



 **FITCHBURG STATE UNIVERSITY**
Repopulation Plan



Repopulation Phased Plan

Fitchburg State University is commencing work for the phased return of employees to repopulate the campus. Though the campus has remained open during the COVID-19 pandemic, administration adhered to guidance provided by state and federal authorities and reduced the number of staff, faculty and students on campus to mitigate risk and slow the spread of the virus.

Our phased approach to return employees follows the guidance provided by the Reopening Advisory Board, established by the Office of the Governor, and focuses on providing employees with a safe and healthy workplace. This guidance addresses the components necessary for planning a phased return, ensuring that the mandated safety standards are met, identifying how a repopulation of the campus should occur, sharing a process by which services are determined and employee input on return is received, and implementing workplace protocols, requirements, and training to ensure a safe & healthy workspace.

This plan will remain fluid and is subject to change as further guidance and/or orders are directed from the Governor of Massachusetts and other state and federal authorities.

The number of staff working on campus will gradually increase over the summer and into the fall, as the Reopening of Massachusetts Phases increase percentages to repopulate businesses. Employees who are not able to return to work on campus due to medical, high risk, child care or other extenuating circumstances may be eligible for pandemic leave or alternative work options. A request form will be made available to staff and faculty who may need to request an alternate work assignment and/or medical accommodations. Human Resources will work with individuals to determine whether alternate assignments can be provided; please review Appendix E for further details.

Prior to returning to work on campus, employees will be required to review a series of online training videos to meet requirements to repopulate campus. The required training videos and other resources are located in Blackboard COVID Required Training Modules. In addition, employees must self-monitor their health daily. Employees who are experiencing any symptoms of COVID-19 should inform their supervisor and not report to work.

As we begin our phased approach for repopulation, supervisors have been asked to develop staffing plans. These plans should include a combination of staff working onsite and teleworking, with staggered start and end times. Also, alternate work schedules may be necessary in certain areas to allow for social (physical) distancing. The first phase limits our staffing to 50% of staff in office spaces. If employees have an individual office, they do not need to be included in this percentage. The Vice President's Office and Human Resources will work with supervisors to ensure that we are in adherence with collective bargaining and other governing statutes as we stagger our workforce onsite.

Health and safety continue to be a top priority, and we will continue to update our policies and plans as appropriate, as more information becomes available.

We ask for your continued cooperation and assistance as we move forward. This will require care for each other and ourselves, continued flexibility and patience, and a close monitoring of the environment. Everyone has a part to play in maintaining a healthy and safe environment. We ask all employees to share in taking care of our facilities, our workspaces and commonly used equipment. Please carefully review these guidelines and contact your supervisors or Human Resources at 978-665-3172 or hrcovid@fitchburgstate.edu to address any questions.

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Introduction

The executive staff and other employees who support 24 hour operations on campus have continued their roles over the last several months. Employees who maintain facilities, capital plant activities and other roles began repopulating the campus on May 18. Our goal is to ensure the health of employees, the well-being of the community, and to carefully and deliberately prepare for the fall semester. The plan will be updated as the phases progress.

The first step toward repopulating the campus is the continued implementation of necessary health and safety protocols. To assure employees of its efforts to provide a safe and healthy workplace, the university will comply with the [Commonwealth of Massachusetts Mandated Safety Standards](#) for office spaces as identified by the Governor's Reopening Advisory Board. These safety standards include but are not limited to assessing office/workspace configurations, pedestrian traffic flows, social distancing, hygiene protocols, signage requirements, and cleaning & disinfecting practices.

Before the university can repopulate the campus, these safety standards must be in place. To demonstrate our compliance with these safety standards, the university will complete the [Commonwealth of Massachusetts COVID-19 Office Spaces Checklist](#), the [Commonwealth of Massachusetts COVID-19 Control Plan](#), and the [Commonwealth of Massachusetts Compliance Attestation](#). These standards will be in place by June 30, 2020.

The following core concepts guide the university's plan for the repopulation of campus:

- Proceed thoughtfully, carefully, and deliberately.
- Be ready to adjust plans based on guidance from local, state and CDC health officials.
- Work with employees who are members of a vulnerable population or who live with someone who is a member of a vulnerable population during the phases as applicable.
- Provide reasonable accommodations under the ADA to employees who have a medical condition or disability that places them at higher risk of severe illness from COVID-19.
- Establish a rotating, staggered approach for staff to return to campus and continue some telework.
- Require social distancing, handwashing, staying home when sick, and the use of face coverings/masks.
- Maintain cleaning protocols.
- Departments continuing to build on the innovations developed in the last few months to automate work processes.
- Continue to evaluate workforce needs as it relates to the COVID- 19 pandemic.
- Continue to communicate updates with the campus community.

Employee Prioritization for Repopulation to Onsite Work

The university understands the need to continue to promote telework and flexibility with staff during these phases. Employees who cannot return to campus due to extenuating circumstances shall work with Human Resources & Payroll Services to discuss options. With that said, the university must begin to assess employees that are not able to perform the majority of their duties remotely or have duties that may require them to return to onsite work; these employees may require access to particular equipment, technology, connectivity to perform essential functions.

Employees who are interested in returning to campus now to begin establishing a new routine onsite, may speak with their supervisor to establish a return date. Please consult with Human Resources if an employee wishes to return prior to July 13.



Cover your
face



Wash your
hands



Socially
distance



Be vigilant for
symptoms



Stay home if
you feel sick

Expectations of Employees

Employees returning to campus will be asked to follow the standards below:

- **Social distancing.** Stay at least six feet apart when able, and be mindful of distancing in enclosed spaces.
- **Handwashing.** Wash hands often.
- **Face coverings.** Employees will be provided a face covering upon return to campus from the Office of Environmental Health and Safety. Masks will be delivered to each department. Employees are expected to follow state guidelines and wear a mask when they cannot safely social distance. i.e. When you can maintain a minimum of 6 feet from another person, masks do not need to be worn. When passing someone in a common space such as going to a printer, break room or restroom, masks shall be worn by the person in transit.
- **Cleaning.** Employees will be responsible for maintaining their personal workspace, including periodic cleaning of frequently used items.
- **Telework.** Telework is still one option, as the university begins to repopulate the campus based on state standards regarding the percentage of staff allowed in work spaces.
- **Scheduling.** Employees will begin repopulating campus in a rotation and staggered schedule in adherence with university and state guidelines.
- **Work spaces.** The Office of Environmental Health and Safety has evaluated work spaces for physical distancing requirements, spaces that cannot be altered will require a staggered rotation to repopulate the department with a continuation of telework. Classrooms, open spaces, labs, etc. will be reviewed in adherence with state standards.
- **Processes.** Continue to identify and digitize processes.
- **Gatherings.** Employees should continue to use technology for meetings and appointments. If necessary to meet in person no more than ten people may gather in one place and must adhere to social distancing requirements. Employees should wear a face covering if social distance cannot occur, until further guidance is provided.

Culture of Care

The university promotes a culture of collective accountability for the health and safety of ourselves and each other. It is normal to be stressed during uncertain times.

Employees should listen, validate and respond empathically and supportively to all members of the community.

The university will continue to respond to concerns as it relates to the current health situation and the impact on our employees, by providing resources and support. These resources are the Employee Assistance Program, informational programs, webinars, google meets for connecting with colleagues, virtual social gatherings and other dialogues with employees as we transition to onsite work.

Employees may feel increased stress during this pandemic. Seek immediate help in a crisis, please visit the [CDC](#) for information.

Things you can do to support yourself:

- Take breaks from watching, reading, or listening to news stories and social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep.
- Make time to unwind and do some activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.

Symptom Monitoring Checklist Requirement

Staff and faculty who are returning onsite must conduct symptom monitoring every day before reporting to work. Employees must be free of any symptoms potentially related to COVID-19 in order to report to work. Employees will adhere to the COVID-19 Symptom Monitoring Checklist (**Appendix A**). Employees experiencing symptoms shall notify their supervisors/chairs that they will not be in attendance, remain home and monitor their symptoms. If symptoms worsen employees should contact their primary care physician. Supervisors/Chairs should dialogue with staff and faculty on the importance of this practice as all members of the community have a duty for the wellbeing of the campus community.

At this time, symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of over 100.4 degrees Fahrenheit
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Health Monitoring and Contact Tracing

The university has partnered with Action Community Health Connections located in Fitchburg for employees to be tested if they have been exposed to COVID-19. Please see the information below:

[130 Water Street, Fitchburg, MA 01420](#)

P. (978) 878-810

action-dental@chcfhc.org

Mon - Fri: 8:00AM - 5:00PM / Sat - Sun: Closed

If an employee's absence is COVID related, the supervisor/chair will notify Human Resources. A HR representative will contact the employee to address pertinent facts. The representative will also contact any members of the campus community that could have potential exposure or have been directly exposed.

Human Resources is not an official contact tracing authority as defined by the local Boards of Health and CDC, and is not responsible for information that is not provided by the employee. If an employee is diagnosed with COVID-19, Human Resources is required to report the exposure of confirmed cases to the Fitchburg Board of Health. To assist with contact tracing a check in system will be established for each department to maintain. All visitors (internal and external individuals) will be logged using a google form. (**Appendix B**)

Repopulation of Campus - Guidance for Supervisors/Employees

The Executive Cabinet will identify business operations that are integral to preparing for the new academic year, and will notify those areas that will begin to return onsite.

- Employees who cannot perform pertinent duties remotely and or require additional access to particular equipment, technology, internet connectivity to perform essential functions of their job should be identified by the area supervisor and return to onsite work.
- Employees interested in returning to campus now to begin establishing a new routine, should contact their supervisor.
- The initial repopulation phases only allow offices to have 50% of staff in an open office setting during the initial repopulation. Employees in single person offices are not counted towards this percentage. Administration will continue to monitor the percentage of staff permitted in spaces as the states Reopening Massachusetts plan is updated. Managers will begin to introduce more staff to campus per university guidance. The staffing plans should be updated as employees return and share with Human Resources.

Staffing Options:

Telework & Rotating/Staggered Shifts: In order to limit the number of individuals and interactions among those on campus, departments should schedule rotating /staggered shifts which will enable social distancing, especially in areas with large common workspaces and smaller office spaces.

Face Coverings

- The university will provide employees with face coverings which will be distributed by the Office of Environmental Health & Safety to department offices.
- If an employee requires a face covering, please contact the Office of Environmental Health and Safety at 978-665-3756. The office is located on Main Street.
- Employees are expected to follow state guidelines and report to work with a face covering.
- Employees must have a face covering with them at all times during the work day.
- A face covering should be worn in public spaces and must be worn anytime employees cannot maintain a safe physical distance (6 feet) from others.
- Employees are not required to wear a face covering in private working spaces such as a single person office or outdoors if alone.

- Any employee who comes to work on two occasions without a face covering will be provided a disposable mask. On the third occurrence, the employee will be asked to leave campus and may be asked to use their own accrued time and return back to work with a face covering. Subsequent violations will result in further action.
- Some employees may have health issues that do not allow them to wear a face covering. We must be sensitive to these circumstances. The executive order on face coverings as well as other federal governing authorities does not permit the university to ask employees with health issues why they cannot wear a face covering. We encourage employees to speak with an HR representative if they are unable to wear a face covering so we may provide support within the work environment. We ask all employees to please be respectful of others as we navigate these new protocols.

Resources

Please see CDC recommendations on [proper face coverings](#) and how to wash them.

Hand Washing/Hand Sanitizer

- Employees should wash hands with soap and water for at least 20 seconds as frequently as feasible.
- Hand washing should be performed after being in a public place, after riding on any public transportation, after touching frequently used items or surfaces, or after blowing your nose, coughing, sneezing, or removing face coverings.
- If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Avoid touching surfaces until hand sanitizer dries.
- Avoid touching eyes, nose, and mouth with unwashed hands.

Resources

CDC guidance for [how to properly wash hands](#)

Social Distancing

- Employees will remain in their respective building locations during the initial phases of repopulation; employees shall not enter other buildings until further guidance is provided.
- Employees must practice social distancing, by staying at least 6 feet from other people when feasible.
- Employees should establish appointments with other employees if necessary to meet face to face; employees shall greet the other employee at the appropriate building entrance to let them into the building for the meeting during this first phase if technology cannot be utilized.
- Employees should utilize meeting spaces that will allow for social distancing. Staff are prohibited from gathering in groups larger than ten people per state standards and must adhere to social distancing, wear face covering unless social distancing can be maintained until further guidance is provided. Technology resources should continue to be utilized for meetings through the phases.
- Employees shall adhere to physical distancing in small spaces including elevators, hallways, stairwells, and restrooms. When walking in corridors or hallways, stay on the right side according to the direction you are heading in order to distance when passing others.
- Face coverings must be worn in elevators and restrooms at all times

- Employees should eat in a location that allows for appropriate physical distancing from peers (e.g. outdoors, in an enclosed or private space, in an office with the door closed, etc.).
- Supervisors will work with employees to allow for staggered breaks and meal periods to accommodate social distancing.

Vulnerable High-Risk Population - FFRCA, Extended FMLA, EEO, and ADA Considerations

The university administration understands that communication, compassion, and flexibility are central to working with our employees in response to COVID-19. There are many concerns raised by employees who are at high risk, have formal care responsibilities for high-risk individuals, child care or have a medical issue that make them more susceptible to COVID-19.

Employees should review the **Interim Process Guidelines to Request Telework** to request alternate assignments, accommodations or flexible arrangements. (**Appendix C, D & E**)

Human Resources and the supervisor will discuss requests for alternate or flexible assignments for the individual employee. The supervisor will provide approval for alternate work assignments.

Faculty wishing to teach remotely have provided their preferred teaching modality to their Chair for review by the Dean. Human Resources will work with individual faculty who require an accommodation or who may be seeking a flexible assignment.

Human Resources will address medical accommodation requests and work directly with the employee.

There may be other employees who do not meet any formal CDC and or Department of Public Safety high risk factors, but who are uncomfortable or have genuine concerns about returning to the workplace. Human Resources and the supervisor will assess these requests. Once an employee's request has been addressed to the extent practicable given operational needs, Human Resources will contact the employee with an outcome of the request. Employees cannot presume that arrangements are an automatic entitlement.

Definitions

Accommodation: Under the American with Disabilities Act (ADA), a modification or adjustment to the work environment, or to the manner or circumstances under which a job position is customarily performed, made to enable a qualified individual with a disability to perform the essential function of that position.

Flexibility: A more general term encouraging alternative work arrangements, flexible scheduling, and other arrangements to allow employees to be more comfortable in their return to the workplace.

High Risk Person is currently defined by the CDC guidance. While this guidance may evolve as the COVID-19 event progresses, persons at high risk for severe illness from COVID-19 at this time include the following:

- People 65 years and older

- People who live in a nursing home or long term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, include the following:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - People with severe obesity
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Families First Coronavirus Response Act (FFCRA)

- Employees covered by the [FFCRA](#) include:
 - Employees subject to [FFCRA](#) government quarantine or isolation order;
 - Employees required to self-isolate on the advice of a healthcare provider;
 - Employees experiencing COVID-19 symptoms and seeking a medical diagnosis;
 - Employees caring for an individual subject to government quarantine order or a healthcare provider's self-isolation recommendation;
 - Employees caring for a child as a result of a school or childcare closing; or employees experiencing another substantially similar condition that may be specified by the Secretary of Health and Human Services.

In the event an employee is not covered by the [FFCRA](#), the employee will utilize appropriate accrued leave to cover an absence from the workplace. Human Resources will assist employees with leave entitlements.

Expanded Family Medical Leave of up to 12 weeks is available for those caring for their child/children whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 reasons.

Employees with COVID-19 Symptoms or with a Sick Family Member at Home with COVID-19

- Employees who exhibit symptoms as defined by the [CDC](#) should not come to work.
- Employees who believe they may have been exposed should not come to work.
- Employees' family members exhibit symptoms, and or have been diagnosed should not come to work.
- Employees should contact their primary care physician to address symptoms and if potential exposure has occurred.
- Employees must notify their supervisor of their absence in accordance with the department's regular call-in procedures.
- Supervisor will instruct the employee to complete the [Faculty and Staff Self-Isolation/Travel Form](#) after the employee has seen or spoken with their primary care physician and if told to isolate.
- Employees may be able to return to work immediately, if the primary care physician states that the potential exposure does not require isolation. They should complete the [Faculty and Staff Self-Isolation/Travel Form](#). This will assist with tracking all potential exposures or confirmed exposures.

What you need to do

Employees should complete the [Faculty and Staff Self-Isolation/Travel Form](#) if they:

- Have tested positive for COVID-19
- Develop symptoms of a COVID-19 infection
- Have had close contact with someone known to be diagnosed with COVID-19
- Have recently returned to the US after traveling abroad
- Have recently returned from business and or recreational vacation out of state

Self-Isolation/Quarantine

If a staff or faculty member must isolate, they will complete the [Faculty and Staff Self-Isolation/Travel Form](#). After a staff member completes the self-isolation form, they will be contacted by a Human Resources representative to learn more about their health situation, the people with whom they may have had close contact, and the places they have been on campus. The campus will contact the Fitchburg Board of Health if an employee is quarantined.

- Human Resources will explain what benefits may be afforded to employees under state and federal law, as well as extended union benefits during the pandemic.
- Human Resources will provide updates to supervisors related to affected employees following confidentiality measures prescribed by the American Disability Act (ADA) and Equal Employment Opportunity Commission (EEOC) related to the protection of personal medical information.
- Human Resources will maintain confidential information related to medical documentation as prescribed by the American Disability Act (ADA) and Equal Employment Opportunity Commission (EEOC) as it relates to COVID-19 exposure and/or diagnosis to assist with appropriate return to work dates and documentation if quarantined.
 - Human Resources will evaluate if employee's duties and responsibilities can be accomplished while isolating and/or in quarantine.
 - If telework cannot be performed due to the nature of the position and/or illness, the employee will utilize applicable leave as required under state, or federal law and pre-existing paid leave under respective labor agreements.

Health and Safety

- Employees should cover their mouth when coughing and sneezing, use a tissue when available and discard tissues in trash receptacles. In the event tissues are not available, employees should use the inside of their elbow to avoid the spread of germs.
- Employees should avoid touching their eyes, nose and face.
- Employees should refrain from shaking hands with others.
- Employees should avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Employees are required to report to a supervisor if they begin to feel ill while at the workplace and leave campus. It is very important that we remain flexible and grant the use of sick time when applicable.
- All employees are responsible for ensuring adherence to health and safety protocols and should feel comfortable reminding colleagues to follow these practices as well.
- The university administration is assessing high traffic areas for plexiglass or other materials to establish a protective shield.

- Paper towels will be provided in restrooms that have hand dryers, additional trash receptacles will be placed outside of the restrooms. Individuals should be mindful to use these receptacles when discarding towels to maintain a clean and healthy environment for others.
- Hand sanitizer will be provided in high traffic areas.
- Any employee who has questions and or concerns about others adhering to safety in a COVID-19 environment should contact the Office of Environmental Health and Safety at 978-665-3756. For questions about protocols, staff and faculty should speak with their supervisor and or an HR representative at 978-665-3172.

Cleaning and Disinfectant

- Capital Planning and Maintenance staff will be responsible for maintaining, cleaning and disinfecting restrooms, office spaces, break rooms, etc.
- In the event a positive case of COVID-19 occurs on campus, the university has contracts in place with cleaning contractors that specialize in cleaning and disinfecting. The Office of Environmental Health and Safety has reviewed and developed a plan for offices that may be impacted.
- High touch surfaces will be regularly cleaned, sanitized and disinfected daily, in accordance with the CDC and professional standards.
- Employees will assist in disinfecting shared spaces, equipment and technology. Cleaning items will be available in labs, classrooms and work spaces for employee use.
- If there is a confirmed COVID-19 case on campus, the common work space within that departmental office will be cleaned and disinfected; the area will be closed temporarily for a minimum of 48 hours for cleaning.
- Employees will be responsible for cleaning their personal workspace items upon return to the department.
- Facilities will provide disinfectant spray and paper towels to each department and will be refreshed on a regular basis or as needed. If the department runs out of these supplies, they should contact Facilities at x3115.
- It is a shared responsibility to maintain a clean and healthy environment.

Information about Capital Planning and Maintenance protocols on cleaning and disinfecting can be found at [COVID-19](#)

Behavioral Signage and Markings

COVID-19 specific signage and markings will be added to each building. These serve to inform and remind community members and visitors alike of required measures to help prevent the spread of the novel coronavirus. Compliance with posted signs and notices are required by state guidelines. The university will utilize digital information boards and the FSU website to share safety practices/protocols and updates. (**Appendix F**)

Public Access to Campus Constituents/Public/Contractors/Vendors

- The university will phase in public access to campus buildings during the repopulation phases and as more guidance is provided.
- Campus Constituents/Public/Contractors/Vendors will be required to schedule appointments prior to coming to campus as we begin the first phases of repopulation, unless there are extenuating circumstances.
- Campus Constituents/Public/Contractors/Vendors should be instructed to visit only the office they have an appointment with, they should be told prior to their appointment that they must review the university's safety protocols. Staff should greet these individuals at a designated entrance.
 - If in person service is provided, the individual coming to campus must conduct the **Symptom Monitoring Requirement Checklist** prior to arriving on campus. (**Appendix A**)
 - The individual must notify the university point person that they have completed the checklist and have no symptoms in advance of their arrival.
 - If an individual has any sign of symptoms they should be told not to come to the campus and contact their primary care physician.
 - All persons coming to campus should be told that face coverings are required.
 - Departments will be provided an electronic check-in form from Human Resources; all staff in the department should be provided the link. Guests, employees, etc. that enter an office area shall be logged in as required by the safety standards defined by the state. (**Appendix B**)
- Contractors and vendors will be asked to contact their university point person upon arrival.
 - The point person will meet the contractor/vendor at the area in which services are to be completed.
 - The point person will provide access, instructions and other materials as required.
 - The university point person will log in the contractor/vendor on the log in sheet.
 - This practice will reduce outside contractors entering multiple locations and offices and will continue to mitigate risks; this practice will begin immediately and will be reassessed over the phases.
- Vendors that provide deliveries across campus will be asked to check in with Materials Management before beginning their delivery route on campus. Material management will enter the vendor on the log sheet and will provide guidance to company/drivers to verify they are adhering to safety protocols as defined by the university. Material Management will deliver supplies that have been delivered to the Service Center.

Workspaces/Common Areas

The Office of Environmental Health and Safety in collaboration with the Capital Planning and Maintenance department has evaluated campus spaces to determine the occupancy that meets physical distancing protocols. There is an ongoing review of common spaces, classrooms and lab areas on campus due to the nature of interactions that take place and or the high volume of people in certain spaces. The administration is assessing the de-densification of areas with furniture. Campus signage reminds members of the community about methods to keep themselves and others safe. Signs have been placed throughout campus by Capital Planning and Maintenance.

- Employees and students should wear face coverings when in common areas.

- Practice social distancing and avoid congregating in break rooms and dining areas.
- Adhere to designated signage.
- Do not remove signage or rearrange chairs and tables which have been strategically placed for distancing measures.
- Limit elevator capacity and take the stairs if able. Under no circumstances should employees enter an elevator or wait in an elevator lobby without a face covering.
- Open windows where it is feasible to do so.
- Shared common spaces, labs, resource rooms, office and work spaces due to size or configuration that cannot be rearranged will be addressed with the supervisor of that area; staffing plans will need to be altered as to maintain social distancing.
- Decommission large gathering spaces (ie. tables, chairs, furniture) to allow for physical distancing if necessary or place signs stating do not use.
- Designate flow of foot traffic in office entrances where feasible.

Accomplishing 6' of Separation

Social distancing in shared spaces—classrooms, laboratories, open offices, lounge areas, etc.—can be especially challenging and requires cooperation on everyone's part. The goal is to maintain at least 6 feet of physical separation at all times, which may be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures should be incorporated in the departments specific repopulation plan in coordination with other key offices. (CPM, HR, EHS)

When 6 Feet Isn't Possible

Given the many historic buildings on campus, there will be instances where it is impossible to achieve a full 6 feet of separation. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel, in other instances we must all do the best we can to use common sense to minimize contact in locations. (This is why other measures such as PPE and good hygiene are so important!)

Training

- Employees in front line positions will be provided training on safe interactions with students, guests, etc.
- Employees will be trained on social distancing, hand washing, hand sanitization, face coverings and hygiene protocols
- Employees will be trained on new protocols and practices as necessary.

Helpful links:

[**Returning to work**](#)

[**Coping with stress**](#)

[**Handwashing**](#)

Travel

If employees are traveling for business and or recreation out of state and return to Massachusetts they should complete the [Faculty and Staff Self-Isolation/ Travel Form](#); travelers arriving in Massachusetts are urged to self-quarantine for 14 days. People from the following states do not need to quarantine when coming into Massachusetts per- RI, NH, CT, Maine, VT, NY, and NJ, if you're visiting these states you are not required to isolate upon your return. Human Resources will monitor and work with employees to determine safe reentry to campus.

The university will hold all travel for faculty and staff until further guidance.

Check [CDC](#) travel advisories.

Re-Exit Plan

Supervisors should assess technology, access to systems and software, etc. that they use during telework and what challenges, if any, they encounter when performing the duties remotely. All supervisors should be prepared to seamlessly move operations remotely if there was a resurgence of COVID. Please work with Technology to address any needs if future telework is necessary.

Mental and Emotional Wellbeing

Employees Assistance Program is a confidential resource for assistance with work life balance. Please find the link at the [Employee Assistance Program](#) or at 800-451-1834. This service is provided by AllOne Health. The EAP is staffed by licensed counselors who respond quickly to your request for help in a caring, respectful and confidential manner.

On July 1 we will be transitioning to the Commonwealth EAP plan, The Mass4You Employee Assistance Program - Liveandworkwell.com. 844-263-1982; TTY Support 711+1-844-263-1982; Substance Use Treatment Helpline 855-780-5955. Please make note of this transition.

Many people consult the EAP just to be reassured that what they are experiencing is a typical response to their concerns. The EAP does not replace or prevent you from accessing the mental health benefits of your own medical insurance.

- Employees: Recognize when there is a health wellness related issue (physical, emotional, financial, social) that is interfering or has the possibility of interfering with life balance
- Employees: Seek assistance from supervisors, Human Resources and or confidential resources
- Employees: Be aware of changes in co-workers behavior that could signal a wellness issue
- Employees: Depending on your comfort level refer employee to EAP services
- Supervisors: Provide atmosphere that encourages open communication between employees and supervisors
- Supervisors: Be aware of changes in employees' behavior that could signal a wellness issue
- Supervisors: Provide employee information on wellness resources
- Supervisors: Be present, maintain confidentiality, provide support, be understanding, follow-up

EAP Services

- Three in person or Tele-EAp (virtual) counseling per issues per-year at no cost
- 30 minute telephone consultation or in person legal or mediation consultation per issue per year at no cost
- get referrals for a variety of Work Life convenience services; child care, elder care and more
- Access to Optum's 24/7 confidential Substance Abuse Treatment Helpline and a licensed clinician

Please find below the contact information related to the health insurance plans, employees may also contact their plans to access other assistance related to their mental well being.

| HEALTH INSURANCE CARRIERS | PHONE | WEBSITE |
|--|----------------|---------------------------------------|
| AllWays Health Partners | 1.866.567.9175 | allwayshealthpartners.org/gic-members |
| Fallon Health | 1.866.344.4442 | fallonhealth.org/gic |
| Harvard Pilgrim Health Care | 1.800.542.1499 | harvardpilgrim.org/gic |
| Health New England | 1.800.842.4464 | healthnewengland.org/gic |
| Tufts Health Plan | 1.800.870.9488 | tuftshealthplan.com/gic |
| UniCare State Indemnity Plan | 1.833.663.4176 | unicarestateplan.com |
| Express Scripts Pharmacy Benefits Manager | 1.855.283.7679 | express-scripts.com/gicRx |
| Health Care Spending Account (HCSA) and Dependent Care Assistance Program (DCAP) | 1.877.353.9442 | benstrat.com/gic-fsa |
| Life/AD&D Insurance | 1.617.727.2310 | bit.ly/giclifeinsurance |
| Long Term Disability | 1.877.226.8620 | bit.ly/giclongtermdisability |
| MetLife Dental Benefits | 1.866.292.9990 | metlife.com/gic |
| Vision Benefits | 1.800.650.2466 | davisvision.com (client code: 7852) |

APPENDIX A

Symptom Monitoring Requirement

Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply **YES** to any of the questions below, **STAY HOME**. Call your supervisor and report your absences per normal departmental process, please share if the absence is related to COVID-19. Please contact your primary care physician if you're experiencing symptoms.

Employees should complete the [Faculty and Staff Self-Isolation/ Travel Form](#) if required to isolate or quarantine. A Human Resource representative will contact the employee. If you should have questions for the HR team please call us: 978-665-3338 or 978-665- 3850 or email hrcovid@fitchburgstate.edu to discuss next steps

If you start feeling sick during your shift, please contact your supervisor immediately and notify them you are experiencing symptoms and go home and contact your primary care physician. Please make sure to bring items home that you may need prior to leaving the campus. You may be required to isolate and or quarantine.

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

Yes No

Muscle Aches?

Yes No

Chills?

Yes No

Sore Throat?

Yes No

Loss of Smell or Taste?

Yes No

Headache?

Yes No

Shortness of Breath?

Yes No

Cough?

Yes No

Have you experienced any gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite?

Yes No

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19? Yes No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official? Please complete the form if yes; [Faculty and Staff Self-Isolation](#)

Yes No

If employees wish to utilize a Monitoring Symptoms app, please see below.

* [COVID Symptom Tracker](#) (Harvard T.H. Chan School of Public Health, Massachusetts General Hospital, King's College London, and Stanford University School of Medicine)

* [COVID-19 Self Checker](#) (Johns Hopkins)

* [COVID-19 Self Assessment](#) (Google/CDC)

APPENDIX B

[FSU Guest Sign In](#)

FSU Guest Sign in

All personnel who visit your work area for any reason should be entered here. This includes other employees, student employees, contractors, vendors and all other guests.

Your email address (jmurdoch@fitchburgstate.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

 **FITCHBURG STATE UNIVERSITY**

Guest Name *

Your answer

Type of Guest *

FSU Employee
 Student Employee
 Contractor
 Vendor
 Other

Date *

Date

mm/dd/yyyy

Time In *

Time

:

APPENDIX C

Interim Process Guidelines to Request Telework:

High Risk Employees, Vulnerable Family Member, & Childcare Concerns

Introduction:

Based on currently available information and clinical expertise, the Center for Disease Control (CDC) guidance states that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. The university acknowledges that there are likely employees who fall into one or both categories. In addition, the university is aware of many employees who have a vulnerable family member within the household or are managing childcare concerns during this public health emergency.

The Commonwealth of Massachusetts is reopening under a phased approach as established by the Governor's Reopening Advisory Board. While the university has remained open, staffing on campus was significantly reduced and, as a result, the university will also be following a phased approach to return employees, while also ensuring alignment with the framework provided for the higher education sector.

The purpose of these Interim Process Guidelines to Request Telecommuting is to outline the appropriate process to follow should there be a need for an employee to request an extension of their telecommuting assignment as a result of being in a high-risk category identified by the CDC, having a vulnerable family member within the immediate household, and/or having childcare concerns. The university recognizes, however, that not all positions are feasible for telecommuting and the responsibilities of the position and operational needs of the university are among the various considerations to be discussed when deciding about a temporary telework request.

Underlying Medical Conditions:

People of any age who have a serious underlying medical condition(s) might be at higher risk for severe illness from COVID-19. The CDC lists medical conditions such as:

- Chronic Lung Disease or moderate to severe Asthma
- Serious Heart Conditions
- Immunocompromised
- Severe Obesity
- Diabetes
- Chronic Kidney Disease (undergoing dialysis)
- Liver Disease

Employees identifying with one of these medical conditions or other medical conditions or disabilities that may render them as high-risk of severe illness from COVID-19 may apply for a reasonable accommodation through the Office of Human Resources/ Equal Opportunity. Employees will be asked to submit a request for accommodation through the HR/EO Office and to supply appropriate medical documentation to support the request. Please complete the form

that applies [Request for Reasonable Accommodation Form](#); [Request for Alternate Work Option During COVID-19](#).

Older Employees:

The CDC identifies older adults – people 65 years of age or older – as those at high-risk for severe illness from COVID-19. To reduce the risk of getting sick, social distancing and proper hygiene practices are recommended. In addition, the Governor’s Reopening Massachusetts in Phases plan encourages older employees to stay home, if possible.

Telecommuting may be an alternate work option for older employees, if feasible. Employees who believe they need this alternate work option should submit a request form to the Office of Human Resources & Payroll Services. When assessing the request, Human Resources will verify the age of the employee, verify their position, and dialogue with the employee’s supervisor(s) about the effectiveness and feasibility of telecommuting for the type of position held.

Childcare Concerns:

While the Commonwealth of Massachusetts proceeds through the phased reopening approach established by the Governor’s Reopening Advisory Board, childcare options for employees may be limited due to day care, school and camp closures as a result of COVID-19.

Telecommuting may be an alternate work option for employees, if feasible. Employees who believe they have a need for this alternate work option should submit a request form to the Office of Human Resources & Payroll Services. When assessing the request, HR will verify the school, day care or camp closure and dialogue with their supervisor(s) about the effectiveness and feasibility of telecommuting for the type of position held.

Employees interested in learning more about Families First Coronavirus Response Act(FFCRA) on leave eligibility and/or other leave options should contact HR for assistance.

Vulnerable Family Member in the Immediate Household:

During this public health crisis, employees who have a vulnerable family member – a person who is considered high-risk per CDC guidelines – living in their household may be eligible for telecommuting as a temporary alternate work option.

Employees who believe they need this alternate work option should submit a request form to the Office of Human Resources & Payroll Services. When assessing the request, HR will request medical documentation to verify that the family member within the immediate household is considered high-risk due to a medical condition or disability and will dialogue with the employee’s supervisor(s) about the effectiveness and feasibility of telecommuting for the type of position held.

Employees who have a family member deemed vulnerable due to age are also eligible to request an extension of their telecommuting assignment.

Short-term Leave:

Not all positions are structured for or are conducive to remote work. For positions where a remote work option cannot be offered and an employee is unable to work due to at-home considerations, there may be short-term leave options available. The Families First Coronavirus Response Act (FFCRA) provides employees with the ability to take leave related to COVID-19 if the employee is unable to work, including unable to telework, for certain qualifying reasons. For more information about the qualifying reasons and eligibility, employees can view [FFCRA Employee Rights Poster](#).

Employees interested in learning more about FFCRA leave eligibility and/or other leave options should contact Human Resources for assistance.

General Understandings:

When assessing requests for telework, the university must remain mindful of the volume of requests and the university's ability to grant all requests, especially in small departments. Telework is a temporary alternate work privilege being offered by the university during this public health crisis and there is no requirement that telework be offered or granted. Telecommuting privileges will be periodically assessed for its continuation and can be canceled at any time and for any reason by the university. Further, the university has the sole discretion to amend, modify or replace this Interim Process to Request Telecommuting at any time and for any reason.

Employees approved for an interim telecommuting assignment must complete a Telecommuting Workplan approved by their supervisor and submitted to HR. Employees must comply with university rules, policies, practices, and instructions while telecommuting. Short-term telecommuting in extraordinary circumstances does not change the basic terms and conditions of employment with the university. Interim telecommuting assignments do not change an employee's classification, compensation, or benefits. The policies applicable to leave and the use of accrued leave shall be applicable to all benefited employees, regardless of telecommuting privileges.

All injuries incurred by employees during the performance of official duties and during working hours must be reported promptly, and applicable Workers' Compensation laws will apply. While telecommuting, employees are required to maintain a safe working environment.

APPENDIX D

Request for Reasonable Accommodation Form

This form is to be used by any employee seeking an accommodation.

The American With Disabilities Act (ADA) has deemed COVID-19 a pandemic, therefore an employee that voluntarily discloses that he has a specific medical condition or disability that puts him or her at increased risk of COVID-19 complications and may not be able to perform their duties, shall document their needs for an accommodation. Fitchburg State will maintain this information as confidential. We will ask that the employee describe the type of assistance they think will be needed.

For the purpose of obtaining a reasonable accommodation, the following terms are relevant:

Disability means: a physical or mental impairment that substantially limits one or more major life activities; a history or record of having such an impairment; or being regarded as having such an impairment.

Reasonable accommodations are: modifications to rules, policies, or practices; environmental adjustments such as removal of architectural, communication or transportation barriers; or auxiliary aids and services.

Essential eligibility requirements means the legitimate educational, work and/or professional experience or other requirements for employment with the University or participation in the University's programs, services, or activities that an individual must be able to meet with or without an accommodation.

This is a confidential form maintained separately from an employee's personnel file. Filling out this form is not mandatory. Requests for reasonable accommodations may also be made orally. Please contact Human Resources, Kimberly Page, 978-665-3172 or kpage3@fitchburgstate.edu to make an accommodation request or to discuss any questions regarding the accommodation process at Fitchburg State.

[Request for Reasonable Accommodation Form](#)

APPENDIX E

Request for Alternate Work Option During COVID-19

The Commonwealth of Massachusetts is reopening under a phased approach as established by the Governor's Reopening Advisory Board. While the university has remained open, staffing on campus was significantly reduced and, as a result, the university will also be following a phased approach to return employees, while also ensuring alignment with the framework provided for the higher education sector.

Based on currently available information and clinical expertise, the Center for Disease Control (CDC) guidance states that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. The university acknowledges that there are likely employees who fall into one or both categories. In addition, the university is aware of many employees who have a vulnerable family member within the household or are managing childcare concerns during this public health emergency.

Employees interested in learning more about Family First Coronavirus Response Act (FFCRA) leave eligibility and/or other leave options should contact Human Resources for assistance.

More Information on FFCRA

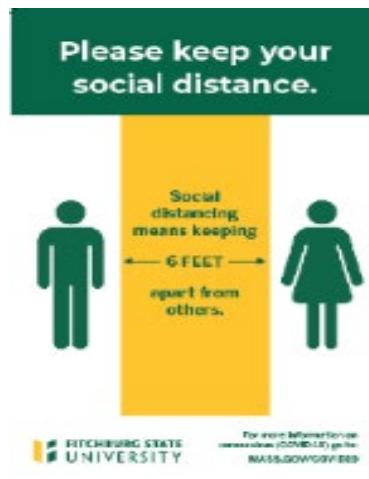
[Families First Coronavirus Response Act: Employee Paid Leave Rights Employee-paid-leave](#)

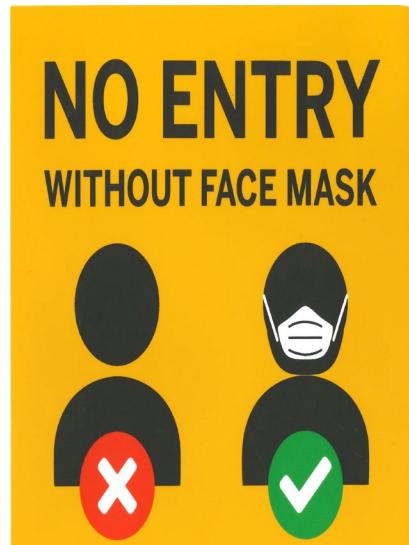
For the purpose of being considered for an Alternate Work Option During COVID-19, please complete this request form.

[Request for Alternate Work Option During COVID-19](#)

APPENDIX F

Signage Posters





Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wear your mask before you leave home
- Put it on over your nose and mouth and try to keep both your nose and mouth covered
- It should fit snugly against your face
- It should be made of multiple layers
- It should be washed in detergent and water



USE THE FACE COVERING WITH PROPER CARE

- Wash your hands before you put on your cloth face covering
- Don't touch your face
- Keep the covering away from your mouth and nose
- Don't touch the covering when you're wearing it
- Don't touch the covering after you take it off

FOLLOW FEDERAL COVID-19 GUIDELINES

- Stay home when you are sick
- Avoid close contact with others
- If you must leave, stay home as much as possible
- Wear a cloth face covering
- Follow additional local and state guidelines



TAKE OFF YOUR CLOTH FACE COVERING SAFELY

- Do not touch your cloth face covering when you take it off
- Wash your hands before you touch your face
- Hold the covering away from your mouth and nose
- Do not touch the covering after you take it off



Take off your cloth face covering safely, [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)

Follow CDC's recommendations for safely removing a cloth face covering.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Contact Information

| | |
|---|---------------------------------|
| Human Resources and Payroll Services | 978-665-3172, 3177 |
| Office of Environmental Health and Safety | 978-665-3756, 4801 |
| Capital Planning and Maintenance | 978-665-3115 |
| Materials Management | 978-665-3118, 3170 or 3206 |
| Technology/Help Desk | 978-665-4500 |
| University Police | 978-665-3111 |
| Massachusetts Department of Public Health | 617-624-6000 |
| City of Fitchburg Board of Health | 978-829-1870 |
| Center for Disease Control | 800-232-4636 (TTY 888-232-6348) |

Sources

- University of Tennessee - <https://www.utk.edu/coronavirus/>
- Elon University - <https://www.elon.edu/u/ready-and-resilient/>
- Duke University - <https://www.duke.edu/>
- Center for Disease Control - <https://www.cdc.gov/coronavirus/2019>
- National Coronavirus Response:
- A Road Map to Reopening- American Enterprise Institute, March 28, 2020
- CENTRE FOR APPLIED DISASTER AND EMERGENCY MANAGEMENT- Post COVID-19 Facility Re-entry Guide
- CSU Fullerton, Emergency Management COVID19 - PANDEMIC RECOVERY AND BACK TO WORK CONSIDERATIONS For HIGHER EDUCATION INSTITUTIONS
- Office of the Governor, Commonwealth of Massachusetts
- College and University Professional association for Human Resources -<https://www.cupahr.org/>
- Society for Human Resource Management - <https://www.shrm.org/>