



Fall 2021
Campus Guide

Introduction

These guidelines were created for Sarah Lawrence faculty and staff, to clarify what is expected as we begin to prepare for the fall 2021 semester.

Our priority is to protect the health and safety of all members of our community. All faculty and staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document.

Predicated on what we know and can reasonably anticipate in terms of the state of the pandemic and the trajectory of vaccinations, the College plans to return to primarily in-person engagement in the fall of 2021. While we expect most students to return to campus, for those whose circumstances make it impossible to join us, a selection of classes will be offered online. As a result of the anticipated increase in students living and learning on campus, the vast majority of our classes will resume in person and offices will return to greater staffing levels in support of this re-densification. While some faculty will teach exclusively online, only those requiring bona fide medical accommodations may be exempt from working on campus in any capacity with students (either in full classes, small groups or for individual conferences.)

As we anticipate a resumption of greater of operations on campus, all College offices will be required to have appropriate staffing levels to meet the needs of students and the broader campus community. Individual staff work arrangements may vary based upon differences in individual positions, office needs and departmental processes, and may differ from area to area. Staff should consult with their supervisor with questions about returning to more regular on-campus work.

The policies outlined in this Guide are based on current Centers for Disease Control (CDC) and New York State guidance, and are subject to change based upon evolving public health conditions and the impact of COVID-19 vaccinations on the community. The College will update faculty and staff in the coming weeks and months if there are substantive changes to any of the policies outlined in this Guide.

The College recognizes that many of our classrooms cannot accommodate full in-person class gatherings with New York State's current six-foot required physical distancing. As we plan for the fall semester, and as more members of the community are vaccinated, we are hopeful and planning under the assumption that New York State will update its physical distancing requirements so as to permit for the option of full classes to meet in-person on campus. If New York State does not change this requirement, or adjusts the requirement to three-feet of physical distancing, there will be a limit to the number of in-person classes that our campus facilities are able to accommodate. Other scenarios that will be considered in this situation include adjusting of teaching schedules to stagger use of available spaces on campus, the possibility of the College securing additional large spaces for instruction nearby, and some number of courses meeting online, with individual and small group meetings occurring on campus, in compliance with physical distancing rules.

NOTE: All links to MySLC forms and policies embedded in this guide may require log-in.

Guidelines for Working on Campus

Sarah Lawrence College is pleased to provide faculty and staff with this comprehensive guide to what to expect for on-campus operations and institutional policies for the fall 2021 semester. All faculty and staff are required to adhere to the following guidelines for working on campus. Failure to do so puts the entire community at risk and may result in disciplinary action.

While we are encouraged by the significant progress made in the development of vaccines and therapeutics for COVID-19, and expect that these developments will allow for increased density of faculty and staff on campus, this guide provides important information about specific COVID-19 precautionary measures that will remain in place this fall.

Faculty and staff returning to work on campus must complete a [Return to Campus Expectations Agreement](#).

COVID-19 Vaccination

As of April 6, 2021 all members of the Sarah Lawrence community are eligible to receive a COVID-19 vaccine. Appointments for vaccination are available through [New York State](#) and [New York City](#). Anyone working in New York State is eligible for vaccination in NY, regardless of where they live.

The College will require vaccination for all students who plan to live on or commute to campus this fall, with exceptions for religious or medical reasons.

The College is continuing to monitor federal and state guidance for employer regulations regarding vaccination for employees, which continue to evolve. **We strongly urge all employees to be vaccinated for COVID-19 before the fall 2021 semester** (after appropriate medical consultation) and will provide paid time off from work in order to accommodate vaccinations that must be scheduled during an employee's regular shift. Employees who feel unwell after receiving the vaccine may use sick leave to remain home. **Employees should anonymously report their vaccination on [MySLC](#).**

COVID-19 Testing

We anticipate that there may be a continued need for periodic on campus testing for students, faculty and staff this fall. If this is the case, the College will provide periodic on-campus, free COVID-19 testing for faculty and staff at intervals to be announced throughout the fall 2021 semester.

The College reserves the right to institute mandatory testing of faculty and staff if campus or local conditions warrant such action.

Self-Monitoring

While this is not yet confirmed, we anticipate that, as was the case last academic year, all members of the College community will be required to confirm that they do not have signs/symptoms of COVID-19 before coming to campus each day. COVID-19 Daily Symptom Tracker is completed by using the College's

symptom assessment form located on [MySLC](#). According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

For the most up-to-date information on COVID-19 symptoms, check the CDC's website:

<https://www.cdc.gov>.

Upon completion of the COVID-19 Daily Symptom Tracker, employees will be provided either a 'campus pass' on their device or appropriate guidance in accordance with their answer selections. Employees who do not obtain a 'campus pass' will be cleared to return to campus after a consultation with their health care provider, or when they are able to successfully obtain a 'campus pass' by completing the daily symptom tracker. Employees may be required to display their "campus pass" to access food service at Bates Dining Hall and the Barbara Walters Campus Center.

Physical Distancing

The College is closely monitoring CDC and New York State guidance on physical distancing requirements within the workplace. In particular we anticipate receiving additional information in the coming months about the impact of vaccination on the need for physical distancing in workplaces and college classrooms.

At this time, the College's policy on physical distancing is as follows:

- Whenever possible, physical distancing is required. Current guidelines for physical distancing include:
- Staying at least six feet (about two arms' length) from other people. Observe the six-foot distance at all times unless your job requires physical spacing closer than six feet. Face coverings must be worn at all times in shared spaces including hallways;
- Do not gather in groups;
- Stay out of crowded places and avoid mass gatherings;
- Observe all signage for directions, elevator use, and room capacity.

The College recognizes that many of our classrooms cannot accommodate full in-person class gatherings with New York State's six-foot required physical distancing. As we plan for the fall semester, and as more members of the community are vaccinated, we are hopeful that New York State will update its physical distancing requirements so as to permit for the option of full classes to meet in-person on campus. If New York State does not change this requirement, or adjusts the requirement to three-feet of physical distancing, there will be a limit to the number of in-person classes that our campus facilities are able to accommodate. Other scenarios that will be considered in this situation include adjusting of teaching schedules to stagger use of available spaces on campus, the possibility of the College securing additional large spaces for instruction nearby, and some number of courses meeting online, with individual and small group meetings occurring on campus, in compliance with physical distancing rules.

Face Coverings

Despite significant progress in vaccinations, the College anticipates requiring that all community members, regardless of their vaccination status, wear face coverings in the fall 2021 semester. Face coverings will protect others in case you're infected with COVID-19 but do not have symptoms (and protect you for the same reasons). Remember, you can spread COVID-19 even if you do not feel sick or have symptoms.

- Sarah Lawrence will provide **two washable, cloth face coverings** for employees newly returning to campus in fall 2021. You can also wear your own face covering (you do not need to use those provided by Sarah Lawrence). It is recommended that you bring your own to conserve supplies.
- Face coverings must be worn by anyone working on campus and in public settings (e.g., common work spaces, meeting rooms, classrooms, buses/shuttles, etc.).
- Face coverings must be worn in common spaces even if you are the only person in the space.
- Face coverings must be worn in both indoor and outdoor settings.
- You may only remove your face covering if you are alone and in a private space (such as a private office).
- The face covering is not a substitute for physical distancing. You must attempt to stay at least six feet away from others, even if you are wearing a face covering.
- Do not forget to bring your face covering to work. You will not be permitted to stay on campus without one.

Those who work in a lab or facility which requires the use of specialty masks (such as N95) should follow the proper protocols of the work unit.

Any changes to this policy will be guided by New York State Department of Health and CDC guidelines and will be communicated to all community members.

How to Care for and Use Face Coverings

Cloth Face Coverings Should:

- Fit snugly but comfortably against the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

Care, Storage, and Laundering of Face Coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings should be washed regularly (daily is recommended). Launder cloth face coverings with regular clothing detergent, dry them completely in a hot dryer, and store in a clean container or bag.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured), or visibly contaminated.

Hygiene and Hand Washing

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Sarah Lawrence will provide hand sanitizer stations throughout campus.

Remember to routinely wash your hands throughout the day using soap and water for at least 20 seconds—aim for 10 times per day. Avoid touching your eyes, nose, and mouth with unwashed hands.

Cleaning & Disinfecting

Cleaning Personal Spaces

Since the beginning of the COVID-19 pandemic, the College has implemented enhanced cleaning protocols in offices and shared spaces, and employees are expected to clean their personal work spaces after use (desks, doorknobs, phones, computer keyboards, etc.).

- Clean AND disinfect frequently touched surfaces daily.
- The following cleaning supplies will continue to be provided by Sarah Lawrence:
 - Sanitizing wipes OR disinfectant and paper towels (one bucket per employee)
 - Hand sanitizer (sanitizer stations will be available throughout campus)
 - Contact Campus Operations to schedule a time to pick up your personal cleaning supplies.

Cleaning & Sanitization of Common Areas

High traffic common areas will be cleaned and disinfected by ABM on a daily basis. This will include cleaning high-touch surfaces such as building entryways, elevators, etc. Each night, classrooms, congregate areas, and restrooms will be disinfected. All classrooms will be outfitted with cleaning wipes for use between classes or meetings.

What to do if Symptoms Develop

If any symptoms develop, you must:

- Complete the [COVID-19 Daily Symptom Tracker](#);
- Stay home (do not report to work; go home if you are at work). Staff can use sick leave for this purpose;
- Contact the local Department of Health and/or your primary care physician to determine the appropriate course of action.

If you Test Positive for COVID-19

If you are directed to get a test after calling the Department of Health or your physician and you test positive for COVID-19, you will be advised of next steps by your provider.

Employees who develop symptoms associated with COVID-19 or who test positive for the virus will not be permitted to return to campus until they have demonstrated that they have recovered, consistent with Centers for Disease Control Guidance:

- At least 10 days have passed since symptoms first appeared (if you had symptoms) OR, if you were asymptomatic, 10 days have passed since you tested positive, and
- At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., cough, shortness of breath, etc.)

Isolation or Quarantine Status

If you are instructed to isolate or quarantine, you must stay home. See the “Using Sick Leave” section of this guide. If you feel well enough and are able to do so, you may work remotely if your position at the College allows for this option. **Per New York State guidance, individuals who are fully vaccinated are not required to quarantine due to COVID-19 exposure.** These individuals must closely monitor their health and should any symptoms consistent with COVID-19 develop, they should remain home from work and get tested immediately. Employees will be required to provide proof of vaccination in order to be exempt from quarantine requirement.

Contact Tracing

Sarah Lawrence will utilize the New York State Department of Health Contact Tracing system for its employees. Contact tracers will:

- Track and call the contacts of anyone diagnosed with COVID-19

- Determine exposure and assess symptoms
- Refer for testing according to established protocols
- Provide instructions for isolation or quarantine
- Contact tracers are legally required to comply with all regulations regarding confidential and personal information. As a part of this process, you may be required to provide a baseline list of close contacts with whom you regularly work at Sarah Lawrence (faculty, staff, or students). In the event of illness, you will be asked to develop a close contact list specific to the relevant period. A close contact is defined as anyone who has been within six feet of a person for 10 minutes or more in 48 hours prior to a positive COVID-19 test and/or when symptoms first appeared.

Workplace Scenarios

Transportation, Campus Shuttles & Sarah Lawrence Vehicles

If you take public transportation, be sure to follow CDC and New York State guidance on how to do so safely. As more of the general population becomes vaccinated for COVID-19, this guidance may change. Please refer to the [CDC website](#) for the most up-to-date guidance.

The College plans on continuing the Campus Safety Shuttle Loop this fall semester, and hopes to be able to expand this service to Bronxville train station during specified times.

Use of Sarah Lawrence Vehicles

There may be limitations placed on the number of individuals who are permitted to ride in a Sarah Lawrence SUV or car at one time. More information will be forthcoming on this.

Working in Office Environments

Based upon current CDC and New York State guidance, employees should anticipate that while working in an office environment, physical distancing and face covering will be required in all shared spaces.

The College will continue to assess work environments and evaluate public health guidance to institute measures to physically separate and increase distance between employees such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where people should stand.
- Signage has been developed by Sarah Lawrence to promote physical distancing.
- If more than one person is in a room, face coverings must be worn at all times.
- Face coverings should be worn in any shared space, even if there is only one individual working in that space at a given time.
- Face coverings should be worn by any staff in a reception/receiving area.
- Face coverings should be used when inside any facility where others are present, including walking in hallways where others travel and in break rooms, conference rooms, and other meeting locations.

Using Elevators

- Use the stairs whenever possible.
- If you must use the elevator, avoid touching the elevator buttons with your exposed hand/fingers.

- Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.
- Follow any instructions, signage, or decals that are posted about using the elevators, such as how many individuals may be in the elevator at one time and where you should stand directionally.

Ventilation Systems

The College's Facilities Department has assessed ventilation systems in all campus buildings and **filters have been cleaned and/or replaced**. Filters will continue to be cleaned and/or replaced regularly according to use and manufacturer specifications. Window air conditioning units have filters replaced **every 3 to 6 months** depending on use. Air conditioning systems have been inspected to ensure maximum fresh air exchange.

In certain buildings, where applicable, a contractor has been engaged to **clean HVAC ducts**. This cleaning removes debris that can build up in HVAC duct systems. Also, where possible **filters have been upgraded to MERV 13** (Minimum Efficiency Reporting Value) or higher.

In addition to these measures, faculty and staff are encouraged to open windows in shared spaces to promote further exchange of fresh air.

Meetings

As we re-densify, and faculty and staff return to regular work on campus, many meetings will continue to be held virtually, and others will be held in-person. Appropriate public health mitigation measures will be taken for in-person meetings as mandated by NYSDOH and CDC requirements. This may include continued use of face coverings, capacity limits for group gatherings, and physical distancing.

Meals & Common Areas

- Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.
- While the College will have dining available for students, access to on-campus dining for faculty and staff may be phased in over the course of the semester. This will be contingent on New York State capacity limits and available use of facilities (such as Bates Faculty/Staff Dining Room).
- If you are eating in a meeting room or shared office space, anticipate the need to maintain six feet distance between you and others. Only remove your face covering in order to eat, then put it back on.

HR Policies for Faculty & Staff

The following HR policies apply to staff and faculty members who are returning to campus to work. Faculty members who have concerns about any of the issues below should discuss them with the Provost's office. Staff members with concerns should contact Human Resources.

Isolation and Quarantine Leave

Sarah Lawrence will provide up to ten days of sick leave for employees who test positive for COVID-19 or who are required to isolate due to COVID-19 exposure. Current New York State [Department of Health guidance](#) indicates that fully vaccinated individuals are not required to quarantine due to COVID-19 exposure, unless they become symptomatic. In that case that COVID-19 symptoms develop, the individual would be required to remain home and be tested for COVID-19.

Employees who are able to work remotely and are well enough to do so during isolation or quarantine will be provided with this option.

For faculty, the Provost's office will be the primary contact for these sick leave inquiries.

Individuals at Greater Risk for COVID-19 Complications

Consistent with the Americans for Disabilities Act and guidance from the Equal Employment Opportunity Commission (EEOC), an employee with an underlying medical condition putting them at greater risk for COVID-19 complications ([as defined by the Centers for Disease Control](#)) will be permitted to request a medical accommodation to help mitigate their risk.

In order for an accommodation to be granted, it must:

- Be reasonable in nature
- Enable the employee to perform the essential functions of their position

Examples of accommodations may include:

- Changing an employee's work schedule to limit potential COVID-19 exposure
- Modifying an employee's assigned work space (i.e., installing a protective shield, assigning an employee to a private office if one is available)
- Permitting a temporary remote work arrangement

Eligible employees may request an accommodation through Human Resources by submitting a [COVID-19 accommodation form](#), with detailed supporting medical documentation. Accommodations are not guaranteed, and will be considered depending upon the nature of the accommodation request and the essential functions of the employee's position at Sarah Lawrence. The College reserves the right to require further substantiating medical documentation in order to engage with the employee about possible accommodation options.

Children on Campus

Due to COVID-19, the College anticipates limiting the number of guests who are permitted on campus this fall. As a result, we do not anticipate permitting faculty and staff to bring children to work. Faculty or staff impacted by the closure of a minor child's school or day care should refer to the "Unable to Work Due to Personal Circumstances" section of this guide.

Unable to Work Due to Personal Circumstances

Staff and faculty who are temporarily unable to report to campus due to personal circumstances (such as a temporary closure of a minor child's school or day care) will be permitted to request a time-limited remote work arrangement. Individuals with such temporary arrangements must be able to perform the essential functions of their position without interruption while working remotely.

Employees who are experiencing personal circumstances resulting in the need for a leave of absence from work or a reduction in schedule should consult with Human Resources or the Provost's office.

Fearful of Coming to Work on Campus

Sarah Lawrence has put many policies and procedures in place to protect the health and safety of the community, and we will abide by the directions and recommendations of all public health authorities. We understand that despite these measures, some may remain fearful. If you are afraid to come back to campus:

- Talk to your supervisor to express your concerns.
- You will need to use vacation leave. Sick leave will not be extended for this purpose.
- You also have the option to go on unpaid personal leave for up to 90 days after your vacation leave is exhausted.
- If you have been diagnosed with a condition such as anxiety and receive a medical certification, FMLA may apply.
- If you need help, the [Employee Assistance Program \(EAP\)](#) provides a range of services to help with your emotional health.

Out-of-State Travel

Per New York State guidance, asymptomatic travelers entering New York from another country, US state or territory are no longer required to test or quarantine as of April 10, 2021. Quarantine, consistent with the CDC recommendations, is still recommended for all travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 during the previous 3 months. Symptomatic travelers must immediately self-isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing. For more information about COVID-19 related travel guidelines, visit the [New York State website](#).

Remote Work & Staggered Shifts

As the College returns to greater on-campus density, employees should work with their supervisor and senior staff member to determine appropriate staffing levels for offices. It will be important to ensure that all College offices have adequate staffing levels on campus, with the understanding that supervisors and senior staff should consider the following:

Continued implementation of rotating on-campus schedules for staff

- One week on campus / one-week remote work
- Two days on campus / three days remote work
- Three days on campus / two days remote work
- Etc.

Continued periodic or ongoing remote work arrangements

The College has developed an [official policy](#) which will govern the terms of remote work arrangements for staff. Supervisors who support an employee's request for a regular remote work arrangement should discuss the planned arrangement with their staff and complete the [Remote Work Arrangement Request/Checklist](#). The request form and checklist must be submitted to their senior staff member and the Vice President for Human Resources for review and approval. This form must be completed for any staff member who will be working a regularly-scheduled remote work arrangement.

Continued staggering of shifts

- 7 am – 3 pm
- 8 am – 4 pm
- 9 am – 5 pm
- 10 am – 6 pm
- 11 am – 7 pm

While some faculty will teach exclusively online, only those with bona fide medical accommodations may be exempt from working on campus in any capacity with students (either in full classes, small groups or for individual conferences.)

As we anticipate a resumption of greater on campus operations, all College offices will be required to have appropriate staffing levels to meet the needs of students and the broader campus community. Individual staff work arrangements may vary based upon differences in individual positions, office needs and departmental processes, and may differ from area to area. Staff should consult with their supervisor with questions about returning to more regular on-campus work.

IT Support

Some faculty/staff have found teleworking to be challenging because of technological obstacles. The College's Computer Loan Program is available to support in the purchase of hardware and software. Employees may also contact their supervisor or the Provost's office with requests for loaner equipment from the College.

Bias Incident Response

As stated in the College's Principles of Mutual Respect, racism and xenophobia have no place on the Sarah Lawrence campus or anywhere else. COVID-19 has affected various racial, ethnic, and socioeconomic groups differently, and has revealed, even more clearly, some of the ways that longstanding structural racism harms the Black, Indigenous and Latinx in this country. The pandemic has also predicated a steep rise in racially motivated violence and harassment aimed at Asians and Asian-Americans throughout the country. Racist and xenophobic acts are unacceptable and will not be tolerated at SLC.

We encourage members of the Sarah Lawrence community to report any incidents of bias that you witness or experience or contact DEI@sarahlawrence.edu or Humanresources@sarahlawrence.edu with questions about the reporting process. For more information about what constitutes a bias incident or hate crime please visit this page.

Training & Other Resources

Mandatory Training Modules

Faculty and staff returning to campus will be required to complete an [online training module](#) on COVID-19 transmission and prevention.

Emotional and Mental Health

The Employee Assistance Program (EAP) provides a range of services to help with your emotional health. EAP now offers telemental health services (telephonic and video-conferencing sessions and consultations) 24-hours a day. If you need assistance, visit the [MySLC](#) page with details about EAP.

Employee Checklist

All employees should review the checklist below to confirm that they have completed all required tasks in advance of the fall semester:

- Confirm plans for on-campus schedule with Provost, Supervisor, and/or Human Resources.
- Read the Sarah Lawrence Campus Guide
- Communicate the need for any special adjustments to your workspace to your supervisor
- Report your vaccination on [MySLC](#)
- Complete the [Campus Expectations Agreement](#)
- Complete mandatory [COVID-19 Online Training](#)
- Sign up for [Sarah Lawrence Emergency Notification \(RAVE\) system](#)

Staff requesting regular remote work arrangements must complete the following:

- Review the [Remote Work Policy](#) and speak with your supervisor about your request.
- Complete the [Remote Work Request Form and Checklist](#) with your supervisor and submit to senior staff and Human Resources for required approval
- Sign up for [Sarah Lawrence Emergency Notification \(RAVE\) system](#)

All employees requesting a medical accommodation due to increased COVID-19 risk must complete the following:

- Review the [COVID-19 Medical Accommodation Policy](#)
- Complete [Medical Accommodation Request Form](#) and return to Human Resources with supporting medical documentation

Note: Embedded links may require log-in to MySLC