

SETON HALL
UNIVERSITY™

Return

||||| TO THE |||||

Workplace
Guidelines

Introduction

Thank you for your commitment to the health and well-being of the entire Seton Hall University community. The purpose of these guidelines

is to provide for the safe and effective return to campus for employees, including faculty, administrators and staff. The health and safety of Seton Hall University students, priests, faculty, employees and their families are of paramount importance.

All employees are to be familiar with these guidelines and comply with them for the benefit of themselves and our entire University community. Anyone who has questions or concerns about these guidelines or related University policies should contact the Department of Human Resources at humanres@shu.edu.

Seton Hall Pledge

Employees are to be familiar with and abide by the Seton Hall Pledge.

www.shu.edu/health-intervention-communication/seton-hall-pledge.cfm

Symptom Monitoring and Daily Checklist

Before any employee reports to work, they must review the COVID-19 Daily Checklist, www.shu.edu/health-intervention-communication/tracking-and-response.cfm. If you can answer NO to each item on the COVID-19 Daily Checklist, you should report to work.

TAKE THE SETON HALL PLEDGE

The COVID-19 Daily Checklist.

Please contact your health care provider if you have any of the symptoms below:

- | | |
|--|--|
| <input type="checkbox"/> Temperature of 100.3° F or higher | <input type="checkbox"/> Sore throat, congestion or runny nose
(excluding seasonal allergies) |
| <input type="checkbox"/> NEW cough | <input type="checkbox"/> NEW headache |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> NEW loss of taste or smell | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Muscle or body ache | |
| <input type="checkbox"/> NEW unexplained fatigue | |

The COVID-19 Daily Checklist also inquires whether:

- ☐ You or anyone you have been in close contact with has been diagnosed with COVID-19 or placed on quarantine.
- ☐ You have been asked to self-isolate or quarantine by a medical professional or local public health official or Human Resources.

If you have any symptoms or answer YES to any of the above, you should stay home and contact your healthcare provider. You should also notify your supervisor and work remotely, if you are well enough to do so. Supervisors who have been alerted to a symptomatic employee should contact Terri Demarest, Director of Benefits, Compensation and Employment, in Human Resources.

If you are diagnosed with COVID-19, you should not report to work until all of the following are satisfied:

- You are fever free for 3 days
- Your respiratory symptoms have improved (e.g. cough, shortness of breath, etc.)
- AND it has been 10 days since your symptoms first appeared

If you have been in close contact with anyone who has been diagnosed with COVID-19, follow the procedure below.

Contact Tracing



When an employee tests positive for COVID-19, the Department of Human Resources conducts contact tracing to identify anyone who may be a close contact and need to quarantine due to possible exposure. Those individuals, including faculty, are given direction to quarantine, advice to be tested, and other guidance as appropriate. Thus, someone who is not contacted directly and given direction to quarantine does not need to do so. The protocols we have in place – requiring everyone to wear masks at all times, maintaining 6’ distance, disinfecting classrooms with CDC recommended products regularly – all help to keep virus transmission to a minimum.

Procedures



Procedure for an employee who has been exposed to someone with COVID-19 or has traveled from a state identified by the Incoming Travel Advisory

An employee who has been exposed to someone with COVID-19 or has been in a state placed on the Incoming Travel Advisory must self-quarantine for 14 days. During this period, employees must conduct symptom monitoring via the COVID-19 Daily Checklist. If the employee has not developed any symptoms by the end of the quarantine period, they may return to work.

If an employee develops symptoms during quarantine, they should follow the procedures outlined above in Symptom Monitoring/Daily Checklist section above.



Procedure for an employee who develops symptoms while at the workplace

An employee who develops any symptom detailed in the COVID-19 Daily Checklist while at work should immediately notify their supervisor by phone and leave work, avoiding contact with all other members of the community.*

The supervisor will advise the employee to contact their healthcare provider, and the employee should not return to work until they meet the criteria listed in the Symptom Monitoring/Daily Checklist section above.

***NOTE:** If the employee took public transportation to campus, they should contact Health Services (973-761-9175) for further instructions.

Phased Return to the Workplace



Seton Hall has completed the phase-in the return of employees to campuses in compliance with the guidance from the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) and the State of New Jersey. Employees have been notified of a phased return to work, and Vice Presidents have determined the needs of their divisions utilizing the tools outlined below in the Staffing Options sections.

Reasonable Accommodations and Work Adjustments

Employees may request accommodations for medical reasons in accordance with the University Policy on Reasonable Accommodations for Employees with Disabilities, www.shu.edu/policies/employees-with-disabilities.cfm.

Employees may also request adjustments in work arrangements for (non-medical) personal and family reasons. These requests should be made to their direct supervisor or department chairperson. Administrators and staff can use this request form: [Administrator and Staff Request for Workplace Adjustment Form](#). Faculty can request a Faculty Workplace Adjustment Form from their academic deans.

Staffing Options

Departments should consider any combination of available options to maintain necessary physical distances and compliance with density requirements noted below, while continuing to meet the operational needs of the University as determined by each division Vice President.

Remote Work: Supervisors will determine those positions whose functions can continue to be performed remotely.

Alternating Days: To limit the number of individuals and interactions among those within offices or on campus, departments should schedule partial staffing on alternate days. Such schedules will help enable physical distancing and compliance with density requirements, especially in offices and buildings with large common workspaces.

Staggered Reporting/Departing: Staggering the start and end of each day by at least 30 minutes will lessen the number of people who come together at entry/exit points and reduce traffic in common areas.

Meetings/Conferences

Even after employees return to campus, meetings should be held via Microsoft Teams to facilitate physical distancing.

Conference room capacity will be determined by each building manager and must be observed. Face coverings/masks must be used when in a conference room.

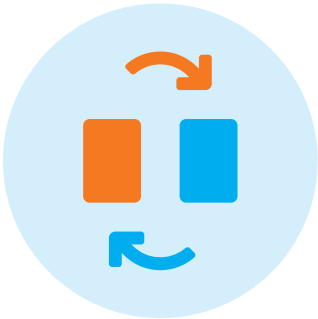
Personal Safety Practices


Face Masks/Cloth Face Coverings

The [Centers for Disease Control recommends](#) the wearing of cloth face coverings when in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

The State of New Jersey has required the use of face coverings for faculty, staff, administrators, students and visitors, except when doing so would inhibit the individual's health. For these reasons, Seton Hall University requires that faculty, students, staff and administrators wear masks when in shared spaces indoors and when unable to maintain required minimum social distance both indoors and outdoors.


Employees are required to wear face coverings and will be given a welcome packet consisting of two masks and hand sanitizer at the outset of the fall semester.





Distance
yourself at least

6
FEET



Wash hands
often for at least

20
SECONDS

Physical Distancing/Density Requirements

Consistent with New Jersey Executive Orders and CDC guidance, physical distancing and reduced density are central features of protecting our community. Maintaining distance from others is one of the best tools we have to reduce exposure to COVID-19, especially because people can spread the virus before they know they are sick or have symptoms. Employees need to follow these physical distancing and density practices:

- Stay at least 6 feet (about 2 arms' length) apart from others at all times
- Avoid crowded places
- Indoor gatherings shall presently be no more than 25% of room capacity

The use of common areas for breaks/lunch is strongly discouraged. If used, the space must be large enough to assure adequate physical distancing and compliance with density requirements. After use, the user(s) must clean the surfaces with appropriate supplies, as provided by the University.

Handwashing

Wash your hands often with soap and water for at least 20 seconds. This is especially important after you have been in a public place, blown your nose, coughed, sneezed or touched your face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth and wash your hands after touching your face.

Coughing/Sneezing Hygiene

If you are alone and are not wearing your mask/face covering, use a tissue to cover your mouth when coughing or sneezing. If a tissue is not available, use the inside of elbow. If you sneeze or cough into your mask/face covering, you should replace it.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.



Cleaning/Disinfection

Housekeeping will clean office and work areas based on industry best practices for disinfection. Facilities will also maintain hand sanitizer stations at high-traffic areas.

Employees should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and appropriate for the surface. This includes any shared-space location or equipment, including copiers, printers, computers, A/V and other electrical equipment, desks, tables, light switches and doorknobs.

Departments will order cleaning products in accordance with University procedures.

Elimination of Common Use and High Touch Items Where Possible

The common use of coffee pots, microwaves, toasters, water coolers, should be minimized and wiped down between use. High touch items such as magazines, common or shared pens should be removed.

Guidance for Workplace Settings



Working in Office Environments

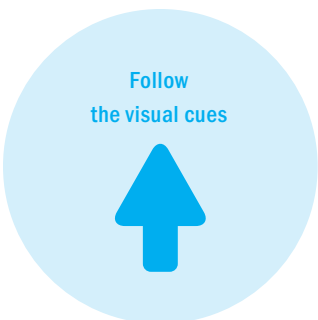
Facilities/Engineering has worked with department leaders to determine optimal workspace arrangement and will continue to be available for consultation to achieve physical distancing.

Individuals working in an open office environment must maintain 6 feet distance from coworkers and wear face covering in the shared workspace/room at all times.

Directional signs for co-workers and visitors to the workspace will help with physical separation. For example:

- Visual cues/signs for where to stand/wait in line
- Directional signs for thruways
- Designated specific stairways for up/down, where possible

If you work alone in an office and the door is closed, it is not necessary to wear a mask/face covering, except when entering a common area such as a hall, restroom or conference room. If more than one person is in the office area, or if the office areas uses partitions, then masks/face coverings must be used at all times.



Masks/face coverings are also necessary in reception areas, when walking through buildings, hallways, in common rooms/areas and across campus.

Compliance with density requirements must be practiced.

Using Restrooms

Be mindful of the number of individuals in bathrooms to minimize density. Maintain physical distancing of 6 feet when using restrooms. Wash hands for at least 20 seconds using soap and water afterwards.

Elevators

Elevator use is limited to two passengers at a time. You must wear a mask/face covering while in the elevator. Wash your hands with soap and water, or use hand sanitizer, after using the elevator.

Waiting Rooms/Lobby Areas

Seating should be removed/reduced to maintain physical distancing.

Consult with Facilities for optimal arrangements, front desk partition/protection and signage for other employees/visitors to the area.

Travel Guidelines

At present, the CDC is discouraging travel. Based on this advice, all University sponsored non-essential domestic and international faculty travel will continue to be suspended pending further guidance. Attendance and presentation at conferences is not deemed essential. Personal travel must also be carefully considered and compliance with incoming travel advisories is required. All domestic travelers are asked to review both the most recent guidance from the State of New Jersey and the most current CDC guidelines to protect campus safety. The CDC guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>.

Failure to Follow the Guidelines

Any employee who fails to adhere to any of the provisions of these guidelines may be barred from entering the University, or directed to leave the University, as well as face discipline, up to and including termination.

These guidelines shall also apply to all vendors, contractors, visitors and guests of the University, to the extent applicable. Any such individual who fails to adhere to any of the provisions of these guidelines may be barred from entering the University or directed to leave the University, and may be subject to other responsive action.



