

RETURN TO ON-CAMPUS WORK PLAN

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Introduction

The health and wellbeing of our faculty, staff, students, and the local community are our top priorities. We appreciate the collective efforts by the staff and faculty to support the University's mission.

Return to On-Campus Work

Colgate's plan for a gradual return to on-campus work will begin after June 27 in compliance with the New York State phased reopening plan.

There will be cases in which departments return portions of their workforce to campus or rotate personnel to reduce density. **Supervisors, department chairs, and program directors will provide employees with specific dates and instructions**, and when possible, notifying individuals at least two weeks in advance of a specific department's return to on-campus work. [Department Checklist](#)

In keeping with state regulations and guidance from the U.S. Centers for Disease Control and Prevention (CDC), the University will implement a series of initiatives to help safeguard the health and well-being of everyone on campus. These measures are only as strong as our collective commitment to community public health, and we thank everyone in advance for adhering to the measures to ensure their effectiveness.

Health Education

Before returning to campus, all faculty and staff members must complete the online training program developed by the Emergency Operations Center (EOC). Employees already working on campus should proceed as soon as possible with this health education training. Completion of health education training will be monitored through the Office of Human Resources. The training can be accessed through Google Classroom on your web browser. Click the + icon to join a class and enter the course code.

Remote Work Agreement

Some employees may not be able to return to campus on their return date. Supervisors, department chairs, and program directors will work with individuals who need to continue to work remotely. The Office of Human Resources and the Emergency Operations Center have created an agreement that covers protocols related to continued work from remote locations. Supervisors and employees will collaborate to complete and submit this agreement. Guidelines for remote work and work-related accommodations in the academic division will be sent directly to faculty members from the Office of the Provost and Dean of the Faculty Office. [Remote Work Agreement](#)

Personal Protective Equipment

All employees will be required to wear a face covering in environments where physical distancing of at least 6 feet is not possible. The University will distribute two face coverings to each employee for this purpose, per CDC and OSHA guidance. Face coverings will be available at the Campus Safety Department when you arrive on campus. Please be mindful of the need for 6-feet of social distancing if there is a line. Employees may also wear their own face coverings, provided they comply with [CDC Guidance](#).

On-Campus Work Schedule

Moving forward, it is important for the University to record faculty and staff members' dates of on-campus work accurately and consistently so that it can make appropriate plans for building cleaning and maintenance, health education, contact tracing, and other factors that help to promote the health and safety of all community members. Each month, employees will be asked to fill out this [On-Campus Work Schedule Form](#) that notes the days on which they will work on campus.

Daily Health Survey

Each and every day working on campus, either prior to or immediately upon arrival to campus, employees are asked to fill out [Confidential Health Survey](#). This survey checks for symptoms of or exposure to COVID-19. There are three methods for employees to perform a daily temperature check: at home, upon reporting to work in targeted departments, or at established screening stations across campus. Aggregated information from this form will be accessed by a newly formed Health Analytics Team, which will continuously evaluate numerous data points related to Colgate's return to on-campus operations to ensure that public health measures in place are effectively containing any spread of COVID-19.

The Health Analytics Team includes staff members from the human resources department, Student Health Services, facilities management, ITS, EHS, athletics, the dean of the faculty division, and the dean of the college division.

Supervisors, department chairs, and program directors will not see answers to their employees' specific questions, but they will be able to see whether or not the form has been completed. Only HR staff and University health professionals will have permission to see all survey answers.

Working From Home Policy

Throughout the coming months, employees may still need or be required to work from home, as appropriate.

Certain University positions may be deemed essential — a designation that can change over time — requiring the employee to be physically present on campus for business continuity purposes or to provide essential services. Employees will be notified if they are to work from home or if their presence is required on campus. Any arrangements that involve personal medical or family care should be determined in collaboration with the supervisor and human resources. Some examples of working-from-home arrangements are:

- Mandated by executive order or University leadership
- A sick family member that requires care
- Self-isolation and/or ordered quarantine
- Dependent care/school closure
- Personal high-risk situations (age, medical issues, etc.)

In all cases, employees who work from home must follow the [Remote Working Technology Guide](#) for Employees. All materials must be stored in a safe and secure location, and all work must be performed in a secure manner as outlined in the guidelines. These arrangements should be documented with a Remote Work Agreement, which should be obtained from and signed by a supervisor

Managing Expectations for Ongoing Operations

The campus community must continue to practice fiscal prudence. In order to protect the University's economic well-being, the following policies have been enacted.

General Operations

- No casual wage, summer, or student hires without pre-authorization. Every effort should be made to reduce unnecessary expenses. Departments that feel they have a need that supports an essential function and it cannot be performed by an underutilized staff member must submit a justification to human resources, detailing the need and cost, that will be vetted with the senior adviser and/or SVP for finance and administration for approval.

- Positions, if approved, may have a delayed start date. Position requests continue to be sent to the AVP for HR, with decisions being made by the SVP for finance and administration, in consultation with the senior adviser and the area VP. Prioritization will be required.
- Departments may only make essential purchases.
- Operating budget funds must only be used for necessary University needs. Purchasing items and or making donations to the community is strictly prohibited, even with restricted funds.
- Overtime needs prior approval from the dean/VP or designee.
- Employees who perform duties that may be considered outside their normal job description should make every effort to perform these duties during their normal hours of compensated work. Employees will not be eligible for extra payments (stipends or OT) for these duties, without prior approval from the VP and HR.
- Aside from equipment purchases already approved to help manage the COVID-19 health crisis, any equipment purchases greater than \$2,500 will need prior approval from finance and administration.
- Only order supplies and materials that are absolutely necessary to maintain business continuity.
- Departments should not be ordering their own personal protective equipment (PPE), cleaning/disinfecting supplies, or infection control devices such as sneeze guards. Acquiring all of these needed items is being coordinated by the Purchasing Department, and anyone with questions or additional needs should contact purch@colgate.edu.
- All individual business-related airline and train travel must be processed through Christopherson Business Travel (CBT), the University's preferred provider.
- Departments and individuals should review the necessity of subscriptions and professional memberships.
- University-sponsored international travel is prohibited and domestic travel for faculty, staff, and students should not be planned until further notice.

Event and Meeting Guidelines

Keeping in mind our overall goal to safeguard the health and safety of our faculty, staff, students, and the local community, these continued precautions related to events, meetings, and all other in-person gatherings must be followed:

- No food at events until further notice.
- Choose venues that allow for safe social-distancing practices and/or plan for hosting events remotely.
- Ensure all contracts specify cancellation terms due to the actual, anticipated, or potential impact of the COVID-19 pandemic. No forward-looking contract should involve significant cash outlays that cannot be pulled back with minimal impact to the University.
- Prioritize inviting guests that minimize the risk of disruption. This is a good year to feature Colgate's faculty (utilize as much in-house talent as possible).
- Unless the event is funded from discretionary restricted sources, upfront fees/commitments to guests should be minimized if not eliminated until further notice.
- Avoid meeting in person by continuing virtual meetings whenever possible.
- If and when in-person meetings and events of ten or more people may resume, event organizers must place EMS reservation requests for gatherings of ten or more people at least one week in advance and must place EMS reservation requests for gatherings of fifty or more people at least two weeks in advance. This will trigger a reservation process, managed by a new Event Safety Group, which will provide advice on how to conduct their event safely. (See below for more information on our proposed event safety group.)
- Require staff members to reserve spaces on EMS, Colgate's room scheduling software, for student events instead of allowing students to reserve space directly. (Since students have reserved spaces on EMS directly in past years, this will require more support from staff members, particularly in the Center for Leadership and Student Involvement. This measure is in place to manage public health considerations for student events earlier in the planning process and to facilitate the overall reduction of large gathering events.

Event Safety Group

The Event Safety Group, comprising staff in the Center for Leadership and Student Involvement, Office of Conference Services and Summer Programs, university events office, athletics, and admission, will answer questions from staff charged with planning events, organizing information sessions, setting up meetings, etc. The group will advise on best practices for conducting various types of gatherings safely.

When EMS schedulers receive reservation requests for spaces that can accommodate gatherings of 10 or more people, they will notify a member of the Event Safety Group, who will reach out to the event organizer to ensure that they have considered various concerns and are taking appropriate steps to promote health and safety. The EMS scheduler will not confirm the reservation request until a member of the Event Safety Group confirms that the event organizer has addressed several concerns, including the following:

→ **Event size**

- Reduce in-person attendance and/or offer virtual options whenever possible without compromising the integrity of the event.
- Eliminate or modify events that would require in-person contact.
- Use a ticketing system to confirm attendance in anticipation of changing governmental restrictions on large gatherings and the need to notify attendees about guidelines and recommendations.
- Consider assigned seating to confirm attendance limits and to avoid guests switching seats and increasing exposures after breaks.

→ **EMS reservations**

- Reserve a space that's large enough for attendees to practice social distancing. Depending on current guidelines, the nature of the event, and room setups, this could mean selecting rooms that could normally fit double or even triple your anticipated attendance. The Event Safety Group will stay up to date on current government guidelines to provide support to event organizers.
- Increase reservation times to allow for additional cleaning and disinfecting before and after events.

→ **Attendees and travel**

- Avoid bringing speakers to campus entirely and allow participants to participate virtually when possible. (By reducing travel, we will also reduce expenses and potential exposures.)
- Avoid hosting events that are open to participants from outside the Colgate community, including students from other universities. This restriction includes events planned by student organizations.

→ **Finances**

- Budget for extra expenditures related to cleaning and sanitation, including extra custodial costs, hand sanitizers when bathrooms aren't immediately accessible, etc.

→ **Dining and rentals**

- Note that food is not allowed at meetings or events until further notice. For example, employees should not host any business lunches or plan any events around meals. If and when those restrictions are lifted, dining will be limited to pre-boxed or made-to-order meals instead of buffets. Also consider using disposable plates and cups instead of reusable items.
- Avoid deliveries when possible and specify specific times when it's not possible.

Members of the Event Safety Group will also be responsible for tracking best practices at other institutions and updating their advice accordingly with changing government restrictions and guidelines.

Faculty support for research and teaching

Research Council discretionary and publication grants: Faculty should make requests only for resources that are critical and time sensitive to advancing their research agenda. Priority will be given to pre-tenure faculty in the tenure stream. The Office of the Provost and Dean of the Faculty will be providing a second level of approval.

Faculty Development Council discretionary grants: Faculty should make requests only for resources that are critical and time sensitive for professional development for teaching and pedagogy or for course development. Priority will be given to pre-tenure faculty in the tenure stream. The Office of the Provost and Dean of the Faculty will be providing a second level of approval.

Research Council student wage grants: No student wage grants will be approved until students are back in residence.

Endowed Chair research funds: Research funds will initially be set at \$2,250 (50% of normal allocation). Endowed chair holders will be directed to only use these resources for expenses that are time-sensitive and critical to advancing their research agenda.

Conference attendance: Until further notice, there should be no new commitments to attend conferences unless they can be canceled without penalty or the conference will take place virtually.

Research Council major grants (including Picker grants), Faculty Development Council major grants, and Picker Interdisciplinary Science Institute grants: Given the extraordinary circumstances of the COVID-19 environment, faculty with these grants can request a one-year extension.

External grants: Faculty members should be encouraged to explore no-cost extensions if current research has been stalled due to the pandemic.

Unspent allocations of funding in the current year will not be rolled over to 2020–21.

Health Analytics Team

In order to analyze the effectiveness of our Return to On-Campus Work Plan and to be proactive in dealing with potential outbreaks, the Health Analytics Team will focus on and be accountable for monitoring data points as outlined in the plan.

The Health Analytics Team will:

- Create and monitor health education training for staff on campus.
- Monitor trends of Health Screening daily results, working with supervisors to ensure the system is working appropriately and request feedback for improvements.
- Develop other monitoring factors that will be needed as students return to campus.
- Monitor cleaning, disinfectant, and PPE supply rates, in coordination with facilities.

Return to Campus Planning Checklist for Departments

See further information on departmental plans for a return to on-campus work. [Department Checklist](#)

On-Campus Health and Safety Guidance

How to avoid infection:

- 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, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Hand sanitizer stations have been installed at the primary entry/exit of each building as well as at large, indoor gathering spaces.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain six feet between the person who is sick and other household members.
- Keep at least six feet of distance between yourself and other people outside of your home.
- Do not gather in groups — stay out of crowded places and avoid mass gatherings.
- Cover your mouth and nose with a cloth face cover when around others — the cloth face cover is not a substitute for physical distancing.
- Cover coughs and sneezes.
- Clean *and* disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

Physical Distancing

- Employees should maintain 6 feet of physical distancing at all times. Masks must be worn if 6 feet of distancing is not possible.
- Continue to hold meetings via Zoom whenever possible.
- Use noncontact methods of greeting rather than shaking hands.
- Avoid using other workers' phones, desks, offices, work tools, and equipment when possible.

Contact Tracing

As necessary, contact tracing will be conducted in coordination with the Madison County Department of Health.

Standards of Cleanliness

Departments will develop procedures for ensuring that shared kitchen, coffee, water areas, and other common areas are cleaned. Facilities will not be available to do this multiple times throughout the day.

Employees are expected to clean and sanitize their own work areas each day and as appropriate between visitors. Departments will be provided with cleaning supplies for desk and shared-space cleaning. Each department will determine a designated point person who will be responsible for reordering supplies through an online process with facilities. Departments should not purchase these supplies.

Find information on Colgate's campus cleaning protocols at www.colgate.edu/clean.

If You Do Not Feel Well

- Do not come to work
- Contact your supervisor so they are able to address staffing concerns. (You do not need to disclose your personal medical condition to them)
- Seek appropriate medical care.

If you are concerned you may have COVID-19:

- Contact your primary care provider
- If you do not have a primary care provider, consider evaluation through an urgent care center close to home; call first, do not just walk in.
- SUNY Upstate has a very helpful COVID-19 Emergency line at 315-464-3979. They will be able to help guide your next steps.

If an employee tests positive for COVID-19:

- Colgate requests that they notify their supervisor or HR so that appropriate work accommodations can be made and contact tracing can be started.
- An employee who tests positive for COVID-19, who is diagnosed with COVID-19 but not tested, or who has symptoms consistent with COVID-19 but who does not seek medical care may return to work when:
 - At least 3 days have passed since resolution of fever without fever-reducing medication.
 - Their respiratory or other symptoms have improved.
 - It has been at least 10 days since their symptoms first appeared.
 - If someone has tested positive for COVID-19, they must be given clearance by the Department of Health for a return to work.
 - The individual may also be required to provide a fitness for duty certification from their health care provider.