

What specific steps is the University taking to help safeguard the health and safety of employees who are working on each campus?

Phased Staffing

We have made, and continue to make, a number of modifications to staff schedules, the office environment, and public health protocols for the campus community in response to COVID-19. Staff will be returning to campus in a phased approach to reduce the density of individuals on each campus. Effective August 10, 2020, only approved staff needing to be on-campus to properly provide essential services to our students will be required to work on campus on a daily basis. Other staff will either continue to work remotely, or, as approved, be on campus for a limited number of days each week. In addition, Facilities personnel on each campus have been working diligently to modify offices with appropriate safeguards. This includes installation of plexiglass shields where six-foot social distancing is not always possible including at reception desks, security desks, cashier stations, library information and checkout desks, and instructor's desks; directional signs to direct traffic flow (i.e. "stand here"); modification of cleaning procedures; and installation of hand sanitizing stations throughout the campuses.

COVID-19 Safety Training

The University will require all employees and students who will be returning to campus to complete online COVID-19 safety training. The training will prepare students and employees for returning to a safety-oriented campus experience. The course will provide an understanding of the virus and the disease it causes, symptoms to be aware of, and how the disease spreads. It will also educate campus members on screening, testing, contact tracing, and other practices to help prevent the spread of the virus on our campuses (workplace, residence halls, classrooms, etc.).

This training module will be disseminated to all employees to take prior to returning to campus. When an employee completes the module, the Office of Human Resources will be notified.

When to Self-Isolate and Contact HR

Employees should not come to work, should self-isolate off-campus and must contact Human Resources if they:

- Test positive for COVID-19 or have any symptoms of the virus;
- Have recently been in "close contact" with someone diagnosed with COVID-19; or
- Have travelled internationally or to a state with a high incidence of COVID-19;

For COVID-19, a close contact is defined as any individual who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.

As of June 24, 2020, New Jersey has announced a travel advisory for individuals traveling from states with high COVID-19 rates. Faculty, staff, and students who need to travel should review the state's website, prior to traveling, for any updates to the travel advisory list on the following website. As of July

20, 2020, that list is available at <https://covid19.nj.gov/>. Under these circumstances, employees are required to notify Rose D'Ambrosio, Vice President of Human Resources, via email at dambrosi@fdu.edu or via phone at (201) 692-2706.

Symptom Monitoring

Employees and students will be required to complete a **daily** symptom monitoring screening prior to reporting to campus each day. All employees must be free of ANY symptoms potentially related to COVID-19. The tracking system will provide an "all clear" if an individual is not symptomatic or "not clear" if an individual reports a COVID-19 diagnosis or symptoms.

Employees who report a positive diagnosis or symptoms will be contacted by a member of Human Resources to discuss next steps. Students will be contacted by the Student Health Services staff on their respective campus.

What are the symptoms of COVID-19?

- Cough
- Shortness of breath
- Sore throat
- Abdominal pain
- Nausea
- Muscle aches
- Headache
- Diarrhea
- Runny nose
- Vomiting
- Extreme fatigue
- Loss of sense of smell/taste
- Chills/shaking
- Fever greater than 100.4 degrees Fahrenheit
- Respiratory illness

Employees with one or more of the symptoms noted above should remain at home, contact Human Resources, and consult with their healthcare provider. The Centers for Disease Control and Prevention (CDC) and the New Jersey Department of Health recommend that employees who have confirmed or suspected COVID-19 must remain quarantined at home and cannot return to work until 10 days have passed since their symptoms began. In addition, they must be free of fever for three days (without the use of fever-reducing medicine) and all other symptoms have improved.

What will happen if an employee experiences symptoms or tests positive?

All employees who report having COVID-19 related symptoms or a positive test result will be directed to seek medical care from their healthcare provider. All employees are required to notify Rose D'Ambrosio, Vice President of Human Resources, if they have been diagnosed with COVID-19, have a positive test for the infection, or had "close contact" to someone diagnosed with COVID-19. For COVID-19, a close

contact is defined as any individual who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.

Rose can be contacted via email at dambrosi@fdu.edu or via phone at (201) 692-2706. If you have been off campus for more than 14 days prior to diagnosis or exposure, there is no requirement to alert the University.

If a co-worker or a student who I had contact with becomes ill, will I be informed?

Yes, upon receipt of a confirmed or suspected case of COVID-19, the University will work closely with the Department of Public Health and take the necessary steps to inform all individuals who may have had close contact (within six feet) of “a diagnosed individual.” However, please note that the name of the individual will not be shared in order to maintain confidentiality, unless the individual authorizes disclosure of his or her identity. Employees who have been in close contact with persons diagnosed with COVID-19, but do not themselves have symptoms of COVID-19, will be required to quarantine for 14 days, and must work with their chair/supervisor to determine if they can perform some or all of their duties remotely.

What are the high-risk categories and what do I do if I fall into one of those categories?

According to the CDC, individuals with certain conditions may have a higher risk for complications arising from COVID-19 infection. The science is evolving, so please consult the CDC website for updated information, at www.cdc.gov. As of July 20,2020, those conditions include, but are not limited to:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

Employees who have a medical condition that they believe puts them at greater risk for severe illness from COVID-19 may request a temporary workplace accommodation by completing the application at the link below, <https://www.fdu.edu/wp-content/uploads/2020/06/covid-accommodations.pdf> prior to the start of the semester. Upon receipt of the application, a representative from Human Resources will follow up regarding next steps. Employees may of course continue to request an accommodation for a medical condition or disability unrelated to COVID-19.

What do I do if I am residing with an individual who is immuno-compromised or otherwise at high risk for complications from COVID-19? What about accommodations for older employees?

The University understands that employees might be requesting an accommodation or adjustment for reasons distinct from a personal medical condition. These reasons may include caring for or living with individuals who are immunocompromised or at high risk for complications from COVID-19.

The CDC advises that risk for severe illness from COVID-19 increases as persons age. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

The University is sensitive to these circumstances, and would welcome exploring a possible temporary COVID-19 accommodation or work adjustment. Individuals should initiate such requests by completing the application on the following link <https://www.fdu.edu/wp-content/uploads/2020/06/covid-accommodations.pdf>. Upon receipt of the application, a representative from Human Resources will follow up regarding next steps.

Faculty members seeking an accommodation that is not based on their own medical conditions should confer with their deans or school directors.

What happens if I cannot return to work due to caring for young children in the event of a school closure?

Employees who indicate the inability to work due to the necessity of taking care of school-aged children in the event of school closures may request a temporary accommodation under the process noted above. (Faculty members seeking an accommodation that is not based on their own medical conditions should confer with their deans or school directors.)

In addition to requesting an accommodation or other work adjustment as outlined in the preceding Q&As, employees may be eligible to use both paid and unpaid time off in accordance with University policy, and federal and state laws. Please consult with HR to review these options. Paid sick leave is described in the Employee Handbook, (<https://www.fdu.edu/about/university-leadership-offices/human-resources/employee-handbook/time-away-from-work/>). Family Medical Leave/Temporary Disability Benefits is outlined in the University's leave policies (<https://www.fdu.edu/about/university-leadership-offices/human-resources/employee-handbook/family-medical-leave/>). Please contact Stefanie Miller, Director of Employee Benefits, (smiller@fdu.edu) for more information.

What will be the University's policy regarding wearing face masks on campus?

The University will require all members of the campus community, as well as vendors and visitors, to wear face masks while working on campus in the presence of others, and in campus settings where adequate social distancing measures are difficult to maintain. Masks can be disposable or reusable. Disposable masks should not be worn for more than one day and must be properly disposed after using. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

Will the University be providing all employees with face masks?

The University will provide all employees who are required to be on campus with two cloth face masks. These face masks can be worn continuously, provided they are laundered before each daily use. All employees are responsible for ensuring they have at least one mask upon arrival to campus each day, and should have a sufficient quantity on hand.

Will the University be adopting social distancing rules, and if so, how will they be communicated to ensure compliance?

Yes, the University will require that all members of the campus community comply with social distancing rules while on campus. All individuals will be required to maintain six feet (about two arms' length) from others; refrain from gathering in groups of 10 or more; stay out of crowded places and avoid mass gatherings. The University's communication campaign will include signage throughout our campuses (e.g. elevators, conference rooms, classrooms, break rooms, etc.) to help ensure proper distancing is maintained. Employees with their own offices will be encouraged to close their office doors whenever possible. Meetings should be held virtually or via telephone.

What are some of the hygiene protocols that will be required of our community members, and how will they be communicated?

According to the CDC, one of the most effective ways to stop the spread of COVID-19 from person to person, and throughout the entire community, is to engage in proper hygiene including the following:

- Wash hands frequently with soap and water for at least 20 seconds, especially after you have been in a public place, after touching an item or surface that may be frequently touched by other people, after blowing your nose, coughing, sneezing, or touching your face.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol when soap and water are not available. 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, and cover coughs and sneezes with a tissue or your elbow.
- Clean and disinfect high touch areas routinely.
- Avoid using refill cups and do not share utensils, tools/equipment with colleagues.

The University will have appropriate signs posted throughout the campus community as a reminder to practice proper hygiene. In addition, the Office of Human Resources will send out reminders.

What procedures will the University implement regarding COVID-19 testing and surveillance?

Student-athletes and resident students on both campuses will be required to (1) show proof of a negative polymerase chain reaction (PCR) test for COVID-19 that was performed before their return to campus, but no more than 72 hours before their return; (2) self-quarantine at home for 14 days before returning to campus (certified by a signed pledge); or (3) quarantine on campus in their assigned residence hall room for 14 days before in-person classes begin. If deemed necessary by University leadership based on current conditions, resident students who choose to quarantine at home or on

campus may be required to have COVID-19 testing prior to starting in-person classes, and in such event, FDU will make testing available on or near campus.

Before returning to campus this fall, faculty, students, and staff on both campuses will be required to answer a questionnaire addressing risk factors, such as any close contact with individuals who have COVID-19, travel to regions with extensive virus spread, and a recent diagnosis of COVID-19 or related symptoms. Thereafter, on a daily basis, faculty, staff, and students will be required to conduct a daily self-screen for symptoms of COVID-19, with a smartphone application or other tool to be provided by the University. Students, faculty, and staff with positive risk factors will not be permitted to return to campus for the recommended isolation period or, in the case of residence students, will be required to quarantine in keeping with applicable health guidelines.

How is the University prepared to handle reported cases of COVID-19 after the semester begins?

FDU will be working closely with the local Departments of Health regarding confirmed COVID-19 cases. In addition, we will require testing for students with probable COVID-19 illness. Depending on then-current guidance from health authorities, FDU may also require testing of students who have had close contact with COVID-19 positive individuals, and may further require random, pooled, and/or targeted testing of students in both the general population and higher-risk groups, such as residential students and student-athletes. FDU will support testing for students, including, as practical, arranging for testing venues on both campuses.

Faculty and staff will be directed to their primary care physician to obtain appropriate testing.

FDU will work to identify and refer for medical assessment and care all close contacts of persons who have confirmed or probable COVID-19. FDU will implement a tracking and logging procedure for all campus visitors and vendors to facilitate contact tracing. The University will maintain a record of positive COVID-19 test results and coordinate this information with the local health departments for appropriate follow-up and assistance.

What will be the protocol for those employees who work in offices, including shared spaces with common surfaces?

FDU will modify multi-person desks, tables, work-stations, and fixed seating to support required social distancing by installing signage and markers on seating that complies with six-foot social distancing. Employees who do not share offices will be encouraged to close their office doors whenever possible. FDU will require that all members of the campus communities comply with posted occupancy limits in office spaces, conference rooms, waiting/reception areas, and other areas.

University departments will eliminate whenever possible shared items such as magazines, brochures, books, paperwork, laptops, tablets, keyboards, pens, markers, writing pads, etc.

University departments will discontinue the use of communal coffee makers, carafes, unwrapped and shared food items, drinkware, utensils, and like items from spaces. Use of single-serve coffee makers, prepackaged food items and disposable or reusable personal utensils, plates and cups will be encouraged.

Private offices will be cleaned weekly by Facilities and Auxiliary Services.

Sanitizing wipes and/or alternate disinfecting products will be available for departments. When opening doors or touching other public surfaces, employees should use an elbow, paper towel, tissue or disposable glove. If common surfaces are touched, employees should wash their hands with soap and water.

Employees should frequently wipe down commonly touched surfaces such as:

- Computers
- Printers
- Desks and tables
- Copiers
- Single serve coffee makers*
- Light switches and doorknobs
- Faucets
- Cabinet doors, drawers and counter tops
- Break areas and conference rooms

*Communal coffee makers will be removed

Will the University be approving travel during the fall semester?

All University-sponsored student, faculty, and staff travel for fall 2020 is suspended. Any exceptions for essential travel for faculty and staff must be approved by the University Provost or the Senior Vice President for Finance and Administration.

What resources are available for employees who are experiencing stress and anxiety?

The University acknowledges that these uncertain times can be a source of stress for our employees and their family members. As such, we feel it is important to provide the FDU community with emotional support resources. Below are resources available to all employees, as well as benefits for employees enrolled in the University's medical plan with UnitedHealthcare.

[All Employees:](#)

Optum Emotional Support Help Line at 1-866-342-6892 is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It is open 24 hours a day, seven days a week. Available nationwide.

Sanvello App - During these unprecedented times, we are taking extra measures to ensure people have the tools they need to adjust to this new normal. To help cope with stress and anxiety, you may find Sanvello a helpful app to download. You can learn new skills, join group conversations, find useful techniques and track your emotions to help you feel calmer and in control. There's even a new Staying Socially Connected community, which provides support as COVID-19 shifts our daily routines.

Download Sanvello for free from the App Store or Google Play. This benefit is available to all until the end of the pandemic, which is yet to be determined. Thereafter, employees and dependents on FDU's medical plan will continue to have access.

[Employees Covered by UnitedHealthcare](#)

Talkspace is a group of more than 5,000 licensed therapists that provide therapy via video (virtual) and through a secure text platform. Consumers communicate with therapists using texts, audio and video recordings via the Talkspace secure platform. Please [visit the Talkspace flier](#) for more information. Copayment or deductible/coinsurance applies depending on your plan and will be charged weekly via credit card. You may use Talkspace as often as desired per week once copayment for that week has been paid.

United Behavioral Tele-mental Health provides quick and easy access to behavioral health professionals from your mobile device, tablet, or computer. These visits are part of your behavioral health benefit through United Healthcare. The cost for a behavioral health virtual visit is your Mental Health outpatient copay or ded/coinsurance in the CDHP and is an in-network only benefit. To find a provider, Log in to www.myuhc.com, then click **Find a Doctor > Mental Health Directory > People > Provider Type > Telemental Health Providers**. Call the provider to set up a time for your visits.

Members may also call [UnitedHealthcare's EAP](#) – for quick help and then be referred to an in-network mental health provider if more care is needed. You may access the EAP by calling 888-887-4114 or the number on the back of your UnitedHealthcare ID card.

Health Advocate will assist employees, their spouses or domestic partners, dependents, parents and parents-in-law can with personalized services. Your medical and personal information will be kept completely confidential. Health Advocate may be contacted by calling 855-558-2004.

Our clinical team will provide support to our members related to the COVID-19 pandemic in the following ways:

- Obtain a detailed history and current status and guide the member to contact their Primary Care Physician (PCP) or other health care provider, if necessary;
- Discuss and help guide the member to the current recommendations from the CDC and state and local health departments relevant to their situation;
- Provide educational materials based on the CDC recommendations regarding prevention of COVID-19 and exposure avoidance;
- Discuss emotional well-being and guide the member to additional resources as needed (EAP, community support, etc.);
- Discuss employer benefit coverage (if available).