



## GUIDE FOR HOLY CROSS EMPLOYEES WORKING ON CAMPUS





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## GUIDING PRINCIPLES

Thank you for your continued flexibility, cooperation and unwavering commitment to the College of the Holy Cross as we manage the complexities of day-to-day operations during this extraordinary time!

Throughout our response to the COVID-19 emergency our highest priority has been the health and safety of our students, faculty, staff and our local community. The purpose of this guide is to provide information to College employees who are approved or required to work on campus. The College's response to the virus is informed by health and safety guidelines from local, state and federal authorities including the Worcester Department of Public Health, the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the Massachusetts Department of Public Health (DPH) as well as infectious disease experts.

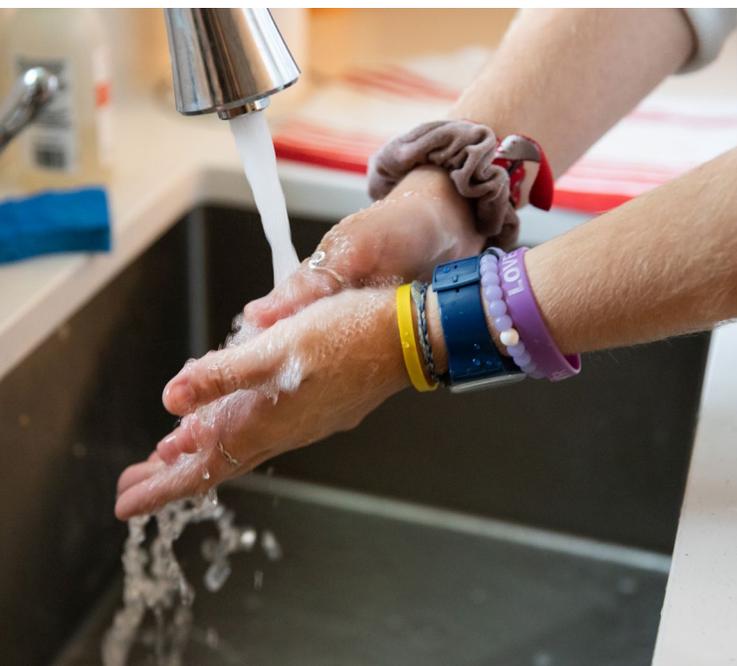
Understanding of the COVID-19 virus is still evolving. As we learn more about combating the virus, and as additional data and guidance become available, our policies and plans for managing operations may change. Please continue to check the College's [COVID-19 Response and Reopening website](#) regularly for updates.

*Please note that the policies and procedures described and referenced within may change from time to time, and the College reserves the right to start, stop, suspend, change or amend any of the policies and procedures described or referenced herein at any time, in the exercise of its sole discretion. This Guide is not an employment contract nor is it part of an employment contract.*

## RETURNING TO CAMPUS

We continue to follow an “essential employee” model: **Only those employees who must be on campus to complete their essential functions are permitted to return.** Employees should limit their time on campus. For example, if an employee must be on campus to complete 40% of their work, they should complete the remaining 60% remotely. The need to de-densify - i.e., reduce the number of people on campus to promote social distancing - will continue for some time. Departments and individual employees able to work remotely must continue to do so.

With our student body returning to campus in larger numbers for the spring semester in 2021, we will necessarily require more employees on campus to support their living and learning. Our return to on-campus operations will be gradual and based upon guidance from public health authorities. Division leaders are evaluating staffing needs and will communicate plans for return to campus to their divisions as needed. Our priority will always be the health and safety of our students, faculty, staff, and our local community.



## SAFETY MEASURES AND GUIDELINES FOR WORKING ON CAMPUS

Employees working on campus are required to be enrolled in the College's COVID-19 surveillance testing program. If an employee has questions about their testing category they should speak with their supervisor or department head.

All those working on campus are required to do their part and follow all of the College's safety protocols, including: (i) taking the [Mandatory COVID-19 training](#); (ii) performing the daily symptom check every day before reporting to campus; (iii) scheduling COVID-19 tests at the employee's assigned frequency; and (iv) following the guidance in the [Protocol for Masks, Social Distancing and Hygiene](#).

### Employees cannot be on campus if:

- They are experiencing any symptoms associated with COVID-19; or
- Have been identified by a public health official as "close contact" of someone diagnosed with COVID-19 in the past 14 days; or
- Have been directed to self-isolate or quarantine by a physician or public health official.

Departments that need to bring vendors or contractors to campus to complete essential functions that can only be done on campus should review the [Temporary Policy for On-Campus Access for Vendors and Contractors During the COVID-19 Emergency](#) and send an email to [returntocampus@holycross.edu](mailto:returntocampus@holycross.edu). A member of the HR Return to Campus team will respond to all requests.

## DE-DENSIFICATION

De-densification is generally recognized to be the most effective measure in mitigating the spread of COVID-19. Therefore, until further notice, employees who can work remotely must do so to the maximum extent possible. If an employee who regularly works remotely must access campus, the employee should limit their time and travel on campus and only access those areas that are essential for the employee to complete their work.

The College has a ["No Visitors" Policy](#) that prohibits visitors from entering or staying on campus, with the few exceptions identified in the Policy.

## SYMPTOM CHECKING

All employees working on campus must perform a daily symptom check. This important measure identifies those who may be experiencing symptoms associated with COVID-19. All other employees who are not enrolled in the College's testing program but who occasionally access campus must conduct a self health assessment using the [HC Clear website](#) prior to coming to campus.

As a reminder, the symptoms of COVID-19 are:

- 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
- New gastrointestinal (GI) symptoms
- New loss of taste or smell

Employees who are experiencing symptoms associated with COVID-19 must not come to campus. If while on campus an employee feels ill with symptoms associated with COVID-19, the employee must leave campus immediately and, as soon as possible thereafter, contact the Human Resources Office Coordinator, Melissa Cutroni at (508) 793-3556 or via email at [mcutroni@holycross.edu](mailto:mcutroni@holycross.edu). Hourly paid employees must not clock out; Human Resources will clock out for them.

Normal sick leave rules continue to apply and employees must contact their supervisor if they are ill. Employees working on campus who are alerted not to come to campus after reporting symptoms will be contacted by the Human Resources Office Coordinator, Melissa Cutroni, or a member of the Human Resources COVID Response Team. These employees can also contact Melissa at 508-793-3556 or via email at [mcutroni@holycross.edu](mailto:mcutroni@holycross.edu).

Rules for returning to work following a report of symptoms associated with COVID-19 are below, see, *Employees Returning to Work After Isolation or Quarantine*.

## COVID-19 COMMUNITY SURVEILLANCE TESTING PROGRAM

The College has implemented a COVID-19 surveillance testing program for students, faculty and staff to prevent and mitigate outbreaks of COVID-19. The robust surveillance testing program allows the College to quickly identify those who have an active infection of COVID-19. This program will also allow the College to assess data reflecting the prevalence of the virus on campus, which may inform decisions about future campus operations. All employees who are regularly working on campus and interacting with the community are required to be tested at least weekly. The frequency of testing varies for individual employees depending on hours spent on campus and frequency of on-campus contacts. Testing frequency requirements will be communicated to all employees who are working on campus via email from Human Resources.

Beginning January 4, 2021, testing will take place Monday through Friday in the gymnasium of the new Joanne Chouinard Luth Recreation and Wellness Center (The Jo). Hours will be posted on the College's COVID-19 Response and Reopening website and communicated to all employees who are working on campus. Scheduling for testing can be done via the [HC Clear website](#).

Employees will be notified of their test results within 24 to 48 hours. Employees who are diagnosed with COVID-19, or identified as a close contact of someone diagnosed with COVID-19, will be contacted by the contact tracing team, with follow-up from the Human Resources Office Coordinator, Melissa Cutroni. Employees who are notified of any positive test result, whether from the Holy Cross testing program or as a result of any other testing, must not come to work and should contact Human Resources, who will place the employee in contact with the College's medical provider, Reliant Medical Group. Reliant will assist the employee with testing, answer questions they may have relating to isolation and quarantine, and oversee the return to work process.

Employees with questions about the College's surveillance testing program should speak with their supervisors. Human Resources will change an employee's testing frequency if requested by the division or departmental HR Liaison. All requests to change an employee's testing frequency should be sent to the Senior Associate Director of Human Resources, Kate Kilby, via email at [kkilby@holycross.edu](mailto:kkilby@holycross.edu).

## EMPLOYEES RETURNING TO WORK AFTER ISOLATION OR QUARANTINE

Employees who:

- Are alerted not to come to campus after reporting symptoms associated with COVID-19; or
- Are diagnosed with COVID-19; or
- Are identified as a close contact of someone diagnosed with COVID-19;

must not return to work without first speaking to the Human Resources Office Coordinator, Melissa Cutroni, at (508) 793-3566 or via email at [mcutroni@holycross.edu](mailto:mcutroni@holycross.edu). Melissa will explain the protocols for returning to work, and place the employee in contact with Reliant Medical Group to oversee the return to work approval process. Supervisors should direct employees who attempt to return to work, or have questions about their return, to Human Resources.

## TRAINING & ATTESTATION

All employees who are approved to work on campus must complete [Mandatory COVID-19 training](#). The training includes an attestation that the employee understands the mandatory safety standards in the training video and intends to comply with them.

## MASKS, SOCIAL DISTANCING AND PERSONAL HYGIENE

All employees should familiarize themselves with the safety protocols in the document: [Employees Authorized to Work On Campus During Modified Operations Due to COVID-19: Protocols for Masks, Social Distancing and Hygiene](#), available on the [HR COVID-19 website](#).

Employees must wear a face covering that covers the nose and mouth all times while on campus, in both indoor and outdoor spaces, except when the employee is alone in their own office with the door closed and in other limited circumstances, as explained below.

Supervisors will provide employees with two reusable cloth masks upon request and will have additional single use masks on hand to replace an employee's cloth mask if it becomes contaminated during the work day. Employees may also wear their own reusable cloth mask or single use disposable mask while on campus, so long as it provides adequate protection consistent with generally accepted standards.

The following are *not* acceptable face coverings:

- Face shields, without an accompanying face mask
- Face masks with vents
- Neck gaiters

The only exceptions to wearing a face covering are:

- When an individual is working alone in their own office with the door closed.
- Faculty members who are recording a class or laboratory session alone in a designated space with the door closed.
- When an individual is eating or drinking with adequate physical distancing, i.e. in a space that allows the person to remain 6 feet away from others.
- When an individual is using the outdoor athletic fields, provided they are able to maintain appropriate physical distancing. (Massachusetts safety standards require fourteen feet distance between people engaging in physical activity.)
- When an individual is alone in their own personal vehicle. However, before exiting a personal vehicle on campus the individual must put on a mask.
- When a Facilities employee has been assigned a specific vehicle that only they use, a mask is not required while the employee is in the vehicle. However, before exiting the vehicle on campus the employee must put on a mask.
- When an individual is smoking in a designated outdoor smoking area and is adequately physically distanced, i.e., at least 6 feet, from others.
- As otherwise permitted by the College COVID Response Team in accordance with Massachusetts state guidelines.

Employees are prohibited from congregating in break rooms, eating areas, conference rooms, or in any other way that inhibits 6' of physical distancing from other employees.

Employees should frequently and routinely wash their hands, using hot water and soap and washing for at least 20 seconds, throughout the work day.

## MODIFICATIONS TO FACILITIES AND STAFFING

Many campus facilities will be operating with limited capacity or will not be open for the spring semester.

Offices that do reopen must monitor employee, customer and visitor entries and exits and limit occupancies. In general a good rule of thumb is to limit occupancy to 50% of normal. No enclosed space within the facility may exceed an occupancy rate of 10 persons per 1,000 square feet. For questions about space & occupancy rates, please contact John Cannon at [jcannon@holycross.edu](mailto:jcannon@holycross.edu).

Where employees have returned to campus, managers and supervisors in those departments must review their operations and consider measures to promote social distancing including:

- Continuing to have employees work remotely, where remote work is possible, to the greatest extent possible.
- Identifying times of the workday which tend to bring people together, such as the beginning and end of the work day or break times, and stagger work schedules to prevent or reduce employee congregation.
- Identifying locations in the workplace, such as break rooms, time clocks, copier rooms and other common areas where employees tend to congregate and control occupancies by, for example, staggering meal and rest breaks (to the greatest extent permitted by College policy) or removing tables and chairs.
- Continuing to restrict in-person meetings and to maximize the use of teleconferencing, even when all parties are on campus.
- Requesting a review of the space to determine how to safely configure forward-facing office spaces (furniture, barriers, occupancy limits, queuing). Space reviews will be conducted in early January. To request a space review, fill out the [Space Review Form](#).
- Employees working on campus should sanitize their work stations and high touch areas including door knobs, copy machines, and printers using the College-provided disinfectant.

## EMPLOYEE TRAVEL

Massachusetts has enacted a [Travel Order](#) that requires that all visitors entering Massachusetts, including returning residents, quarantine for fourteen (14) days at the conclusion of their trip and complete the [Massachusetts Travel Form](#) prior to arrival in Massachusetts. College business travel, paid for by the College or reimbursed by the College, to a location covered by the self-quarantine restriction is prohibited, absent explicit

authorization from a College VP or Division Head. Personal interstate or international travel by employees is strongly discouraged. Employees are not permitted to return to campus following out-of-state travel unless they have met all applicable requirements of the Travel Order.

The Travel Order's requirements do not apply to commuting between Massachusetts and the employee's state of residence, transitory travel (as defined in the Travel Order), travel to "lower-risk" states (as defined in the Travel Order and as updated from time-to-time), or to other travel that the Travel Order specifically exempts.

Additional information regarding the College's Travel Policy, can be found in the [Temporary Pay Policy Starting July 1, 2020, During the COVID-19 Emergency](#).

## FLU VACCINE

The College highly recommends that all members of the College community receive the flu vaccine. This measure will help suppress the prevalence of flu, mitigate the risk of mistaking COVID-19 symptoms for the flu or vice versa, and protect those with vulnerable immune systems.

## EMPLOYEES WITH CONCERNS ABOUT RETURNING TO WORK ON CAMPUS

Employees who are required to return to work on campus who believe they need leave or another accommodation for a medical condition, or because they fall within one or more categories of [At-Risk Employees \(as defined by the CDC\)](#), may request leave or another accommodation by contacting Human Resources. They may be eligible for leave under the Family and Medical Leave policy ("FMLA leave"). Please contact Kim McCullen at [kmuculle@holycross.edu](mailto:kmuculle@holycross.edu). Requests for accommodation or leave due to anxiety, depression and other mental health conditions are treated in a similar manner to other health and medical conditions.

Employees who are required to return to work on campus but are prevented from doing so for other reasons beyond their control, such as an inability to arrange for childcare or because a family member falls within one or more categories of [At-Risk Employees \(as defined by the CDC\)](#), may request leave or another accommodation by contacting Deb Paquette in Human Resources at [dpaquett@holycross.edu](mailto:dpaquett@holycross.edu).

Departments have been tasked with thinking creatively about how work or working conditions (e.g. office locations, working hours, reassignment or swapping of tasks, etc.) might be adjusted to facilitate employees safely working on campus. Human Resources will work with employees and supervisors to attempt to find solutions that address the legitimate concerns of employees with the need to get work done. If an employee is unable to return to work under these circumstances, the

employee may request, from Human Resources, an unpaid personal leave of absence. Human Resources will determine whether and for how long any such leave will be permitted. Employees may use accrued paid time off for any period of unpaid leave.

## RESOURCES

### COVID-19 RELATED COLLEGE RESOURCES

[Holy Cross COVID-19 Information](#)

[Faculty/Staff COVID-19 Information](#)

[Human Resources COVID-19 Information](#)

[Holy Cross Dining](#)

[Employee Assistance Program](#)  
(use company code "holycross.")

Preliminary Guide to January and Spring Terms 2021 for Students and Families

### COVID-19 RELATED GOVERNMENT RESOURCES

[Centers for Disease Control \(CDC\)](#)

[City of Worcester](#)

[Commonwealth of Massachusetts](#)

[Occupational Safety and Health Administration \(OSHA\)](#)







EDITH STEIN HALL



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