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Introduction: Transitioning Back to Campus
Quinnipiac is our home away from home. COVID-19 has challenged us and changed the world around us, but we are investing significant time and resources to provide our faculty members, employees, students and parents peace of mind that when they’re among their Bobcat family, their health, safety and support needs are our top priority.

While the college experience will undoubtedly be different this fall, our commitment to our students has not changed: we will deliver high-quality academics that will prepare QU students for a life of personal fulfillment and career success. As the university gets ready to greet the Class of 2024 this fall and welcome back the rest of our students, we also are preparing for your return.

The best working and learning environment is one where faculty, staff and students feel supported in both their physical and mental well-being. This Return to Campus Manual gives you detailed information so you can confidently transition back to the university. Our plan is based on government health and safety guidelines and reflects best practices and current scientific understanding of the virus. We have adopted a measured and phased approach to coordinate your return, incorporating a full array of carefully thought-out measures from health, safety and cleaning protocols to flexible work-from-home policies and changes to some offices and physical workspaces.

Our plan is premised on a phased return to campus to:
- Limit exposure to the coronavirus
- Reduce density and allow departments to plan their workspaces accordingly
- Address individual accommodations and exceptions to return to on-site work
- Assess and review work-at-home requests
- Assist with operating in the “new normal”
Three Phases to Ease the Transition

We will begin allowing employees to return to our campuses in *three phases* to help prevent the spread of the virus. Our priority is to return faculty and staff whose roles are essential to preparing our campuses for any summer activity and for the start of school in August; staff who cannot effectively perform their roles from home; and staff who are critical to ongoing operations.

*We are suggesting a 50% on-campus workforce capacity on a daily basis for the foreseeable future, especially if physical office space does not allow for necessary social distancing protocols.* HR and Facilities will review each department’s return-to-work plan to balance it with others in the same building or floor to determine if social distancing can be maintained in hallways and public spaces.

The 50% on-campus workforce is a key preventive step. Along with this, we will continue to support work-from-home arrangements to enable more flexible scheduling. In addition, medical guidelines advise (but do not mandate) that *employees 65 years of age and older, or those with chronic medical conditions,* continue working from home if possible. We ask supervisors to remain flexible and compassionate when discussing with staff when and if their departments and employees should return to work during the recommended phases.

### QU PHASE 1
***June 15***
- **People who work in areas that support graduate students, new student orientation, summer programs and administratively essential operations.**
- **Offices that are likely to return to campus during this phase include Information Services, Facilities, Public Safety, Student Health Services, some clinical/lab locations and deans’ offices.**
- **Working from home is preferred if possible.**

### QU PHASE 2
***July 13***
- **People who work in areas that support preparations for students’ return for the fall semester.**
- **Offices that are likely to return to campus during this phase include Admissions, Financial Aid, Student Affairs, Human Resources, Marketing and Communications, and faculty if their classes or pilot programs begin in the summer.**
- **Alternating on-site and work-from-home schedules within a department is recommended to reduce density on campus.**

### QU PHASE 3
***Aug. 10***
- **People who work in all remaining areas.**
- **Alternating on-site and work-from-home schedules within your department is recommended to reduce density on campus.**

Additional guidance will be forthcoming on which departments will return under each phase after managers have completed and submitted to HR their return-to-work plans. It is important to discuss with your supervisor which phase applies to your department or role.
Requesting Exceptions to On-Site Work During COVID-19

Employees who have been instructed to return to work on site as an essential part of their job function and fall into one of the groups below should fill out the Exception Form, which can be found on MyQ, and provide the required documentation.

- **Ages 65 and older:** Either you or a member of your household fall into this age group.
- **Immunosuppressed or at-risk chronic medical condition:** Either you or a member of your household with this condition. You may want to check with your primary health care provider to see which conditions may put you at higher risk for complications from COVID-19.
- **Parents/guardians** who need flexibility due to continued childcare and home-schooling issues relative to COVID-19 (e.g., school or daycare closed).
- **Individuals who serve as a primary caregiver** to an adult family member lacking care options due to COVID-19.

Key Guidelines for QU’s Return to Campus

All employees must practice the following safety measures, even if they are feeling well, as many individuals who have COVID-19 can remain asymptomatic. In following these measures, you are helping to protect yourself, your family, your neighbors, your colleagues, our students, and the entire Bobcat community.

**MONITOR YOUR HEALTH DAILY**

All employees should monitor their health daily, remain home if not feeling well, and report symptoms to their health care providers. If they test positive for COVID-19, they need to alert the Office of Human Resources. QU is exploring an app-based tool for daily health checks that would make it easy for employees to monitor symptoms and have health care guidelines at their fingertips.

**WEAR A FACE COVERING**

Everyone must wear a face covering in public spaces where they interact with others. QU will provide two cloth face masks to every employee (estimated delivery is late June to early July based on current supply chain). Additional masks can be purchased through the Quinnipiac Bookstore at go.qu.edu/facemasks

**PRACTICE GOOD PERSONAL HYGIENE AND HAND WASHING**

Refrain from touching your face and wash your hands frequently, especially after coming in contact with any public areas, such as restrooms. Hands should be washed for a full 20 seconds to kill germs.

**TESTING**

All undergraduate students must be tested for COVID-19 at home before they return to campus this fall. Undergraduates will be tested again within 6-12 days of returning to campus, and then QU will conduct weekly testing on a portion of residential and non-residential students. Faculty and staff are NOT required to be tested before returning to campus.

**PRACTICE SOCIAL DISTANCING**

Everyone must adhere to at least 6 feet social distancing when around others.

**APPROXIMATELY 50% ON-CAMPUS WORKFORCE**

We are suggesting a 50% on-campus workforce capacity on a daily basis, especially in areas where physical office space does not allow for necessary social distancing protocols.

**STAGGER WORK TIMES**

Alternating work schedules (employees in the office vs. employees working from home), arrival and departure times and working remotely should be considered through all phases.
Physical Workspace Adjustments

Our Facilities team is reviewing all workspaces across our campuses to determine where physical adjustments may be necessary, such as installation of plastic shields, spacing out workspaces, assessing one-way traffic patterns and other accommodations. These adjustments will be made in advance of each department’s return to work according to the three phases. If you have questions about your workspace needs, please contact your manager.

Monitoring Your Own Health

In addition to checking for symptoms related to COVID-19, we ask that you take your temperature at home daily before reporting to work.

- If your temperature is 100.4 or higher, you need to stay home, contact your physician and notify your supervisor.
- We may ask you to submit to temperature testing on campus as part of our health protocols and policies.
- If you test positive for COVID-19, you must notify the Office of Human Resources by sending an email to EmployeeCOVIDHR@qu.edu and must isolate at home until you recover. Please review the CDC guidelines on self-isolation. We will respect your privacy to the extent possible, given contact tracing requirements per state and CDC guidelines.
- Contact your supervisor and the Office of Human Resources if you have an exposure in a non-socially distant setting.

Testing and Contact Tracing

The university continues to follow the latest guidance issued by the state of Connecticut on testing requirements for students’ return to on-ground instruction this fall. Faculty and staff are NOT required to be tested before returning to campus. However, all undergraduate students must be tested for COVID-19 at home before they return to campus this fall. Undergraduates will be tested again within 6-12 days of returning to campus, and then QU will conduct weekly testing on a portion of residential and non-residential students. This sampling strategy is based on scientific guidelines to aid with early detection of asymptomatic or pre-symptomatic infections. All campus-based COVID-19 testing costs will be incurred by the university.

And as a reminder to all university employees, they and any family members enrolled in the university's medical plan, which is administered by Anthem, are eligible to be tested for COVID-19 at no cost, regardless of whether they are experiencing COVID-related symptoms or are asymptomatic.

The university is also working on a contact tracing model that will give us the ability to trace the contacts of those testing positive for COVID-19 so that we can quickly prevent spread of the virus. Here is how contact tracing works:

- If an employee tests positive, we will speak with them to determine with whom they came into contact so we can assess potential exposures.
- If an employee has been exposed to, or come in contact with an individual who has tested positive for COVID-19, either at work or elsewhere, that employee must self-isolate at home.
- The identity of employees and students who test positive will not be disclosed beyond a need-to-know basis; however, contact tracing and the need for exposed individuals to self-isolate may result in revealing their identity to some individuals.
Symptom Monitoring

Currently, the COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- Gastrointestinal symptoms that you haven’t experienced before
- Loss of taste or smell that you haven’t experienced before

Respecting the Community

Reports on the spread of COVID-19 infections are a source of stress and concern for many, but it is critical that we pause and reflect on how our words and reactions can affect others during this global health crisis. Now more than ever, it’s important for all members of the Quinnipiac community to treat one another with care and dignity.

Please consider the following:

- Resist the tendency to make broad generalizations about people. Uncertainty about the coronavirus may lead to anxiety and fear. Harmful behaviors can occur when anxiety and fear are projected onto entire social groups. Such behavior is harmful to the well-being of targeted individuals and does not protect anyone from the coronavirus.

- Treat community members with care and empathy. Try to walk in the shoes of others rather than treating someone with suspicion or implicit bias.

- Be vigilant outside of work about social distancing and proper hygiene at locations you visit during non-work hours.

- Continue to follow recommended health and safety guidelines as Connecticut opens for business.
Social Distancing Guidelines

The CDC (Centers for Disease Control and Prevention) currently recommends that people remain a minimum of six feet apart. Here are some other steps you can take:

- Limit non-essential interaction across campuses, buildings and work sites.
- Increase physical space between your co-workers, students, visitors and vendors.
- Limit gatherings in your workplace (e.g., no face-to-face meetings, one person at a time in kitchen areas, etc.).
- Use Zoom or alternative meeting tools for person-to-person meetings.
- Avoid physical contact, such as handshakes or fist bumps.

Signage will be installed throughout our campuses with reminders about social distancing, especially in public spaces. Please respect these guidelines.

Face Covering Guidelines

Appropriate use of face coverings is critical in minimizing risks to others near you. Keep in mind a face mask is not a substitute for social distancing. Each Quinnipiac employee will receive two washable face masks. If you have an underlying health condition that prevents you from wearing a face covering, you should wear a face shield, if possible, or continue to work remotely.

- Wear your face covering while working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.).
- Ensure the face covering fits properly over your nose and under your chin.
- Store face coverings in a paper bag when not in use.
- Wash cloth face coverings with regular laundry detergent before the first use and after each use, and do not use for more than one day at a time.
- Replace cloth face coverings immediately if they become soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Do not use disposable face coverings for more than one day, and place them in the trash after use, or if they become soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Hygiene Basics

- Wash your hands with soap and water for at least 20 seconds. Facilities will strive to ensure hand washing and/or hand sanitizer supplies are stocked and readily available.
- Avoid touching your eyes, nose and mouth.
- Stay home if you feel sick. That includes staying home from work, school, errands and travel.
- If not wearing a face covering, cover a cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- If not wearing a face covering and you don’t have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
Food Consumption at Work

Our university dining halls and cafeterias will be closed until students return. You are welcome to eat in your designated workstations or break rooms while being mindful of social distancing guidelines (staggered lunch breaks may be needed).

We ask that you not prepare food on site or share meals with co-workers. Microwaves and coffee machines may be used; however, employees are required to properly clean them after each use. Employees ordering food for delivery must arrange for a contact-free delivery.

Cleaning and Disinfection

Our Facilities team will be engaging in more frequent and robust cleaning protocols. In addition, we ask you to augment those efforts by routinely cleaning and disinfecting your workspaces and wiping keyboards, phones and doorknobs, if applicable, at least once a day. We also will have processes in place to perform enhanced, deep cleanings of a workplace if an employee tests positive for COVID-19.

All managers in our Facilities Department are completing rigorous training and will receive certification from the Global Biorisk Advisory Council, the nation’s leading trade association specializing in cleaning, disinfection and restoration of workplaces.

Elevators and Stairways

The number of individuals allowed in elevators will be dictated by the social distancing rule. If six feet apart is not practical, then one person should ride at a time. Please do not touch elevator buttons directly. Please use an object (pen) or piece of clothing to press the buttons. When using stairwells, please maintain proper distancing. Where possible, facilities may dedicate separate stairwells as “up” and “down” stairs.

Meetings and Travel

Face-to-face meetings should be limited as much as possible. While the university recognizes we are used to in-person meetings, it is vital that other means of communication, such as the phone and Zoom, are used during this time.

We recommend that employees who travel out of state or internationally for personal reasons, via any mode of transportation, log their activity using a written or app-based personal journal. This information is helpful in the event contact tracing is needed to alert you or others about possible exposure.
Questions?

If you have any questions about the policies or information contained in this Return to Campus Manual, please send an email to EmployeeCOVIDHR@qu.edu.

Quinnipiac’s COVID-19 task force continues to manage the university’s ongoing plans, and response to COVID-related needs. Following are the members of the task force:

Keith Woodward (Chair)
Associate Vice President for Facilities Operations

Jennifer Brown
Interim Executive Vice President and Provost

Christy Chase
Director of Student Health Services

Monique Drucker
Vice President and Dean of Students

Dr. David Hill
Professor of Medical Sciences and Director, Global Public Health Program

James Nealy
Interim Chief of Public Safety

Lisa O’Connor
Dean, School of Nursing

Daryl Richard
Vice President for Marketing and Communications

Donald C. Sawyer III
Vice President of Equity and Inclusion/Chief Diversity Officer

Anna Spragg
Associate Vice President for HR

Fred Tarca
Vice President-Chief Information & Technology Officer

Mark Tortora
Associate Director of Education Abroad Programs

Bethany Zemba
Vice President and Chief of Staff
The university has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University campus, the employee agrees to abide by all university’s policies and procedures related to COVID-19. The employee also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions or negligence of the employee, university faculty and staff, students or visitors to campus. The university will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.