

## Human Resources Return to Work FAQ

### 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 February 15, 2021, 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 as determined by their supervisor. In addition, Facilities on each campus worked diligently to modify offices with appropriate safeguards. This includes installation of plexiglass shields at reception desks, security desks cashier stations, library information and checkout desks, and instructor's desks where six-foot social distancing is not consistently possible; directional signs to direct traffic flow (i.e. "stand here"); modification of cleaning procedures; and installation of hand sanitizing stations throughout the campus.

#### ***COVID-19 Safety Training***

The University requires all employees and students who will be returning to campus to complete online COVID-19 safety training. 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 practices to help prevent the spread of the virus on our campuses (workplace, residence halls, classrooms, etc.).

This training module has been 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 cumulative over a 24-hour period 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.

New Jersey's current guidelines indicate that travelers and residents returning from any U.S. state or territory beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware) should self-quarantine at their home, hotel, or other temporary lodging. Under these circumstances, employees are required to notify Rose D'Ambrosio, Vice President of Human Resources, via email at [dambrosi@fdu.edu](mailto:dambrosi@fdu.edu) or via phone at (201) 692-2706. Faculty, staff, and students who need to travel should review the state's website for current information, <https://covid19.nj.gov/>.

### ***Symptom Monitoring***

Employees and students will be required to complete a **daily** symptom monitoring screening prior to reporting to campus each day. This survey will be completed using a smartphone application or other tool to be provided by the University. All employees must be free of ANY symptoms potentially related to COVID-19. The tracking system will provide a "Good to Go" response if an individual is not symptomatic or "not clear" if an individual reports a COVID-19 risk factor. Employees and students with positive risk factors will not be permitted to return to campus for the recommended isolation period (see below) or, in the case of residence students, will be required to quarantine in keeping with applicable health guidelines. Employees should contact Rose D'Ambrosio at [dambrosi@fdu.edu](mailto:dambrosi@fdu.edu) or via phone at (201) 692-2706. Students should contact their respective Student Health office on campus.

### ***What are the symptoms of COVID-19?***

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

In accordance with the Centers for Disease Control and Prevention (CDC), if you tested positive, you must stay at home and self-isolate. You must self-isolate until one full day (or 24 hours) has passed since you had a fever without the use of fever-reducing medications AND other symptoms are greatly improved AND at least 10 days have passed since your symptoms started, or, if you had no symptoms, stay home 10 days after getting tested. Please review the most up-to-date information provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

Employees who are deemed a close contact are required to quarantine for up to 14 days. Please be advised that your quarantine time may be reduced to "10 days **if you continue to be asymptomatic** and after seven days if there is a negative PCR test result (test must occur on day five or later)." Please

review the information provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

### **What will happen if an employee experiences symptoms, tests positive, or is deemed a close contact?**

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 who work on campus (whether full-time or on limited days only) 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" with 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 cumulative over a 24-hour period, 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](mailto: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 whom 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 for a cumulative 15 minutes or more within a 24-hour period) of "a diagnosed individual." However, please note that the name of the individual will not be shared to maintain confidentiality, unless the individual authorizes disclosure of their 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 as defined by the CDC (noted above).

### **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](http://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, taking into account the needs of the university unit. Individuals should initiate such requests by completing the application at 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.

### **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.

In addition to requesting an accommodation or other work adjustment as outlined in the preceding Q&As, staff 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](mailto:smiller@fdu.edu)), for more information.

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

The University will require that all members of the campus community, as well as vendors and visitors, wear face masks while working on campus (unless alone in a private office, private vehicle, or while eating in the cafeteria). A face mask means any cloth face covering or medical grade mask, such as a face mask that covers the nose and mouth, and ties around the ears or the back of the head. The face mask covering must be two-ply at minimum. 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 weeklong 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 be providing all employees who are required to be on campus with two cloth face masks that meet the two-ply requirement. Department supervisors can request masks for their staff directly from the Campus Executive's Office for the respective campus. 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 they should have a sufficient quantity on hand.

### **Has the University adopted social distancing rules, and if so, how will they be communicated to ensure compliance?**

Yes, the University requires 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; and stay out of crowded places and avoid mass gatherings. The University's communication campaign includes 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 to the fullest extent practical.

### **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, and 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 shared refill cups and do not share utensils and 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.

### **Am I required to follow the University's COVID-19 safety protocols if I have been vaccinated?**

Yes. Individuals who have received the COVID-19 vaccine (one or both doses) will be required to comply with the University's safety protocols, including social distancing, wearing a face mask, and completing the Campus Clear daily survey. There is currently no information available that indicates that a vaccinated individual cannot spread COVID-19. Please see the CDC's website for more information regarding the COVID 19 vaccination (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>).

### **What procedures will the University implement regarding COVID-19 testing and surveillance for students?**

All resident students and student athletes on both campuses are required to have a polymerase chain reaction (PCR) test for COVID-19 upon arrival to campus. In addition, these students will be subject to regular surveillance testing throughout the semester. Out-of-state students (excluding New York, Connecticut, Pennsylvania and Delaware) and those who have a positive test result will be required to quarantine/isolate in accordance with the CDC guidelines before having access to campus.

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

FDU will be working closely with the local health departments regarding on-campus confirmed COVID-19 cases and/or those deemed a close contact. In addition, we will require testing for residential students and student-athletes with probable COVID-19 illness.

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 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.

All open public common areas, bathrooms and scheduled classrooms will be cleaned on a daily basis by the University's cleaning contractor. The cleaning will include the use of an EPA-registered disinfecting product on all high common touch points. 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, or tissue. 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
- Water coolers/dispensers

\*Communal coffee makers will be removed

### **Will the University be approving travel during the semester?**

All University-sponsored student, faculty, and staff travel for the semester 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 that 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. 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 and 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](http://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. Health Advocate may be contacted by calling 855-558-2004.

Health Advocate's clinical team will provide support 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.); and
- Discuss employer benefit coverage (if available).