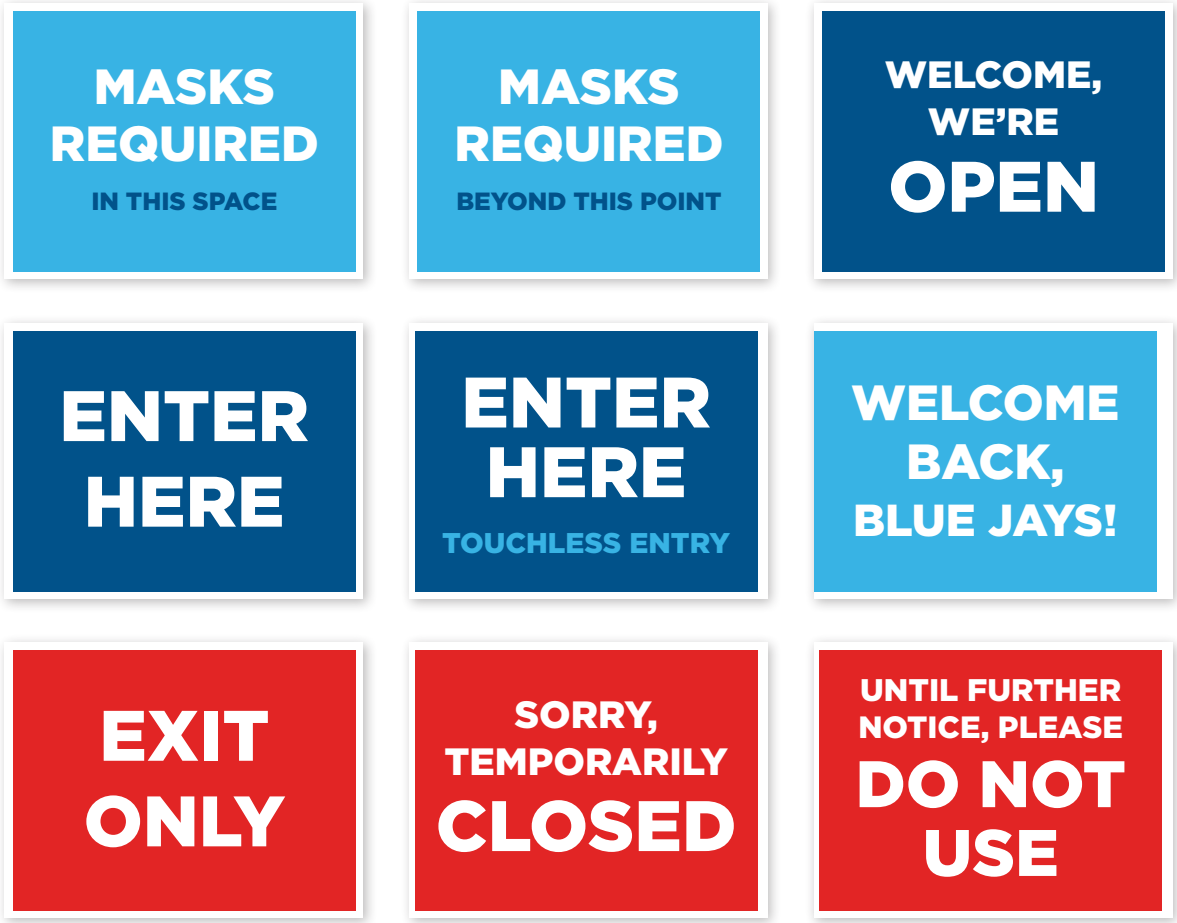
ENTER & EXIT

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

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Signage and Posters
Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

Printable signs and fliers (examples below) can be downloaded for posting in buildings and other facilities:



COVID-19 CAMPUS SAFETY ETOWN

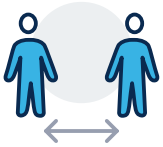
PROTECT YOURSELF & OTHERS

Wear a mask.

Face coverings required for building entry.

COVID-19 CAMPUS SAFETY ETOWN

PRACTICE SOCIAL DISTANCING



Maintain distance.

Slow the spread by staying 6 feet apart.

COVID-19 CAMPUS SAFETY ETOWN

DISINFECT TO PROTECT

Clean surfaces.

Clean commonly touched surfaces before and after use.

COVID-19 CAMPUS SAFETY ETOWN

STOP THE SPREAD OF GERMS

Wash hands often.

Use soap and water for at least 20 seconds.

COVID-19 CAMPUS SAFETY ETOWN

PRACTICE GOOD HAND HYGIENE

Stop and sanitize.

Dispense into your palms and rub hands until dry.

COVID-19 CAMPUS SAFETY ETOWN

KNOW THE SYMPTOMS

Self-screen daily.

Cough / Fever /
Chest Pain / Sore Throat
Chills / Taste Loss

COVID-19 CAMPUS SAFETY ETOWN

FLATTEN THE CURVE

Stay safe, Jays.

Be kind and stay positive.
We're in this together.

COVID-19 CAMPUS SAFETY ETOWN

ESSENTIAL INFORMATION

Stay informed.

etown.edu/covid19

APPENDIX A

ELIZABETHTOWN COLLEGE
COVID-19 REOPENING PHASES

ETOWN
ELIZABETHTOWN COLLEGE

RED PHASE

STAY-AT-HOME ORDER

- Campus closed
- Online class instruction only
- Employees work remotely
- Limited Essential employees report to campus (Category 1)
- Residential Halls closed* (*Only approved students with circumstances granted access)
- Dining Services closed with carry-out options only
- Student Services online-only (Health; Tutoring; Activities)
- On-campus events/large gatherings prohibited
- Athletics canceled
- Health & wellness facilities/ Gymnasiums closed
- College-sponsored or business-related travel restricted
- Study Abroad program: status contingent on location of student permanent residence and destination

YELLOW PHASE

EXPAND ESSENTIAL WORKFORCE

- Campus closed
- Online class instruction only
- Most employees work remotely
- Essential employees report to campus (Category 1 & 4)
- Residential Halls closed* (*Only approved students with circumstances granted access)
- Dining Services closed with carry-out options only
- Student Services online-only (Health; Tutoring; Activities)
- On-campus events/large gatherings of more than 25 prohibited
- Athletics canceled
- Health & wellness facilities/ gymnasiums closed
- Pre-approved college-sponsored or business related travel
- Study Abroad program: status contingent on location of student permanent residence and destination

GREEN PHASE

END COLLECTIVE STAY-AT-HOME

- Campus open
- In-person class instruction resumes* (*Flex/hybrid schedule)
- Employees* working on campus (*Category 1, 2, 3, 4. Accommodations include health restrictions; child-care; school instruction)
- Residential Halls open
- Dining Services resumes (Reconfigured options)
- Student Services resume (Health; Tutoring; Activities)
- On-campus events resume/ large gatherings resume
- Athletics resume* (*NCAA guidelines)
- Health & Wellness facilities/ gymnasiums open (Student/ employee admittance capacity limit)
- College-sponsored or business-related travel resumes
- Study Abroad program: status contingent on location of student permanent residence and destination

BLUE PHASE

PANDEMIC RESILIENCE

- Campus open
- In-person class instruction
- All employees on-campus work (Category 1, 2, 3, 4.)
- Residential Halls open

* Dining Services operate normal

- Student Services operate normal
- Athletic program operates normal
- Health & Wellness facilities/ gymnasiums open
- Study Abroad program operates normal

** Follow Centers for Disease Control (CDC) and the Pennsylvania Department of Health (DOH) guidelines.*

ESSENTIAL EMPLOYEE CATEGORIES

CATEGORY 1
Employees who perform mission-critical / time-sensitive functions and must work on-site

CATEGORY 2
Employees (including student workers) who perform mission critical / time-sensitive functions and can work remotely

CATEGORY 3
Employees who do not perform mission-critical / time-sensitive functions but could work remotely if feasible

CATEGORY 4
Employees who do not perform mission-critical / time-sensitive functions and cannot work remotely

APPENDIX B

Daily Digital Health Report

1. Do you have a temperature of 100.4 (F) or higher today?
2. Do you have a cough today?
3. Are you having shortness of breath?
4. Over the past two weeks, have you been in close contact (within six feet for at least 15 minutes) with a person who has tested positive for COVID-19?
5. Over the past two weeks, have you visited an area of high prevalence (domestic or international) of the virus? View current areas of high prevalence: www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx.

If you answer **yes** to any of these questions, please contact your supervisor and do not report to work. If you become symptomatic during work hours, or are exposed to someone who is, please notify your direct supervisor, return home, and seek medical care.

Employee Name: _____

Signature: _____ **Date:** _____

Testing

All employees who will be working on campus will be required to be tested for COVID-19. This testing will be provided on campus and employees will not be charged.

Details of the testing procedures, along with the timeframe, will be communicated directly to employees.