Adelphi University

Guide for Returning to the Hybrid Workplace

For Employees Approved by Executive Leadership and Managers to Work on Campus or in Learning Centers

ADELPHI
UNIVERSITY

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Introduction and Guiding Principles

This **Guide for Returning to the Hybrid Workplace** has been developed in accordance with **Adelphi University's Master Restart Plan in Response to COVID-19,** which can be found on the University's [Restart Website](#).

This document serves to guide our community's Fall 2020 safe return to the hybrid workplace following the disruptions caused by COVID-19.

Guiding Principles for Restarting

As stated in the University's Master Restart Plan, Adelphi's policies and protocols for responding to the COVID-19 pandemic and restarting hybrid work, in-person instruction, research and residence life are rooted in two critical concepts:

- Protecting our community's health, safety and well-being
- Preserving our mission to deliver academic excellence, with modifications required for health and safety

Our restart plans apply to all employees, including our leadership and those identified as essential; all our students, including local, domestic and international; and every member of the community who utilizes services provided by the University. These plans are focused on our community's safety and health and are fully guided by our mission to provide a world-class academic experience that is dedicated to student success. They are also flexible in acknowledgment of:

- An evolving public health situation and related expert guidance
- New state and public health mandates, as they become available
- Individual needs of community members, especially those who are vulnerable or cannot travel

Reopening Timeline

Adelphi University will abide by New York state's reopening plan, [New York Forward](#). Informed by this, the University is returning to a hybrid work environment according to [Phase Four Guidance](#) which began in Hudson Valley on July 7, on Long Island on July 8 and in Manhattan on July 20, and will extend into the Fall 2020 semester, until further notice.

Guiding Orders and Requirements

Adelphi's restart plans align with orders and guidance from:

- New York State and the New York Forward Phased Reopening Guidance
- Department of Health of New York State
- Department of Health of Nassau County
- New York State Education Department (NYSED)
- Centers for Disease Control and Prevention (CDC)
- Town of Hempstead (TOH)
- Nassau County
- World Health Organization (WHO)
- National Collegiate Athletic Association (NCAA)
- National Athletic Trainers' Association (NATA)
- Northeast-10 Conference (NE10)
- United States Environmental Protection Agency (EPA)
- Occupational Safety and Health Administration (OSHA)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Health Insurance Portability and Accountability Act (HIPAA)
- Americans with Disabilities Act (ADA)
- Family Educational Rights and Privacy Act (FERPA)

We recognize that the knowledge and understanding of the COVID-19 virus continues to evolve, and the University remains prepared to adjust our policies and plans as needed as more information becomes available.

In the event that New York state or local health authorities amend statewide or regional orders and guidance, the University will update the guidance and protocols in this plan in accordance with said updated regulations.

Expectations and Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Adelphi's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

If you have recently tested positive, or are awaiting test results, or are living with someone who has tested positive for COVID-19:

- Do not return to campus.

- Contact Health Services and Human Resources, and let your supervisor know your expected return date.

- We have a stay-at-home policy in effect. If you test positive any time after returning to campus, please contact Health Services and Human Resources and do not return to campus until cleared to return to work by your physician.

> **Access to campus may only take place with the explicit approval of your manager and executive leader for required work on campus. During our hybrid work environment, employees currently able to work remotely should NOT return to their office until further notice.**

We recognize that there are unique personal and professional circumstances impacting employees' abilities to either return to the office or continue working from home. Managers, in partnership with the Office of Human Resources, can make work environment decisions that are appropriate for each unique situation.

Once employees are authorized to be on the campus of Adelphi University or in a learning center, they must adhere to the following practices:

- Conduct a COVID-19 health screening every day before entering campus via the health screening questionnaire via the AU2GO mobile app, via eCampus on a desktop at home (print the result screen) or via a paper form at the Public Safety booth on South Avenue or other designated campus entrance.

- All entrances to the Garden City campus will be open from 7 a.m. to 11 p.m. while classes are in session. Safety ambassadors will be on-site to verify that your COVID-19 health screening is being completed daily and to enforce social distancing guidelines. During night hours please enter the campus through Gate C by Levermore Hall on South Avenue.

- Employees entering buildings may not hold doors open for any other person.

- Visitors will be required to register with Public Safety.

- Our University is required to maintain a log of every person entering campus, including employees and visitors, for the purpose of contact tracing in the event a positive case of COVID-19 is discovered within our community. The only exception to this policy is for drivers who are making a delivery and are wearing appropriate personal protective equipment (PPE).
- Violation of these protocols may result in revocation of building access.

Site Safety Monitor

The NYS Department of Health requires that Adelphi designate a site safety monitor whose responsibility includes ensuring ongoing compliance with all aspects of the guidance included in this document. At our University, responsibility for monitoring observance will be shared by Michelle Glover-Brown, director of Environmental Health and Safety, and Jacqueline Concepcion, assistant director of Student Health Services. Your safety and the health and well-being of every member of our community is our highest priority. We look forward to these incremental moves toward a "new normal" as we prepare the campus.

If any individual witnesses a breach in compliance with these guidelines, they are encouraged to report the incident to Michelle Glover Brown, director of Environmental Health and Safety, and Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu. All reports will remain confidential and protected from adverse action.

Daily Health Monitoring Requirement

Currently, testing for COVID-19 is not required for employees to enter campus or a learning center.

Employees who have been approved 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 Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu or 516.877.6000 to be eligible to report to work.

The **COVID-19 health screening** must be completed prior to coming to work EVERY DAY. Prior to reporting to campus or a learning center each day, employees are required to answer the health monitoring questionnaire via the AU2GO mobile app, or via eCampus on a desktop (print your result screen) or, if needed, via a paper form available at the Public Safety booth at Entrance C on South Avenue. Employees who consistently do not have access to technology or are otherwise unable to complete the survey should speak directly with their immediate supervisor.

For greater detail about the daily COVID-19 health screening process and what happens after passing (cleared to enter) or failing (not cleared to enter) prior to coming to campus or a learning center on any day, please see the Daily Health Monitoring Requirements on our Restart Website at adelphi.edu/restart, and the University's Master Restart Plan under the section about *Daily Health Monitoring and Screening*.

The questions in the COVID-19 health screening are as follows:

1. **In the past 14 days, have you tested POSITIVE for COVID-19?**

2. **In the past 14 days, have you experienced any new onset of the following possible symptoms of COVID-19?**
   - ❑ Cough
   - ❑ Shortness of breath or difficulty breathing
   - ❑ Chills
   - ❑ Muscle pain
   - ❑ Sore throat
   - ❑ New loss of taste or smell

3. **In the past 14 days, have you knowingly been in close contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?**

4. **Have you traveled to a restricted state in the past 14 days?**

5. **Do you have a face covering or mask (or agree to pick one up from a designated campus location immediately upon arrival), and do you agree to wear it while on Adelphi property?**
   Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose; bandanas, buffs and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus.

6. **Do you agree to abide by CDC Social Distancing guidelines while on Adelphi property?**
   A distance of at least six feet is to be maintained among individuals at all times, unless safety of the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to immediately don a face covering if another person unexpectedly comes within six feet.

If you are experiencing any of the above COVID-19 symptoms, stay home.

If you are experiencing any of these symptoms while at work, please leave campus immediately and contact your healthcare provider for assessment and testing. Please refer to the Stay at Home Policy: https://operations.adelphi.edu/catalog/stay-at-home-sick-policy/

You may also be referred to contact Adelphi's Health and Wellness Office for follow up.

Accommodations

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 or AIDS
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Liver disease
- Severe obesity
- Being immunocompromised (e.g., in treatment for cancer, organ or bone marrow transplant)

Employees whose health conditions fall within one of the CDC High Risk Categories or who are pregnant may seek a Temporary COVID-19 Workplace Accommodation by contacting Karen Loiacono at 516.877.3229 or Joanna Ocampo at 516.877.3221 or by emailing humanresources@adelphi.edu. Click here to access the Accommodation Policy: https://operations.adelphi.edu/catalog/ada-accommodations

Campus Staffing

Hybrid Staffing

During Phase Four of New York Forward, and until further notice, Adelphi will continue to work in a hybrid environment (remote with some approved employees returning to work on campus, as needed and approved). Staffing needs will be coordinated to ensure appropriate social distancing, availability of personal protective equipment (PPE) and testing capabilities for COVID-19.

Adelphi 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 your respective manager, director or senior leader.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until further notice

Once decisions to expand on-site staffing in certain areas have been made, employees should follow the policies and protocols detailed in this guide for returning to work on campus.

Constant wellness monitoring of our campus population will be managed through many vehicles including:

- The daily COVID-19 health screening app
- Continual contact tracing
- Ongoing testing known as surveillance testing (see CDC definitions and recommendations)

These steps will be a critical part of assessing the impact of increased population on campus. If localized outbreaks emerge, Adelphi will follow the guidance of the local health department to reassess on-campus needs and staffing levels.

Students may participate in on-campus research during Phase Four of New York Forward in accordance with all regulations as set forth in the New York state document Interim Guidance For Higher Education Research During the COVID-19 Public Health Emergency.

Staffing Options

For schools, colleges, units and departments with approved employees on campus, there are several options managers should consider for a hybrid work environment. These will allow us to maintain the required social distancing measures and reduce population density for buildings and work spaces.

Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so until further notice. If an employee needs to be on campus, arrangements must be approved by the immediate supervisor and can be done on a full or partial schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among employees on campus, supervisors should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common work spaces.

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 *Enter/Exit Controls* 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, reception areas, hallways and lobbies, 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 or proper handwashing.

If you have a medical condition that prohibits you from wearing a face mask or covering, please inform your manager and provide a note from your healthcare provider. Such Individual needs will be handled on a case-by-case basis by managers and Human Resources, and may require that an employee work remotely or refrain from accessing shared work spaces or common areas in buildings or on campus.

Disposable masks will be provided by Adelphi, free of charge, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help Adelphi reduce the need to purchase additional masks, which are in short supply. Bandanas, buffs and gaiters are not acceptable face coverings, and masks with valves or vents do not offer adequate protection and should not be used while on campus. The fabric design or pattern for cloth face coverings should be appropriate for the classroom and workplace. Cloth face coverings must only be worn for one day at a time and must be properly laundered before using again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS			
Type	**Cloth Face Covering**	**Disposable Mask**	**Medical-Grade Surgical Mask**	**N95 Respirator**
Description	Homemade 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; help contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions
Intended use	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 homemade 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), ensuring the nose, mouth, and chin are always covered.

- 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.
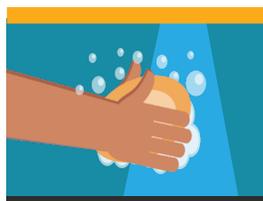
Taking off the face covering/disposable mask

- 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 covering/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 day's use. 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.

Handwashing

Frequent handwashing and sanitizing are clinically proven to help prevent the spread of COVID-19. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, a restroom, after removing your face mask, before eating, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use alcohol-based hand sanitizer with greater than 60 percent 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

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. However, healthcare workers and employees with roles or job functions that require routine handling of a high-touch surface, as well as those in food service and housekeeping should use gloves as part of PPE (Personal Protective Equipment).

Goggles/Face Shields

Employees 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.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have your cloth face covering on, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Be sure to 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, use alcohol-based hand sanitizer with greater than 60 percent alcohol.

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 keep a safe distance 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. Employees at work on-site must follow these social distancing practices:

- Stay at least six feet (about two arms' lengths) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Comply with distancing markers where displayed.
- Avoid personal contact, including shaking hands.
- Do not share food or beverages.
- Do not share work spaces that do not accommodate social distancing.
- Avoid unnecessary movement between work areas, building floors, and buildings.

To the extent possible, all work spaces, common spaces, and dining areas will be re-engineered to accommodate social distancing. If appropriate social distancing is difficult to maintain in confined public areas such as stairwells, walkways, or elevators, face masks should be worn.

Specific Workplace Scenarios

Shared Spaces

According to the CDC, current evidence suggests that the novel coronavirus (SARS-CoV-2) that causes COVID-19 may remain viable for hours or days on surfaces made from a variety of materials.

To address this risk, Adelphi University will put in place measures to limit the sharing of objects, such as laptops, notebooks, touch screens and writing utensils, as well as the touching of shared surfaces, such as conference tables. Employees and students will be asked to perform hand hygiene before and after contact with shared surfaces.

Thorough cleaning and disinfecting protocols in shared and public spaces will be followed, as outlined in detail under the *Cleaning and Disinfecting* section of this guide and the University's Master Restart plan.

Adelphi University will limit the use of shared workstations to the extent practicable. To the extent that such workstations remain in use, they will be cleaned and disinfected between users.

Adelphi will limit the use of small spaces including elevators, supply rooms, personal offices and vehicles to one individual at a time, unless all individuals in such space at the same time are properly wearing acceptable face coverings. Even when face coverings are in use, occupancy will be restricted to no more than 50 percent of the maximum capacity in spaces designed for more than one person. Signage will be installed to make these occupancy and PPE requirements immediately clear to our community members and visitors.

Nonessential amenities and communal areas which promote gathering or are high touch, such as vending machines and communal coffee machines, will be closed or disabled.

Public Spaces

Movement in public spaces on the Adelphi campus will be adapted to improve social distancing. Signage in hallways, stairways and other public spaces will instruct all individuals to "stay to the right" to create appropriate traffic flows.

Signage will be posted and distance markers denoting spaces of six feet will be installed in all areas in which lines are commonly formed or people may congregate, including but not limited to the Office of the Registrar, Office of Student Financial Services, Office of Academic Services, reception desks, and dining and retail facilities.

The University will mark six feet distance circles around workstations and other common stationary work areas.

To help ensure safety of public spaces, Adelphi University will post signs throughout the campus to remind individuals to:

- Cover their nose and mouth with a mask or cloth face covering when six feet of social distance cannot be maintained.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how to do so.
- Follow hand hygiene and cleaning and disinfection guidelines.

Examples of signage can be found on the University's Restart Website at adelphi.edu/restart and in the University's Master Restart Plan. Some signs are available for download and posting by departments, as needed.

Enter/Exit Control

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the business day. Employee 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.

Visitors, guests and pets are not allowed on worksites during Phase Four and until further notice.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action to be determined by the manager, executive leader and Office of Human Resources.

Elevators

- Community members will be encouraged to minimize use of elevators when possible to avoid close proximity with others in a confined space.
- Those using elevators will be required to properly wear a face mask or face covering regardless of whether they are traveling alone or with others.
- All individuals will be encouraged to avoid touching elevator buttons with exposed hands/fingers, using alternatives such as elbows, an object such as a pen, or gloved hands, if possible.
- Individuals will be instructed to wash their hands or use alcohol-based hand sanitizer with greater than 60 percent alcohol upon departing the elevator.
- The number of individuals who may occupy each elevator at any one time will be limited; occupancy signage will be posted at each elevator location.

Restrooms

- Maximum occupancy of restrooms will be limited based on the number of sinks to ensure appropriate social distancing.

- Posted signage will instruct individuals to wash their hands thoroughly after using the restroom to reduce the potential transmission of the virus, and to use paper towels, which will be available, to turn off faucets and open the door to exit the restroom.

Public Transportation/Panther Shuttle

- Adelphi's Panther Shuttle operation will run in accordance with guidelines provided by the [Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency](#).

- Prior to riding the Panther Shuttle, individuals must be cleared through the University's Daily Health Monitoring Questionnaire, accessible through AU2GO. Riders may be asked to show their "green clear screen" at any time.

- All Panther Shuttles will be retrofitted with a barrier between the driver and passengers.

- Individuals taking public transportation or using the University's Panther Shuttle must wear a mask before entering the bus, rail or car and avoid touching surfaces with their exposed hands.

- Increased ventilation (e.g., open windows) will be used where possible.

- Social distancing of, at minimum, six feet should be followed at all times, when possible.

- Face masks or coverings are required on the Panther Shuttle, even in instances where proper social distancing can be maintained.

- Shuttle capacity will be reduced, where possible, to encourage proper social distancing between seats.

- Posted signage will remind riders and operators of proper hygiene and distancing protocols.

- Upon disembarking, individuals are asked to wash their hands or use an alcohol-based [hand sanitizer with greater than 60 percent alcohol](#) as soon as possible and before removing their mask.

Offices and Work Spaces

- Offices that feature an open environment will be modified to ensure six feet of space between employees and up to 50 percent of fire code maximum occupancy. When six feet of distance between employees is not possible, partitions, barriers or curtains will be installed.

- Employees will be required to wear a face mask or face covering at all times while in a shared work spaces/rooms.

- Employees must abide by a strict clean-desk policy, so that nonessential items are stored in enclosed cabinets or drawers, rather than on desks.

- Departments will institute measures to physically separate and increase distance between employees, other co-workers and essential visitors, including:

- Visual cues such as floor decals, colored tape and signs installed in areas where lines may form or other gathering may be a concern. These will indicate social distance markers and public health and safety reminders.

- Signage will be installed in corridors and stairways to instruct pedestrians to "stay to the right." Individuals will be expected to observe all directional signage.

- With respect to office work, no more than one person should be in the same room unless the required six 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 for employees working alone in a confined office space (does not include partitioned work areas in a large open environment), but employees must be prepared at all times to don a mask if another person comes within six feet of them.

- Masks/face coverings should be worn by anyone in a reception/receiving area.

- Masks/face coverings should be used when inside any Adelphi facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.

- Employees who can continue to work remotely to fulfill some or all of their work responsibilities will be encouraged to do so to reduce the number of individuals on campus and thus to reduce the potential spread of the COVID-19 virus.

- All employees will be required to complete the daily symptom checker through the AU2GO application prior to coming to work each day. Employees who do not have access to smartphone technology or are otherwise unable to complete the survey should speak directly with their immediate supervisor.

- In order to limit the number of individuals and interactions among those employees essential to be on campus, departments will be encouraged to schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common work spaces. Further, staggered reporting and departure times in at least 30-minute increments will reduce traffic in common areas to meet social distancing requirements.

- Employees who have a medical condition that prohibits them from wearing a face mask or covering will be instructed to inform their manager and provide a note from a healthcare provider. Such individual needs will be handled on a case-by-case basis by managers and Human Resources, and may require that an employee work remotely or refrain from accessing shared work spaces or common areas in buildings or on campus.

- Disposable masks will be provided by Adelphi, free of charge, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

- Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

- Employees are also encouraged to 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, which will be available throughout campus. 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, doorknobs, etc.).

- All Adelphi equipment (e.g., monitors, printers) will be thoroughly disinfected by the employees who use them when initially returned to the office. Additionally, disinfecting

laptops, cellphones, telephone headsets and any other personal devices is recommended before entering Adelphi facilities each day.

- Sharing of telephones, desks, keyboards, cubicles or offices will be discouraged. If/when it is necessary, thorough disinfecting will take place between uses and/or disposable gloves will be provided for removal and disposal immediately after use.

- Employees at work on-site must follow these additional social distancing practices:

  - Do not gather in groups of 10 or more.

  - Stay out of crowded places and avoid mass gatherings.

  - Comply with distancing markers where displayed.

  - Avoid personal contact, including shaking hands.

  - Do not share food or beverages.

  - Do not share work spaces that do not accommodate social distancing.

  - Avoid unnecessary movement between work areas, building floors and buildings.

Meeting and Conference Rooms

- In-person meetings are strongly discouraged; Adelphi will continue the use of Zoom and other videoconferencing services whenever possible.

- When phone or videoconferencing is not possible, in-person meetings will be limited in size and cannot exceed 50 percent of a room's maximum occupancy as identified by the fire code. Departments will be asked to remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices of six feet between attendees.

- All attendees must wear a mask or face covering while sharing space in a common room.

- Following any in-person meetings, meeting organizers are expected to clean shared surfaces such as conference tables, chairs and doorknobs using the disinfecting supplies located in each meeting space, discarding all trash in the proper hands-free receptacle at the end of the meeting.

Food/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. Employees 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 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.

Laboratories

- All laboratory and research work must comply with the guidelines set forth in [New York state's Interim Guidance for Higher Education Research During the COVID-19 Public Health Emergency](#).

- All laboratory and research activities must meet state standards as well as applicable federal requirements, including but not limited to minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA) and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

- Total occupancy of laboratories will not exceed 50 percent of the stated maximum occupancy.

- When possible, the number of individuals assigned to lab activities will be reduced to reflect the minimal count needed to successfully complete stated activities.

- Sharing of laboratory workstations will be minimized. Individuals who must share a station because of the nature of work being completed will be required to wear proper face coverings at all times.

- Proper cleaning and disinfection of workstations will occur between each use.

Classrooms

- Classroom capacities will be reduced to allow for six feet of social distancing within the room.

- Classroom furniture will be adjusted as needed and seating restrictions will be indicated for those rooms with fixed seating to support social distancing.

- Students will be required to wear PPE face masks while in any classroom.

- Students will be required to wear PPE face masks in any space where social distancing is clearly not possible.

- Faculty will be required to wear PPE face masks in the classroom except in cases when they are behind a health barrier.

- Some classrooms will be equipped with freestanding mobile health barrier screens to provide a moveable barrier that enables a faculty member to move about the front of a classroom without being constrained to a fixed location.

- Classrooms will be retrofitted to support face-to-face instruction and to allow for audio recording. Video recording will also be captured, although limited from a fixed point of view.

- Classroom technical assistants (a paid student employee position on campus) will be assigned to classrooms as needed to support face-to-face instruction. They will be able to troubleshoot classroom technology needs to ensure that instruction can be captured and uploaded into the Course Learning Management System.

- Classroom disinfecting protocols will follow the larger institutional guidance as indicated in this document. Where possible, windows will be open during instructional times.

- Individuals in a classroom will not be permitted to consume food unless they have an approved accommodation requiring the ability to eat during class sessions. Such accommodations must be approved through the Student Access Office according to established procedures.

University Bookstore

- The University Bookstore will operate in full compliance with the state's [Interim Guidance for Retail Business Activities During the COVID-19 Public Health Emergency](#).

- Individuals in the bookstore, including both employees and customers, must not exceed 50 percent of maximum occupancy for the space, as stated on the certificate of occupancy.

- All individuals must ensure a distance of at least six feet is maintained at all times.

- Face masks or coverings are required of patrons, employees and vendors while inside the retail location.

- A health barrier will be installed at the cashier location as added protection between the employee and customer.

- Students will be encouraged to order their books online and prepay, after which they will schedule an appointment for pickup. With prepayment in place, contactless pickup appointments will be scheduled at intervals to maintain social distance.

- The number of people permitted in the store will be restricted to avoid crowding and support social distancing.

- Posted signage will encourage proper PPE requirements, and appropriate social distancing via floor markers. Additionally, signage will be posted to encourage proper hygiene protocols.

- Customers will be encouraged to touch only products that they will be buying in order to minimize touch points on retail products.

- Bookstore employees will have staggered schedules to assist in observing social distancing measures. Additionally, break rooms, where applicable, will have reduced capacity measures in place and will abide by all campus-provided cleaning and disinfecting protocols.

- Employees will be encouraged to sanitize their hands every 30 minutes, or more frequently as needed. Additionally, hands must be properly sanitized immediately after handling a delivery.

- Deliveries will occur in designated locations and will abide by proper PPE requirements.

Domestic/International Travel

All employees are subject to the following business travel restrictions, until further notice:

- All nonessential domestic travel is suspended.

- All nonessential international travel is suspended.

- In order to be classified essential, travel plans must be reviewed and approved by your executive leader.

Regardless of destination, all employees must self-quarantine for the recommended 14 days before returning to the office if they have:

- Returned from an essential trip to an international destination.

- Reside with someone who has returned from an international destination.

- Returned from an essential trip and encountered a domestic flight connecting through Canada or Mexico.

Cleaning and Disinfecting

Daily Cleaning and Disinfecting Protocols

Adelphi University maintains a rigorous regimen of regular cleaning throughout our campus and has always used hospital-grade products and procedures to ensure a clean campus.

In light of the current public health crisis, the University will adhere to best practices of thorough cleaning and disinfection in accordance with CDC best practices for prevention of COVID-19 and the New York state Department of Health guidelines. The employees will also follow the guidelines provided in Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 for cleaning common touch surfaces in accordance with CDC best practices for prevention of COVID-19.

Definitions

- **Cleaning**
  The removal of foreign material (e.g., soil and organic material) from objects

- **Sanitizing**
  Reducing contaminants or bacteria to a safe level, lowering the number of germs on a surface

- **Disinfection**
  The thermal or chemical destruction of pathogenic and other types of organisms

- **Decontamination**
  A more extensive disinfection of a room or area following known exposure to hazardous or infectious material

- **Sterilization**
  A process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods

Cleaning and disinfection of all occupied spaces will be rigorous and ongoing and will occur daily or more frequently as needed. Priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic, high-touch surfaces.

High-Touch Surfaces

These include but are not limited to:

- Stair railings

- Exterior and interior door hardware and surfaces

- Light switches

- Restroom fixtures, partitions, faucets, dispensers (toilet paper, paper towels)

- Elevator control panels and call buttons
- Common area countertops and appliances
- ADA handicap door push plates
- Water bottle filling stations

High-Traffic Areas

These include but are not limited to:

- Restrooms
- Building entrances
- Classrooms, lounges and meeting spaces
- Hallways

Disinfecting high-touch surfaces in high-traffic areas is already and will continue to be performed once daily, at a minimum. Additionally, the following measures will be taken:

- Frequency of cleaning high-touch surfaces will increase more than once daily as schedules allow.
- All high-touch surfaces, including door knobs and elevator buttons, will be disinfected using products that are EPA-approved for use against the virus that causes COVID-19.
- All manufacturer's instructions for cleaning and disinfection products for concentration, application method and contact time will be observed.
- To reduce high-touch surfaces, Adelphi University will install touch-free amenities such as water fountains, trash cans and hand dryers, wherever feasible.

The campus community is encouraged to practice preventative cleaning in their personal offices, residential spaces or work spaces, which are not normally accessible to the custodial employees.

All individuals are expected to abide by the strict clean-desk policy, so that nonessential items are stored in enclosed cabinets or drawers, rather than on desks.

Supplemental cleaning of teaching spaces and offices not regularly accessible to the custodial employees should be performed as needed by room occupants/faculty with supplies provided by their department.

Adelphi University will ensure that equipment and tools are regularly cleaned and disinfected using products registered in New York state and identified by the Environmental Protection Agency effective against COVID-19, at least as often as users change workstations.

If recommended cleaning protocols or disinfection products cause safety hazards or degrade material or machinery, Adelphi University will put in place hand-hygiene stations for use between users and/or supply disposable gloves and/or enact limitations on the number of persons using such machinery.

The Office of Facilities Management, responsible for housekeeping, will maintain cleaning logs for all on-campus spaces.

Cleaning and Disinfecting Protocols in the Event of a Positive COVID-19 Case

Adelphi University will provide for the cleaning and disinfection of all University spaces, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces such as touch screens, printers, keypads, telephones, handrails and door handles.

In the event that a positive COVID-19 case surfaces within Health Services areas or Residential Life and Housing areas, disinfection will occur by a vendor partner.

All other areas will abide by the following cleaning and disinfecting protocols and procedures:

- Custodial team will wait 24 hours after the person has left the area before entering to clean and disinfect. Custodial team will wear proper face masks, disposable gloves, gown and goggles for all tasks in the cleaning process, including handling trash.

- Cleaning and disinfection will be performed in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

- Disinfecting these areas includes safely providing a full saturation of disinfectant to all surfaces including walls, fixtures, floors, counter/desktops.

- If it has been more than seven days since the person with suspected/confirmed COVID-19 was present, neither additional cleaning nor disinfection is necessary (per CDC Guidelines). In these cases, the custodial employees will follow normal procedures for regular cleaning including disinfection of high-traffic, high-touch areas.

Safety data sheets for cleaning products will be made available for review upon request. Please contact the Office of Facilities Management at 516.877.3970.

Heating, Ventilation and Air-Conditioning (HVAC) and Other Air Quality Measures

Consistent with the guidelines set forth by the New York state Department of Health in Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19, Adelphi University will increase the flow of outdoor air to indoor work spaces by opening windows and propping open doors to the greatest extent possible.

In addition, the University will:

- Upgrade all filters to MERV 13 minimum, where applicable.

- Implement more frequent filter changes.

- Run HVAC systems 24/7 in buildings that are being used.

- Add supplemental microbial filtration systems (UV, catalytic).

- Supplement filtration with HEPA units, where necessary.

Changes and operations will be consistent with expert guidance of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

- ASHRAE states that airborne transmission of SARS-CoV-2 is sufficiently likely that airborne exposure to the virus should be controlled.

- Changes to building operations, including the continuous and vigilant operation of HVAC systems, can reduce airborne exposures.

- Ventilation and filtration provided by heating, ventilating and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air.

- Unconditioned spaces, on the other hand, can cause thermal stress to people, which may be directly life-threatening and may also lower resistance to infection.

- Disabling of heating, ventilating and air-conditioning systems is not recommended.

For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes, but additional safety precautions are warranted. HVAC system maintenance and filter replacement during the COVID-19 pandemic will abide by the following procedures:

- Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination will wear appropriate personal protective equipment (PPE), including a properly fitted respirator (N95 or higher), eye protection (safety glasses, goggles or face shield) and disposable gloves (to be disposed of immediately upon completion of task and before touching any eye protection or respirator PPE).

- Filters should remain snug in their frames.

- When feasible, filters will be disinfected with a 10 percent bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal.

- Filters (disinfected or not) will be bagged and disposed of in regular trash.

- Once maintenance tasks are completed, maintenance personnel are expected to immediately wash their hands with soap and water or use alcohol-based hand sanitizer with greater than 60 percent alcohol.

Adelphi Custodial Staff Cleaning Tasks/Frequency

Location type	Cleaning provided	Frequency
All buildings	Removal of refuse and paper recyclables	Daily
All buildings	Apply EPA approved disinfectant to all public restrooms and public areas	Daily
All buildings	Apply EPA approved disinfectant to refuse and recycle containers and surfaces	Daily
Public restrooms	Disinfect all toilets, sinks, urinals, mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap	Daily and as needed
Entrances, lobby areas, hallways and restrooms	Disinfect all high-touch areas	Daily
Lobby Areas	Sweep, mop, vacuum carpets/walk-off mats, remove trash, wipe down furniture, clean glass entry doors, police exterior entrances	Daily
Hallways	Sweep, mop, auto scrub, buff floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Lecture halls	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Offices/Cubicles	Spot clean, dust	As needed
Offices/Cubicles	Remove trash and recycling	Weekly/as needed
Stairwells	Disinfect handrails and doorknobs	Daily
Carpeted floors	Vacuum offices, suites, office cubicles	Weekly/as needed
Carpeted floors	Vacuum public spaces, hallways, carpet classrooms, conference halls, lecture halls	Bi-monthly/as needed
Carpeted floors	Shampoo private offices, suites or cubicles	As requested with funding
Carpeted floors	Shampoo public spaces, hallways, carpeted classrooms, conference classrooms, lecture halls	Annually
Tile floors	Dust, damp mop, spot mop	Daily
Tile floors	Strip, wax, buff	Annually
Whiteboards/ Chalkboards	Erase and wash	Weekly

Cardboard Removal: *Originating department is responsible for breaking down all cardboard and neatly stacking by recycle container in area. A work ticket should be submitted for coordinated pickup.*

Communication Protocols

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. Employees must comply with distancing markers where displayed.

Examples of signage can be found on the University's Restart Website at adelphi.edu/restart and in the University's Master Restart Plan. Some signs are available for download and posting by departments, as needed.

Communication Procedures for Positive COVID-19 Cases and Contact Tracing

We recognize the unfortunate likelihood that a member of our community on-campus will test positive for COVID-19. In this scenario, the following procedures will be followed:

- If you test positive any time after returning to campus, please contact Health Services and Human Resources and do not return to campus until cleared to return to work by your physician.

- All employees determined to be at risk for exposure as confirmed through contact tracing will be informed of their need to self-quarantine during the CDC-defined time period of contagious spread.

- The identity of the infected individual will be kept confidential in accordance with health regulations.

- There will not be a campus-wide announcement.

- The workspace and surrounding office spaces will be appropriately cleaned and disinfected prior to the next work day.

Mental/Emotional Well-being

Personal Assistance

Personal counseling is available to offer emotional support during this 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 use this service seven days a week, 24 hours a day, by contacting the Cigna Employee Assistance Program (EAP) by calling 877.622.4327 or visiting myCigna.com. (Register or log in, click on Coverage at the top of the page, then select Employee Assistance Program (EAP) in the drop-down menu.) You do not have to be a Cigna medical plan participant to utilize these services, which are provided confidentially and free of charge.

Healthy Adelphi

Adelphi is committed to supporting your overall health and well-being. Visit the Human Resources website for more information and resources to offer support, manage stress and enhance your resilience.

The EAP can help with a range of issues, including:

- **Managing stress, relationship issues, depression and anxiety, or grief and loss,** with up to six in-person sessions with a counselor in your area, as well as video-based sessions

- **Legal matters,** with a 30-minute consultation with an attorney, in person or by phone (employment-related legal issues are not covered)

- **Financial counseling,** through a 30-minute telephone consultation with a qualified specialist on topics such as debt counseling or planning for retirement

- **Parenting resources,** including referrals for child care providers, before and after-school programs, camps, adoption organizations, child development, prenatal care and more

- **Eldercare assistance,** through referrals to resources including home health agencies, assisted living facilities, social and recreational programs, and long-distance caregiving

- **Pet care**, with tips for resources and referrals for pet sitting, obedience training, veterinarians and pet stores

- **Identity theft,** through a 60-minute consultation with a fraud resolution specialist

- **Crisis management**

Please feel free to reach out to the EAP directly, or contact the Office of Human Resources at 516.877.3221 or ext. 3229 with any questions.

Policies

We have new policies and changes to existing policies and practices related to COVID-19.

- **Vacation Carryover Policy**
  https://operations.adelphi.edu/catalog/vacation-carryover-covid-19/

- **Stay At Home Policy**
  https://operations.adelphi.edu/catalog/stay-at-home-sick-policy/

- **Short Term Disability (STD) Leave Policy**
  https://operations.adelphi.edu/catalog/short-term-disability-std-leave-policy/

- **COVID-19 Leave Policy**
  https://operations.adelphi.edu/catalog/covid-19-leave/

- **ADA Accommodation Policy**
  https://operations.adelphi.edu/catalog/ada-accommodations/

- **Accommodations for Religious Holidays**
  https://operations.adelphi.edu/catalog/religious-holidays/

Training Resources

Essential Policy Training for Deans, Chairs and Department Heads

Deans, chairs, department heads, managers and supervisors received training over the summer to guide employees who are concerned about returning to campus or who are vulnerable to COVID-19? The objectives of the training were to:

- Inform AU managers of new policies and changes to existing practices related to COVID-19.

- Provide guidance on how to answer the most frequently occurring questions from employees.

- Ensure both managers and their employees know who to ask to get assistance with questions about Americans with Disabilities (ADA) accommodations.

Learning and Development

For more information about training and development, please contact the Office of Human Resources at humanres@adelphi.edu or 516.877.3220.

Three Ways to Be More Adaptable During Difficult Times

https://learning.linkedin.com/blog/linkedin-learning-resources/3-ways-to-be-more-adaptable-during-difficult-times

21 New Skills You Can Now Learn on LinkedIn Learning

https://learning.linkedin.com/blog/whats-new/4-27-21-new-skills-you-can-now-learn-on-linkedin-learning

Productivity and Happiness Under Sustained Disaster Conditions

By now, many people are slowly coming to terms with the idea that the COVID-19 crisis may continue for months and create a radically changed world. That realization is understandably distressing, given the prospect of prolonged physical distancing, rising death tolls, and serious economic decline. How you feel today is not how you will feel in a month, or a year — even if the crisis continues. At this early stage, all we can see are the walls, the restrictions, the losses. But there is light between those walls.

https://www.chronicle.com/article/ProductivityHappiness/248481

15 Questions About Remote Work, Answered

How should leaders, managers and individual workers shift to remote work in the midst of the coronavirus pandemic? In this edited Q&A, Tsedal Neeley, a professor at Harvard Business School, offers guidance on how to work productively at home, manage virtual meetings, and lead teams from a distance.

https://hbr.org/2020/03/15-questions-about-remote-work-answered?referral=03758&cm_vc=rr_item_page.top_right

Top Working from Home Tips from Around the World

With challenges like sharing work spaces and managing mental health, working from home during a pandemic is uncharted territory. Here are some tips for maintaining productivity and sanity.

https://www.bbc.com/worklife/article/20200417-top-working-from-home-tips-from-around-the-world

Leading Your Team Past the Peak of a Crisis

Organizations with a people-first culture can succeed by paying attention to three things: establishing clear accountability in the leadership ranks; developing a nuts-and-bolts, collaborative plan for getting through the crisis; and putting a separate group in charge of defining the "new normal," when the worst is over.

https://hbr.org/2020/04/leading-your-team-past-the-peak-of-a-crisis

Remote Work Trends to Guide High Performance

COVID-19 has created what *Time* magazine called "the world's largest work-from-home experiment." It is teaching leaders who were not on board with off-site work that operations can be just as productive as ever—though it takes time and patience to reorient managers to get high performance from a remote team. To sustain high employee performance, leaders should learn what Gallup has uncovered in 12 years of studying remote work.

https://www.gallup.com/workplace/309170/remote-work-trends-guide-high-performance-during-covid.aspx

If you have any questions about the guidelines included in this document, please talk with your supervisor or manager. If you have concerns about compliance with any of these guidelines, please contact Michelle Glover-Brown, director of Environmental Health and Safety, at mglover-brown@adelphi.edu or Jacqueline Concepcion, assistant director of Student Health Services at healthandwellness@adelphi.edu.