

# RETURN TO CAMPUS GUIDELINES

OFFICE OF HUMAN RESOURCES



**MORE THAN READY. LOYOLA READY.**



**LOYOLA**  
UNIVERSITY MARYLAND

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# General Principles

COVID-19 is the name of the disease caused by the new coronavirus that is called SARS-CoV-2 or the novel coronavirus. As used in these guidelines, COVID-19 is meant to refer to both the virus and the disease it causes. Loyola's response to the COVID-19 pandemic is intended to promote the health and safety of our community while carrying out our mission to provide a liberal arts education for our students in the Jesuit tradition. Some principles considered while planning for reopening the campus include:

- ✓ The Health and Safety of the Loyola Community
- ✓ Service to the Loyola Mission, the Student Experience, and Operational Excellence
- ✓ Flexible, Equitable and Inclusive Solutions
- ✓ The state's "Maryland Strong Roadmap to Recovery" and keeping abreast of local, state, and federal CDC guidelines with responsiveness to evolving conditions

The emergency management working groups and University leadership will monitor the situation based on changing conditions of the pandemic, public health, and regulatory guidance, and needs of the University. Guidelines will be updated and redistributed as the pandemic circumstances and its impact to the University community evolves.

## Expectations

All members of the Loyola community including students, employees, and visitors are expected to comply with University health and safety policies, protocols, and these guidelines. This includes but is not limited to social distancing, wearing of face coverings, appropriate use of facilities, following community health directives, checking for symptoms, testing as appropriate, self-quarantining, adhering to related hygiene recommendations and all other health and safety protocols and these guidelines.

**Vulnerable Individuals:** According to the CDC, individuals with certain conditions may have a higher risk for serious illness from COVID-19. Those conditions may include:

- ✓ Individuals 65 years and older
- ✓ People of all ages with underlying medical conditions, particularly if not well controlled, including:
- ✓ Chronic lung disease or moderate to severe asthma
- ✓ Serious heart conditions
- ✓ Individuals who are immunocompromised.
- ✓ Severe obesity (body mass index [BMI] of 40 or higher)
- ✓ Diabetes
- ✓ Chronic kidney disease undergoing dialysis
- ✓ Liver disease

**Individuals who fall within one of the CDC High Risk Categories or who are pregnant should contact human resources at Ext. 2354 to discuss the possibility of an accommodation as soon as possible. Students should contact Student Disability Support Services.**

**If you are sick**, stay at home, take care of yourself, and contact your physician. Employees who are sick, who test positive for COVID-19, or who have been exposed to someone with COVID-19 or COVID-19 symptoms should contact human resources, who will advise of next steps. Employees should also contact their supervisor to "call out" according to the University's (and any respective department's) normal procedures. Respect others and do not

expose students, coworkers, or other community members to potential COVID-19. Do not come to class or work if you have COVID-19, if you have COVID-19 symptoms, or if you've been exposed to someone with COVID-19 until you are cleared to return to work by a licensed medical provider.

**Respect and care for others.** Foster support, respect, compassion, empathy, and inclusion of others. Discrimination and harassment are prohibited. Misconduct or negative behaviors toward others based on assumptions or perceptions of symptoms, conditions, race, ethnicity, age, or any other protected status is inconsistent with Loyola's commitment to excellence and respect for all individuals.

## Reports of violations

Reports of health and safety policies, protocols, or these guidelines should be made to supervisors, chairs, or to human resources. Failure to comply with health and safety standards and these guidelines may result in counseling, loss of facility privileges, and/or disciplinary action up to and including termination of employment depending on the severity and/or frequency of the action.

## Phased Return to Campus

Employees will be brought back in phases, the priority for return based on mission-critical operations, the ability to control and manage the work environment, and need for access to on-site resources to complete job duties. Positions will be assessed to determine whether they can or should continue being performed remotely, in whole or in part. Decisions about phase of return and return date will be communicated to employees through their respective divisional leadership.

For those employees scheduled to return to campus, at least one week prior to the anticipated return, supervisors must notify human resources of the names of employees and their anticipated return date. This will ensure that employees are provided with the appropriate training regarding health and safety policies, protocols, and guidelines during the COVID-19 pandemic, and timely instructions for daily symptom checking.

Leadership will work with Facilities Management to determine maximum occupancy for each space during the pandemic, and in line with CDC, local, state, and federal guidelines, considering the useable space and need to reduce density to allow for sufficient physical distance or separation between employees and community members.

The need to reduce the number of individuals on campus to meet social distancing requirements will continue at least for the fall semester. Employees that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger groups. Departments should not increase on-site staffing levels beyond current needs to support critical on-site operations without approval from their respective leadership, and in accordance with recommended space restrictions.

There are several options departments should consider in order to maintain required social distancing measures and reduce population density within buildings and workspaces, as we begin to return employees to campus.

**Remote Work:** During the pandemic, those who can work remotely to fulfill most 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 the divisional leadership, can be done on a full or partial day/week schedule. Work that can be performed at home should continue via remote work. Employees are expected to conduct their work in a way that is consistent with their status on campus, whether it is 100% remote, less than 3 hours per week or on-site full time.

**Alternating Days:** An option to limit the number of individuals on campus is for departments to schedule partial staffing on alternating days. Such schedules will help with social distancing, especially in areas with large common workspaces. Supervisors will discuss this option with you if it is appropriate. Please contact human resources if you would like more information on alternating workday schedules.

**Staggered Shifts, Arrivals and Departures:** Staggering arrival and departure times by at least 30 minutes will reduce traffic in common areas to help meet social distancing requirements. Supervisors may stagger breaks, shift times, days, and/or weeks to meet social distancing guidelines.

As on-site staffing increases, we will closely monitor and assess density and physical distancing, as well as existing policies, protocols, and guidelines, to mitigate spread of the virus.

**The return to campus** will be a controlled and phased process to bring employees back to campus while promoting social distancing and considering public health guidelines for density. Employees on campus will be limited to those required to be on campus based on their positions and business needs, and they will begin to return to campus in phases:

Phase	Population Returning	Date
Phase I	Employees preparing for return of students	Completed
Phase II	Additional employees preparing for or serving students and visitors on-site Faculty members preparing for on-site teaching and labs	Completed
Phase III	Students return to campus under the Campus Arrival Restriction Period	January 11-18

**Supervisors** should discuss with their teams the plan for working arrangements and whether each employee will be working on campus, working remotely, and/or any appropriate schedule changes in order to promote the health and safety of our community. If employees have questions about arrangements, scheduling, and their return to campus, these questions should be directed to their supervisor who will seek approval from divisional leadership.

## COVID-19 Screening and Contact Tracing

### Symptom and Exposure Daily Screening

Employees who have been instructed by their supervisor to return to campus should begin reporting for work on campus as of the specified date and time. All employees working 3 hours on-site must conduct symptom monitoring every day through getVitalCheck. The only exception is for those on sabbatical, leave of absence, non-working emeritus, or those approved to work 100% remote for the Spring 2021 semester. Supervisors must advise HR at least one week before an employee (on sabbatical or leave) returns to campus so HR can set them up on the symptom checker Platform.

Employees must complete a daily symptom checker, entering the information using a smartphone or Email through the **getVitalcheck program**. GetVitalcheck is a program that provides a way for employees to self-screen for symptoms, and to affirm whether they are symptom free to return to work. Each day that an employee is free of ANY symptoms potentially related to COVID-19 and has not had recent close contact (within 14 days) with anyone confirmed to have COVID-19, the employee will receive a clearance pass for work. Employees who have symptoms, or have been exposed to COVID-19, or who test positive for COVID-19, will not be cleared and the program will guide

them to seek a medical consultation for care that may include further screening and/or testing. Employees may do this by participating in a telehealth visit with a physician scheduled through the getVitalcheck program; or, by contacting the employee's primary care physician for an appointment. Employees who are not cleared to come to campus must notify their department supervisor and HR immediately.

The #CampusClear app for student symptom checking has been implemented. Also, students who are not well are instructed to contact student health services who will instruct them on next steps.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ✓ Fever or 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

This list changes and does not include all possible symptoms. Visit [www.CDC.gov](http://www.CDC.gov) for updated information about COVID-19 symptoms.

If an employee begins experiencing symptoms while already on campus, the employee should ensure they are wearing a face covering, should immediately separate themselves from others, and should notify the employee's supervisor (via telephone or email, not personal contact), so that the employee's work area may be closed off. The employee should immediately go home and see their medical provider (depending on how sick they feel), minimizing any contact with others while they leave campus. As soon as the employee is safely off campus, they should notify HR human resources who will contact facilities management to coordinate appropriate cleaning/disinfection of the employee's work area. If the employee is too sick to safely transport themselves, an ambulance will be called to safely transport the employee.

Covid-19 surveillance testing will become a part of further assessing and understanding how to mitigate the spread of the virus. If localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented for certain work areas or across campus.

### **COVID-19 Surveillance Testing:**

We will test a random sample of faculty, staff, and administrators each week during the spring semester. This includes any employee who may come to campus regularly or on a sporadic basis. For employees who are in the surveillance testing pool, surveillance testing is not optional. Employees are expected to schedule an appointment for an on-site COVID-19 test once they receive notice that they have been selected for a testing date. This is a requirement of your job.

Employees are not permitted to cancel or change their appointment in VitalCheck without prior approval from HR. If an employee is unable to attend their appointment due to an unforeseen, urgent circumstance, the employee must contact HR at least 24 hours prior to the scheduled COVID-19 test when possible.

Failure to comply with university surveillance scheduling and testing will lead to a written warning, and further disciplinary action up to and including termination of employment.

The only exceptions will be those who have a medical exemption from testing; are on a leave of absence or sabbatical; or those who are approved to work 100% remotely during the spring semester either due to a medical accommodation or as designated by their divisional Vice President or dean, and noted in human resources.

## Contact Tracing:

Contact tracing is the process of identifying people who may have come into contact with an individual with an infectious disease. The process involves identifying infected people, determining who they have been in close contact with while infectious and asking people who are potentially infected to stay home until it is clear they are not sick. For information about the Maryland Department of Health contact tracing, including how to avoid scams if you are called by individuals indicating they are from the Maryland Health Department, visit

<https://coronavirus.maryland.gov/pages/contact-tracing>.

If an employee comes in close contact with someone with COVID-19 or tests positive for COVID-19, human resources will arrange for employee contact tracing and monitoring within the Loyola Community. **During this process, Loyola community members will be asked questions and will be required to cooperate.** To protect confidentiality, employees who test positive for COVID-19 will ordinarily not be identified by name without their permission. Impacted departments will be notified of COVID-19 illness or exposure when appropriate based on recommendations of an occupational medical director. Student Health Services will implement student contact tracing.

## Health and Safety Guidelines

### Social Distancing

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

Social distancing, also called “physical distancing” or “safe distancing”, means keeping space between yourself and other people outside of your home. To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people. Social distancing is one of the best tools we have to avoid being exposed to this virus and slowing its spread on campus, locally and across the country and world.

Employees are expected to maintain social distancing while on Loyola owned or leased property, indoors or outdoors. 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. In addition, to maintain social distancing, employees may not hold or prop open doors for others at this time.

### Cleaning

Environmental Services is responsible for intensive and regular cleaning and disinfecting of offices, restrooms, common spaces, residence halls, dining areas and meeting spaces, following CDC guidance for maintaining regular cleanings to reduce the risk of exposure to COVID-19. EPA-registered disinfectants are used. Enhanced cleaning and disinfection will be done in line with CDC recommendations after persons suspected/confirmed to have COVID-19 have been inside campus facilities or University owned vehicles.

Employees are responsible to clean their own workspace. Disinfect and clean frequently touched objects and surfaces (i.e. tables, doorknobs, phones, keyboards, remote controls, other work tools, etc.) before each use. Cleaning

supplies will be supplied. Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.

## Hygiene

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public or common shared place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water is 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. Touchless hand sanitizer stations will be placed in multiple locations on campus to encourage hand hygiene. Wash your hands before and after work breaks, after blowing your nose, coughing, or sneezing, after using the restroom, before eating or preparing food, and after putting on, touching, or removing face coverings.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues into trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Do not use each other's phones, desks, offices, or other work tools and equipment, when possible. Handshaking is prohibited during the pandemic. Use other noncontact methods of greeting each other such as waving or verbal greetings.

## Masks or Face Coverings and PPE

COVID-19 spreads mainly from person to person through respiratory droplets 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. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths).

While people who are sick or know that they have COVID-19 should isolate at home, **COVID-19 can be spread by people who do not have symptoms and do not know that they are infected.** That is why it is important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

**Face Coverings or disposable masks are required at all times while on Loyola owned or leased property, whether indoors or outdoors,** except for limited exceptions, such as while alone in a fully enclosed office with floor to ceiling walls and a closed door, or for those who have been granted an accommodation for health reasons. Consult with your supervisor and/or HR if you require an accommodation or alternative PPE. Instruction on use of and maintenance of face coverings will be provided during mandatory training prior to returning to campus. The University will supply 2 face masks per employee and student. Supervisors may contact Environment Health and Safety [ehs@loyola.edu](mailto:ehs@loyola.edu) to order the masks.

### Putting on a 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.
- ✓ Avoid touching the front of the face covering/disposable mask

### Taking off the face covering/disposable mask:

- ✓ Avoid touching the front of 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.

#### **Washing and caring for cloth face coverings:**

- ✓ Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

#### **How to clean your cloth face coverings:**

##### **Washing machine**

- ✓ You can include your face covering with your regular laundry.
- ✓ Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

##### **Washing by hand**

- ✓ Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water
- ✓ Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
- ✓ Ensure the bleach product is not past its expiration date.
- ✓ Never mix household bleach with ammonia or any other cleanser.
- ✓ Soak the face covering in the bleach solution for 5 minutes.
- ✓ Rinse thoroughly with cool or room temperature water.

#### **Make sure to completely dry cloth face covering after washing**

- ✓ Dryer: Use the highest heat setting and leave in the dryer until completely dry.
- ✓ Air dry: Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

#### **Storage of face coverings/disposable masks**

- ✓ 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 use.

*For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit [www.CDC.gov](http://www.CDC.gov).*

**Personal Protective Equipment (PPE):** Face Shields, gloves, gowns, N95 respirator masks and/or other PPE for higher risk jobs will be provided by Loyola. Your supervisor will notify you if your position requires special PPE, and about how to use and care for PPE. Contact your supervisor for questions about PPE.

## **Facilities**

**Classroom density** will be reduced in line with CDC guidelines to maintain social distancing. As we gradually return people to campus, academic and administrative buildings will be following a building schedule to accommodate classes and operations, while promoting social distancing and prohibiting non-escorted guests.

**Meetings:** Number of individuals at face-to-face meetings and/or classes will be limited based on CDC and health department guidelines. Facilities management will provide guidance and signage on maximum capacity of meeting rooms. Virtual meetings should be the standard for most meetings, using Zoom, Microsoft Teams, telephone, or other virtual tools. In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for 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. During your time on-site, 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.

**Restrooms:** Restrooms will be limited capacity to ensure 6 feet distance between individuals. Facilities Management will provide signage. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**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 face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizer with greater than 60% alcohol. Management is assessing elevators and will determine maximum capacity.

**Signage and Posters** All Loyola Community members including visitors are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

## Transportation/Shuttle

If you must take public transportation or the Loyola Shuttle, wear a mask before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol, as soon as possible and before removing your mask.

## Visitors

All non-essential visits to Loyola campus facilities are cancelled until further notice. Visitors with authorization to be on campus must comply with Loyola's social distancing and face covering protocols. Refer to the visitor procedures found on <https://www.loyola.edu/about/coronavirus-update/policies/visitor-procedures>.

Decisions regarding essential campus visits to maintain critical business operations, and/or campus visits by admission visitors, contractors, consultants, and vendors will be at the discretion of the applicable divisional vice president for the area performing the work. Admission visitors, contractors, vendors or employee service personnel may not enter student resident halls without permission of the applicable divisional vice president or designee for the areas performing the work, who are also responsible for informing the department of public safety when these visitors will be on campus and when they are expected to leave so that proper protocols may be followed.

## Travel

In consideration of the health and safety of our community and in conjunction with public health guidance, all University sponsored travel has been suspended until further notice, including travel by air or train. This also includes travel funded by a grant, foundation, or any other entity. Proposed future travel, for critical business operations only, must be approved in writing by the respective vice president, provost, or president. Any travel booked during this travel moratorium, without prior written approval and regardless of when it is scheduled to take place, will not be eligible for University travel payment or reimbursement.

Any personal travel away from Maryland or the greater Baltimore/Washington Metropolitan region (including southern Pennsylvania and northern Virginia), must be reported using the **getVitalCheck daily symptom checker**. Employees should be aware that certain states and other countries are currently experiencing high rates of COVID-19 transmission. Employees travelling to these areas may not be permitted to return to work before self-isolating for 14 days. Accordingly, personal travel away from the area is discouraged.

## Training and Education

All employees are required to take the online training for Loyola's Return to Campus Policies, Protocols and Guidelines for health and safety as recommended by CDC, for hygiene and COVID-19 prevention. For more information, go to: <https://www.loyola.edu/department/hr/return-to-work-on-campus>.

## Wellbeing

Circumstances of the global pandemic may be stressful and cause anxiety. The sudden transition to home worksites has isolated many employees and disrupted their daily routines. We understand that some employees may also feel stress or experience anxiety about returning to work. Loyola employees and their household members are encouraged to contact the Employee Assistance Program (EAP) through Kepro at 1-800-765-0770. The EAP provides 24/7 access to free and confidential counseling and referral services for help with stress or anxiety, family problems, workplace conflict, mental health issues, addiction problems, financial and legal services, and referrals for other life challenges. Information can also be found at [www.EAPHelplink.com](http://www.EAPHelplink.com). Please use the company code "LOYOLA". Students are encouraged to contact the Student Counseling Center at 410-617-2273.

## Updates

We recognize that the course of the pandemic is unpredictable and that we must prepare for the possibility that our plans may change at any time. As the situation evolves we will adjust these plans as necessary to respond to the latest public health information, and we will update you accordingly.

If there are questions about returning to campus, employees should contact their supervisor or human resources.