

SARAH
LAWRENCE
COLLEGE

Return-to-Work on Campus Guide Spring 2021

Introduction

These guidelines were created to clarify for Sarah Lawrence College faculty and staff the expectations of any employee returning to on-campus activity as we begin to prepare for the spring 2021 semester.

No one should come to work on campus until they have confirmed their supervisor's approval (in the case of staff) **or the Provost's Office** (in the case of faculty).

Any staff or faculty member returning to work on campus **must read this guide and complete all necessary steps** in order to be permitted to return to campus in the spring 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.

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

Please retain this information for reference, but be aware that guidance may evolve.
Your health and safety are of the highest importance to Sarah Lawrence.
Thank you for your cooperation in helping keep our community safe.

Guidelines for Working on Campus

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.

Faculty and staff returning to work on campus must complete a [Return to Campus Expectations Agreement](#) and return it to the office of Human Resources.

Self-Monitoring

You must confirm that you do not have signs/symptoms of COVID-19 before coming to work each day. Your daily symptom self-check should be completed by using the College's required daily reporting mechanism, via 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 and include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell (without a stuffy nose)

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. For the most up-to-date information on COVID-19 symptoms, check the CDC's website: <https://www.cdc.gov>.

Upon completion of the daily symptom self-check, 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 check.

COVID-19 Testing

Faculty who work with students on campus and staff who work in student-facing positions are encouraged to receive a COVID-19 molecular diagnostic test before coming to campus. This COVID-19 test should be conducted within fourteen (14) days of the faculty or staff member's initial report to campus this fall. Examples of student-facing roles include:

- Health and Wellness staff
- Student Affairs, Residential Life and Student Engagement staff
- Residential Life staff
- Library staff

- Global Programs staff
- Deans of Studies
- Campus Safety staff
- Maintenance staff
- Campus Operations staff
- Other staff, as determined by the College

As was the case in the fall semester, the College will provide periodic on-campus, free COVID-19 testing for faculty and staff at increments to be announced throughout the semester. Employees enrolled in the College's health insurance coverage will be eligible to receive a COVID-19 screening test with their primary care physician with no out-of-pocket cost (deductibles and copayments will be waived). Employees who are enrolled in health insurance not provided by Sarah Lawrence will be eligible for reimbursement for any out-of-pocket costs for this voluntary baseline test.

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

Temperature Checks

At this time, with limited exception, Sarah Lawrence College will not conduct daily temperature checks at work locations. You are asked to self-monitor by taking your own temperature each day before reporting to work as a part of your regular daily symptom check.

NOTE: Any staff working in regular close proximity with others, including Campus Safety, may be required to **participate in daily temperature checks at the beginning of each shift.**

Physical Distancing

Whenever possible, physical distancing is mandatory. 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;
- Do not gather in groups;
- Stay out of crowded places and avoid mass gatherings;
- Observe all signage for directions, elevator use, and room capacity.

Face Coverings

Wearing a face covering will protect others in case you're infected but do not have symptoms. 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 who are reporting to campus. 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.

How to Care for and Use Face Coverings

Cloth Face Coverings Should

- Fit snugly but comfortably against the side of 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.

Putting on the Face Covering

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits **over the nose and under the chin**.
- Situate the face covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering.

Taking off the Face Covering

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, 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 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.
- If using a disposable face covering (not a cloth one), it is advised that it be replaced on a daily basis.

Covering Coughs and Sneezes

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.

Hand Washing

- 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.
- Wash your hands for 20 seconds throughout your work shift and before you leave to go home. Aim for washing your hands 10 times per day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Cleaning & Disinfecting

Cleaning Personal Spaces

While the College is implementing enhanced cleaning protocols in offices and shared spaces, employees are expected to clean their personal work spaces after use (desks, doorknobs, phones, computer keyboards, etc.).

- Clean AND disinfect frequently touched surfaces daily.
- If surfaces are dirty, clean them. For non-electronic devices use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

The following cleaning supplies will be provided by Sarah Lawrence:

- Bucket of sanitizing wipes
- Hand sanitizer (sanitizer stations will be available throughout campus.)

Contact Campus Operations to request your personal cleaning supplies.

Cleaning & Sanitization of Common Areas

Common areas will be cleaned and disinfected by ABM periodically throughout the day. This will include cleaning high-touch surfaces such as building entryways, elevators, etc. Each night,

classrooms, congregate areas, and restrooms will be sanitized.

What to do if Symptoms Develop

If any symptoms develop, you must:

- Complete the daily symptom self-check;
- 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 3 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); **and**,
- 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

Isolation or Quarantine Status

If you are instructed to isolate or quarantine, you must stay home. Staff may use sick leave for this purpose. If your sick leave is exhausted, additional sick leave will be provided. See “Using Sick Leave” 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.

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 wear a face covering before entering and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your face covering. Follow [local guidance](#) for the use of public transportation.

As a result of space restrictions, campus shuttles may not run regularly during the spring semester and may not be available to pick employees up at the train station, or for transport between campus facilities. More information will follow on the status of campus shuttles.

Use of Sarah Lawrence Vehicles

No more than two people may ride in a Sarah Lawrence SUV or car at one time. Each person must wear a face covering and the passenger must sit in the back seat to maintain physical distancing. Windows should be kept open as much as possible to promote maximum ventilation within the vehicle. Capacity for other Sarah Lawrence vehicles (vans) will be determined based upon the size of each vehicle.

Working in Office Environments

While working in an office environment, you should prioritize physical distancing (staying at least six feet away from co-workers). If possible, have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared work space/room.

The College will assess work environments and meeting rooms 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.
- Placing one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Signage has been developed by Sarah Lawrence to aid in 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 Restrooms

Use of restrooms will be limited based on size to ensure at least six feet distance between individuals. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

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.

Meetings

- Avoid convening in groups of any size, as this increases the risk of viral transmission.
- Whenever possible, meetings and communications with colleagues should be held using virtual collaboration tools (Zoom, telephone, etc.) rather than face-to-face.
- In person meetings and events may not exceed 25 people and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain six feet of separation for physical distancing requirements.
- Furniture will be moved or rearranged and visual cue marks added in meeting rooms to support physical distancing practices.

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 will be phased in over the course of the semester. As a result, individuals should plan to bring food or expect to obtain food from off-campus sites. We will continue to evaluate our food service capacity as the semester unfolds and further updates will be provided accordingly.
- If you are eating in a meeting room or shared office space, maintain six feet distance between you and others. Only remove your face covering in order to eat, then put it back on.
- Bring your own water and coffee, as shared coffee makers and water dispensers will not be available

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.

Using Sick Leave

For staff, you may use sick leave for the following reasons:

- You are in a vulnerable/high risk category (see below)
- You are living in the same household with someone who is in a vulnerable/high risk category
- You need to quarantine or self-isolate as a result of a known exposure to COVID-19
- You have tested positive for COVID-19 or have another illness

Sarah Lawrence will provide **up to two weeks** of additional sick leave for staff who exhaust their sick leave balance. Expanded Sick Leave may be used for staff who are ill due to COVID-19, considered vulnerable or with vulnerable family members in their home, or quarantined/isolated. Expanded Sick Leave does not apply to other health conditions.

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

Vulnerable Individuals/Those at Higher Risk

According to the CDC, older adults (aged 65 years and older) as well as people with certain conditions may have a higher risk for COVID-19 infection. These conditions may include:

- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Liver disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Compromised immunity

If you are unable to return to work on campus because you are in the vulnerable/high risk category OR you are living with an individual who is in a vulnerable/high risk category, you will need to use either sick or vacation leave. You may request an accommodation through Human Resources to be permitted to work remotely for a determined period of time. To request an accommodation, you must complete a [COVID-19 accommodation form](#) and submit it, with medical documentation, to Human Resources. **Employees who have a previously-approved a COVID-19 accommodation from fall 2020 will not required to submit new request forms/medical documentation for spring 2021.**

Unable to Work Due to Personal Responsibilities

- If you are unable to come to work due to personal responsibilities (such as lack of child care), you will need to use vacation leave.
- You also have the option to go on unpaid personal leave for up to 90 days after your vacation leave is exhausted. Employees who are able to work remotely and can do so effectively under their personal circumstances may request to do so.
- All requests for [remote work arrangements](#) and personal leaves of absence must be approved by supervisors and the office of Human Resources.

Fearful of Coming to Work on Campus

Sarah Lawrence is putting new policies and guidelines 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

In accordance with New York State and federal requirements, the College will not permit any employee to be on campus, who has recently returned from out-of-state (including international) travel, until they have completed a fourteen-day quarantine period. Governor Cuomo has added some flexibility to this policy for those returning to New York from other locations within the United States and/or from [CDC Level 2 or 3](#) countries. More information regarding this New York State policy is available [here](#). Staff and faculty who are able to do so, will be permitted to work remotely during this period of quarantine. Those unable to work remotely will be required to use vacation time or will be placed on unpaid leave for this period.

Remote Work & Staggered Shifts

As the College resumes on campus operations, 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 physical distancing/mitigation measures to reduce campus density:

- 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
 - For regular, ongoing remote work assignments a [Remote Working Agreement](#) must be completed and submitted to Human Resources
 - Employees who have a previously-approved remote working arrangement from fall 2020 will not be required to submit new request forms for spring 2021. The exceptions to this would be if campus conditions or employee performance have changed such that the College must re-evaluate a previously-approved telework arrangement.
- Staggering of shifts
 - 7 am – 3 pm
 - 8 am – 4 pm
 - 9 am – 5 pm
 - 10 am – 6 pm
 - 11 am – 7 pm
- On-campus teaching schedules for faculty will be adjusted to facilitate maximum physical distancing.

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 has no place on the Sarah Lawrence campus or anywhere else. COVID-19 has global implications that may affect individuals and populations differently and it is paramount we recognize the additional implications its spread has for members of our community. This pandemic also highlights decades of structural racism that exist within this country for Black, Indigenous, and Latiné people. The college will continue to do the work to change inequities that exist within the institution in partnership with [The Office of Diversity, Equity and Inclusion](#).

We encourage members of the community to report any incidents of bias that you may witness or experience contacting us at DEI@sarahlawrence.edu or Humanresources@sarahlawrence.edu.

Reassignment of Job Duties

Please be aware that if you are not able/not needed to perform your usual work duties, you may:

- Be reassigned at any time, within or outside your area of the College.

- Be expected to accept such reassignment unless you are unable to do so because of a qualified disability.
- Use sick leave or vacation leave as instructed by your supervisor or Human Resources if you are not able to be reassigned.

Training & Other Resources

Mandatory Training Modules

Faculty and staff returning to campus will be required complete an online training module on COVID-19 transmission and prevention. The [link for this training and log in instructions](#) can be accessed on MySLC. Employees are encouraged to complete this training as soon as possible, however a reminder will be forthcoming from the Office of Human Resources.

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.

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Employee Checklist

All employees returning to **full- or part-time work on campus** in anticipation of the fall semester must complete the following:

- Confirm approval to begin work on campus with Provost, Supervisor, and/or Human Resources
- Read the Sarah Lawrence Return to On-Campus Work Guide
- Communicate any special adjustments to your workspace to your supervisor
- Submit a completed [Return to Campus Expectations Agreement](#) to Human Resources
- Complete mandatory [COVID-19 Online Training](#)
- Sign up for [Sarah Lawrence Emergency Notification \(RAVE\) system](#)

All employees **with periodic or ongoing remote work arrangements** must complete the following:

- Confirm approval for ongoing remote work arrangement Provost, Supervisor, and/or Human Resources
- Complete [Remote Work Request Form](#) and secure required approval
- Sign up for [Sarah Lawrence Emergency Notification \(RAVE\) system](#)

Note: Embedded links may require log-in to MySLC.

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Return to Campus Expectations Agreement

I attest that I have read and understand the guidelines provided by the Sarah Lawrence College which detail expectations for faculty and staff who will work on campus beginning in the 2020-21 academic year.

I agree to comply with the policies and procedures outlined in the Sarah Lawrence College Return-to-Work on Campus guide.

I understand that failure to comply with public health and campus safety policies may result in my access to campus being revoked.

Employee Name (print): _____

Employee Signature: _____

Date: _____

SARAH LAWRENCE COLLEGE / ACCOMMODATION REQUEST FORM FOR COVID-19

Name: _____ ID Number: _____ Position Title _____

A. Questions to clarify accommodation requested. (Please attach additional pages if needed)

Do you, or someone with whom you reside, have a serious chronic medical condition(s) which creates greater risk for complications related to COVID-19? If yes, please confirm diagnosis and any treatment underway. If no, skip to next question.

Are you over the age of 65, and requesting an accommodation because your age puts you at greater risk for COVID-19- related complications?

Are you requesting to work remotely as your accommodation?

Is there another accommodation which you are requesting? If yes, please detail below.

B. Questions regarding job duties, functions & accessibility. (Attach additional pages if needed)

Provide a description of your current job duties.

What job duties do you perceive could be performed from home and how?

Do you have secure internet access and equipment necessary to perform your job from home?
Please specify below:

C. Certification and Signature

I certify that the information provided is true and accurate, and that I have submitted medical documentation to support my request, in the case of an underlying medical condition.

Date of Request

Signature

COMMENTS FOR HUMAN RESOURCES USE ONLY:

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Telework Request Form

Name _____ Title _____

Area _____ Supervisor _____

The work location of record continues to be at Sarah Lawrence College, located at 1 Mead Way, Bronxville, NY 10708. This remote working arrangement is subject to reconsideration after the declared nationwide emergency for COVID-19 has been lifted.

Number of days I would like to telecommute:

Please describe how you think your job responsibilities are suited for telecommuting:

Please describe what, if any, technology needs you have in order to successfully telecommute:

Supervisor or Provost

I have discussed the possibility of telecommuting with the above mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in his or her current position.

Supervisor/Provost Signature _____ Date _____

TELECOMMUTING APPLICANT

I have discussed telecommuting with my supervisor and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that telecommuting can be terminated at any time by Sarah Lawrence or me.

Telecommuting Applicants Signature _____

Date _____

HUMAN RESOURCES

Senior Staff Approval Secured

Yes No

Human Resources Approval Secured

Yes No