

Emory College of Arts and Sciences

Return to Campus Guidance

We will need to balance ensuring the health of our community with providing an optimal student experience. Below are some principles and guidance to assist with deciding how to cover department physical presence on campus:

Principles:

- We will seek to foster a sense of community among our students, while staying within physical distancing guidelines.
- We will provide a superior level of service to our student community.
- We will strive to keep the density of people down in our buildings with the following considerations:
 - Onsite student-facing staff availability daily when students are in the building for classes, and
 - Adherence to a regular service schedule – for both campus and remote work.

Staff Scheduling Guidance:

- Managers should determine the minimal number of staff who need to come in the office per day to carry out the operations of the department. The remainder of the staff will work remotely on the days they do not come to campus. Managers should work with the staff member to determine individual schedules.
- For Spring 2021, the College goal is to have at least one staff member available in-person in student facing offices for 50 percent of the time, four days a week, by mid-semester. Most campus activities will be restricted until February 8; after that date, public health permitting, departments are asked to begin increasing their in-person staffing.
- Employee Schedules:
 - Split shifts: A split shift is one in which a staff member can fulfill their work hours in two shifts. This can maximize physical distancing by having one or two staff members coming in for a morning shift and working the remainder of their hours remotely in the afternoon. While different staff work remotely in the morning and come to campus to work in the afternoon. This could work for both non-exempt and exempt employees.
 - Consider having employees rotate one week on campus and two weeks remotely with two different groups of employees.
 - Given the lean staffing of our departments and programs you may consider sharing physical presence rotations with other departments and programs in your building; in fact, creative use of faculty working on campus might be worth consideration.

As we work on this return to campus plan, please keep in mind that there are many factors and details we have to consider including, but not limited to, employee availability (as defined by central HR) and an equitable rotation of employees within departments. Our goal is to offer classes and a rich student experience that is within guidelines for the safety of all staff, students, and faculty in the buildings.

Using the **Workforce Plan Template**, please send updates to your staff/department coverage work plan to ECAS_Connections@emory.edu and ECASFacilities@emory.edu as needed.

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If I am teaching in person, what should I expect when I walk into my classroom?

Room capacities will be posted outside of the classroom and must be strictly followed. There will be an “instruction zone” defined by floor tape in front of classroom. The tape will identify the area that is six or eight feet from the first row. An acrylic shield will be provided on or around the instructor podium, and defined locations for student seating will include the following guidelines:

- In moveable furniture rooms, seating locations will be marked on the floor and will be placed at least six feet apart. These chairs/desks cannot be removed or moved from their current locations.
- In fixed furniture rooms, approved seats will be marked.

Classrooms used for in-person teaching will have a consistent set of teaching technologies, which include the following:

- A touch screen podium PC (the touch screen allows for whiteboard replacement and annotating what’s on the screen).
- A boundary (pod) microphone.
- A USB document camera (so documents or handwriting can easily be shared within a zoom session).

What is the proper personal protective equipment (PPE) I should wear before, during and after class?

During the COVID-19 Pandemic all Emory employees are required to wear personal protective equipment in public areas and while interacting with other individuals. ECAS is committed to providing each faculty and staff member with appropriate PPE for on-campus work.

Instructors must wear a cloth face covering when entering room until they are in the defined instruction zone. The instructor may then switch to one of the acceptable PPE combinations listed in Table 1 below. Students must wear face coverings at all times. Faculty and students should maintain six feet of separation during entrance and egress.

Table 1

Preferred	Acceptable for Teaching	Acceptable for Teaching	Acceptable for short 1 to 1 transactions or consultations
<ul style="list-style-type: none"> • Face Covering • 6’ distance 	<ul style="list-style-type: none"> • Clear Face Shield • Acrylic Barrier • 6’ distance 	<ul style="list-style-type: none"> • Clear Face Shield • > 8’ distance 	<ul style="list-style-type: none"> • Cloth Face Mask • Clear Face Shield • Acrylic Barrier

How do I purchase PPE?

ECAS Business Operations will purchase PPE on behalf of faculty and staff who are registered to work on campus using the following guidelines:

- All faculty and staff will be issued 2 cloth masks per month.
- All faculty teaching in person will be issued one clear face shield at the beginning of the semester.
- Research faculty who are required to work in close contact with others (e.g., human subjects) will be issued a clear face shield.
- Other PPE needs will be considered on an as-needed basis.

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PPE for laboratory activities (e.g.: lab coats, gloves, goggles) should continue to be ordered through Emory Express. If you are experiencing supply chain issues, please send an email to ecasfacilities@emory.edu and we will work with Procurement to assist if possible.

- Faculty and staff are welcome to use their own cloth masks if they so choose.
- To replace PPE before the next delivery to your department, please contact ecasfacilities@emory.edu.
- PPE will be distributed to department offices based on the number of on-campus faculty and staff. Department staff members will be responsible for distributing to faculty and staff.

Should I come to campus to teach an online course?

Those who can perform their work remotely should continue to do so. **ONLY** those faculty and staff who have been approved to return to campus may return. If you choose to come to campus to teach a course, please do so from your office space. For visiting or other teaching faculty who do not have office space, please contact ecasfacilities@emory.edu to receive your space assignment.

If staff are required to come to the office, will their spaces be updated with protective equipment?

Yes, ECAS Facilities will install acrylic dividers in the reception area to protect faculty, staff and student visitors. Department staff should develop shifts and flexible scheduling to allow for only one person in the office at a time, and desks should be arranged so occupants maintain physical distancing.

- Employees assigned to open workspaces will continue to work from home.
- For those who cannot work from home, alternate work options should be made available, including the following:
 - Reassigning workstations to allow for minimum six feet physical distancing with masks
 - Creating alternate workspace such as repurposing an unused office or conference/seminar room.
- For staff who must work in-person and regularly interact with guests (e.g.: receptionists), please contact ECAS Facilities to obtain a desktop acrylic screen to aid in proper physical distancing.

Will Conference and Seminar meeting rooms be available?

It is preferable that all meetings continue to be conducted via Zoom. However, some conference and seminar meeting rooms will be available, and the signage on the entrance door will provide the maximum number of individuals who may occupy the space. Departments experiencing office space issues associated with physical distancing guidelines should leverage seminar, conference, and meeting spaces to alleviate those concerns. Should a department need to convert a meeting space into temporary office space, please contact ecasfacilities@emory.edu for assistance.

How often will the buildings be cleaned?

Cleaning protocols are listed in detail on the Campus Services website at <http://www.campserv.emory.edu/documents/coviddocs/Campus%20Sanitization%20June%201,%202020.pdf>.

Other questions? Please click on the following links or contact ecasfacilities@emory.edu.

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General COVID-19 Response Information

<https://www.emory.edu/coronavirus/>

Back to Campus Information

Emory Forward Site

<https://www.emory.edu/forward/>

Information on Sanitation, Maintenance, and Transportation

Emory Campus Services COVID-19 Response Site -

<http://www.campserv.emory.edu/covid19/index.html>