



Return to Campus Guide for Temple Managers/Department Heads

As Temple plans for a safe return to on-campus operations, it is important that you have the information you need to prepare your teams and workspaces. As a manager, your awareness of safe practices, ability to train employees, and oversight for the implementation of and compliance with those practices is of the utmost importance. You are expected to support your direct reports in meeting job requirements while observing COVID-19-related policies and procedures. There may be questions and uncertainty about these new policies and procedures in an uncertain and new context. Human Resources, Employee Health, Environmental Health and Radiation Safety, and Office of Facilities Management (OFM) are committed to guiding and supporting you through this process.

Our knowledge and understanding of COVID-19 continues to evolve, and our policies and plans will be updated as more information becomes available. Temple's operations must continue into the foreseeable future with a strong emphasis on infection prevention, tracking and containment measures, and other public health solutions to curb the risks of spreading COVID-19 and to maximize your safety.

Our Goals



SAFEGUARD LIVES



SAFEGUARD THE
INSTITUTION



PROVIDE QUALITY
EDUCATION

Given the unknowns still ahead of us, flexibility will be necessary for us to pivot as circumstances change. The cooperation, support and attention of all members of the Temple community are critical for success.

Four Public Health Pillars

Plans for a careful, safe and phased return to work will be based on adherence to these four public health pillars. Managers must inform, support and enforce these expectations among your staff as much as possible.

1. **Use a face covering:** Face coverings must be worn on campus. You may bring your own face covering, but departments will make washable, reusable face coverings available to all employees. Everyone is **required** to wear face coverings indoors, and when outdoors, use is recommended along with social distancing measures.
2. **Practice social distancing:** Keep a minimum of six feet apart, or two arm's lengths, from others at all times to minimize the chance of breathing droplets from an infected individual. Social distancing is especially important during meal and break times.
3. **Practice hand hygiene:** Wash hands at least hourly (if you are working with members of the public) with soap and warm water for at least 20 to 30 seconds. Use hand sanitizer, if available, between hand washings as needed. Hand sanitizer dispensers are available throughout campus.
4. **Monitor your health:** Check your temperature before reporting to work each day. If you have a temperature of 100.4 or greater, please report this to your supervisor via the regular reporting methods and do not report to work. If you have any other symptoms of COVID-19, do not report to work, contact your supervisor and Employee Health. Symptoms include
 - dry cough;
 - headache;
 - sore throat;
 - congestion or runny nose;
 - muscle or body aches;
 - new loss of taste or smell;
 - nausea or vomiting, or diarrhea;
 - chills;
 - out-of-the-ordinary fatigue; and/or
 - shortness of breath or difficulty breathing.

If an employee reports these symptoms, call Employee Health at 215-204-2679 immediately.

Planning

Due to the uncertainty surrounding the COVID-19 pandemic, Temple is exploring various scenarios in order to prepare new policies, communication strategies and actions. In developing return scenarios, our plans must be flexible and include contingencies in the event that conditions change over time. We are prepared to deviate from outlined plans in order to take swift actions to keep our community safe. While no single scenario is likely to play out exactly as outlined, having plans for each will help you prepare. The below are four scenarios for which you should be prepared.



All plans depend on many factors including federal, state and local regulations. Since March, the university has functioned in a comprehensive remote scenario, but has moved toward an “essentials only” scenario while bringing certain employees back to work as permitted.

Employee Considerations

The following information can be used as you’re planning which employees might return in each scenario. Listed below, you will see lists of the types of employees that should be considered appropriate for a return to campus in each scenario. Employees not included in the lists should continue to work remotely to the extent possible. You should consider the various types of employees on your team to determine which scenario is the most appropriate for the return of each.

Comprehensive remote

- Employee Health, Student Health, other healthcare employees
- Certain housekeeping and maintenance employees

- Employees necessary for providing continued operations, such as postal service workers, bursar office employees
- Police and certain security personnel
- Employees necessary for maintaining animal care and other critical research functions

Essentials only

- All employees included in “comprehensive remote” scenario
- Researchers contingent upon space, social distancing and other safety requirements
- Minimally required student-facing service providers, such as academic advisors, financial advisors and counseling services employees, among others
- Minimally required employee-facing service providers, such as employment services and ID services staff, among others
- Faculty responsible for in-person classes

Restricted semester

- All employees included in “comprehensive remote” and “essentials only” scenarios
- Additional student- and employee-facing staff, provided that safety guidelines can be maintained
- Non-student-/employee-facing staff who cannot work remotely, provided that safety guidelines can be maintained (supervisory staff as needed)

Reasonably normal

- All employees included in the categories above
- Any additional staff, provided that safety guidelines are maintained
- Remote work is encouraged when possible

Contact your Human Resources Business Partner to discuss and ensure appropriate notification and preparation before you notify any employee of the need to return to campus. Your HR Business Partner can also help you determine which employees appropriately return under each scenario.

Building Preparations

Prior to allowing any employee to return to campus, all work spaces must be prepared in accordance with university guidelines to facilitate adherence to the four public health

pillars. A strategic plan has been developed for prioritizing and preparing common areas in buildings such as lobbies, hallways, elevators and common bathrooms.



Enhanced building safety strategies include

- cleaning and disinfecting using products approved by the Centers for Disease Control and Prevention (CDC) and Environmental Protection Agency;
- installing touchless hand sanitizer dispensers in lobbies, hallways and other common areas;
- installing plexiglass social distancing barriers shields in direct customer service areas and security desks;
- installing floor decals and markings in high-traffic areas to direct foot traffic and encourage social distancing;
- installing signage to remind of the need to comply with the four public health pillars;
- installing touchless features on faucets in common restrooms; and
- enhancing building ventilation, through upgraded HVAC filters for the best possible internal air quality.

Each department is responsible for evaluating and making appropriate preparations and contacting OFM to arrange for items that may be needed for interior office spaces. You should consider if the following recommendations are appropriate for consideration and implementation in your area prior to employees returning to work.

- **Direct customer service:** A plexiglass social distancing barrier should be installed in any space in which an employee interacts directly with other employees or students to complete transactions. Examples include cashiers, advisors and reception areas. Public-facing areas will be centrally purchased and installed. These installations will be assigned levels of priority.
- **Research laboratory space:** Special guidelines have been developed for research areas taking into consideration the above universal precautions and the unique uses of research space. The [Office of Research](#) and [Environmental Health and Radiation Safety](#) are available to provide additional guidance.
- **Common areas within offices:** Areas within suites or offices that are used by many employees, such as kitchens, lobbies and conference rooms, will be cleaned and disinfected by housekeeping daily. In addition, these areas should be wiped down frequently, before and after use. You should ensure disinfectant wipes are available, post signs regarding occupancy limits and expectations for cleanliness, and implement other protocols to minimize exposure.
- **Areas where people often wait or congregate:** Spaces where students or employees tend to cluster include time clocks, waiting areas and hallways. Consider scheduling appointments in a manner that limits the number of people in an area at a given time. Install signage regarding social distancing and place floor markers at six-foot intervals. Provide directional signage and/or markings indicating appropriate behaviors.

You can make requests for building safety measures and supplies as recommended above through [TUmarketplace](#), OFM work orders and/or other TUmarketplace vendors as appropriate.

A signage package has been developed with intended delivery for the fall 2020 semester. This signage is intended for both outdoor and indoor spaces, with indoor space applying primarily to common areas, lobbies, public spaces and housing. Additional or interim signage requests can be placed in TUmarketplace, and temporary PDF signage can be downloaded on [TUportal's](#) "Return to Campus" tab.

For interior office spaces, you are urged to consider staggered scheduling and/or shift rotations to decrease population density and increase distancing. Social distancing barriers, except in direct customer service areas, should be considered secondary to other measures, such as scheduling and flexible work arrangements.

Phased Return

Temple will institute a phased return of our community in a coordinated process as permitted by federal, state and local regulations. You should anticipate that remote work will continue for some time and is preferred to the degree that your employee's jobs can be performed effectively. Employees will not be permitted to return to any on-campus work location until the appropriate safety measures for work spaces listed above are implemented.

Because workspaces must be prepared and social distancing must be maintained during the course of a workday, you may need to alter staffing schedules. By phasing in our operations with consideration and care, Temple will maintain a safe environment for the whole community.

In order to continue to offer high-quality services to the Temple community, managers and staff must be flexible to find the best options for everyone. As restrictions are lifted, you should consider the population of employees that must be on campus to perform their jobs, to the degree that this complies with regulations. While prioritizing safety, each department will need to strike the best possible balance of service delivery and customer satisfaction.

Notifying Employees

When your workspace is prepared and regulations permit the return of certain employees to campus, work with Human Resources to ensure the proper notification of both unions and employees. HR will provide you with the appropriate documentation and processes to use when notifying employees, however, the basic guidelines are as follows.

1. Confirm that workplaces are prepared in accordance with applicable building safety guidelines.
2. Give your employees as much notice as possible regarding their return. They may need time to make arrangements in order to return. Two weeks is the recommended notice, when possible.
3. Ensure that masks are on hand to provide to any employee returning. Each employee will receive up to two masks from Temple.
4. Contact each employee, verbally if possible, to discuss their return to work. Your conversation should include the following.
 - a. A date, time and location of return
 - b. Information about the safety preparations that have been made to the workspace

- c. Information regarding the four public health pillars, with special attention paid to daily, personal health monitoring prior to reporting for any shift.
5. Email written confirmation of the employee's return using return letter templates and include Employee Safety Guidelines.
 - a. Provide links to Safety Training modules on Bridge for completion prior to return. Some employees may not be able to access these programs due to lack of technology. In those cases, discuss how HR can provide technology on campus prior to beginning shifts.
6. At the beginning of the first shift back on campus, review the four public health pillars and safety expectations in common areas such as kitchens and copy rooms, etc.
7. Reinforce the need to notify you and Employee Health if an employee has symptoms at any time.

Special Considerations

COVID-19 has brought with it new concerns that include both health and personal matters. If an employee makes any requests or expresses any concern regarding returning to on-campus work including pre-existing conditions or other circumstances related to COVID-19 or other conditions, contact Human Resources for assistance. The employee may also contact HR directly at ada-hr@temple.edu to request accommodations.

Ongoing

On the first day back and frequently thereafter, remind employees of the need to comply with the above guidelines. This will be a difficult culture change, so employees may need to be routinely reminded of the guidelines to protect the health and safety of the Temple community. If an employee repeatedly fails to comply despite reminders, contact HR to discuss next steps.

Attendance

Temple University's [Rules of Conduct](#) set forth guidance on monitoring and enforcing attendance. However, during this time, it is critical to apply flexibility and judgment. Remember, **we do not want employees to come to work if they are not well or experiencing any symptoms associated with COVID-19**. If attendance becomes problematic outside of reasonable flexibility, you should consult with HR.

Managing Employees Who May Be Ill

Information regarding an employee's individual health conditions is considered confidential and should not be shared with other employees. In the event that employees should be notified of another's illness, that notification will be managed by Employee Health in accordance with legal requirements.

You will need to regularly confirm that employees are monitoring their health as expected. If an employee is or has not done so, send that employee to Employee Health for screening. If an employee becomes ill at work or exhibits symptoms of COVID-19, ask that employee to report to Employee Health and not to report back until cleared by Employee Health.

If an employee or Employee Health notifies you that an employee has tested positive for COVID-19, please take the following steps.

1. Contact HR and Employee Health (if necessary) and assist with the identification of other employees who may have been in close contact with that individual.
 - a. Close contact is [defined by the CDC](#) as someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.
 - b. Employee Health professionals will ascertain which individuals may have been in close contact with the employee and provide official notification to those employees.
 - c. HR will assist you in notifying other team members in the appropriate manner.
2. Isolate the area in which the employee was working. Do not allow others into those areas. Also consider isolating common spaces such as office kitchens or conference rooms.
3. Contact OFM to provide for appropriate disinfection of the area prior to employees returning to work in that space.
4. Take steps to implement temperature screenings of the employees in the affected unit, building or department, if necessary.

Employee Health

Monitoring your personal health is critical to minimizing risk to yourself and all members of our community, and Temple Employee Health is here to help. Check your temperature daily and be aware of any new symptoms that are consistent with COVID-19. [See an up-to-date list of symptoms from the CDC.](#)

Do not report to work if you have any of these symptoms. Contact your supervisor as soon as possible, in accordance with departmental absence reporting expectations, and Employee Health. If you develop any of these symptoms while at work, please report to your supervisor and Employee Health immediately.

Stay Informed

You will receive regular updates from the university regarding health and safety measures, university policy and procedures, and other information relevant to COVID-19 and return to campus planning. Visit temple.edu/coronavirus and use the [TUportal](#) "Return to Campus" tab to stay informed.

We look forward to a safe return to normal campus operations. As we transition to on-campus operations, we are committed to keeping you and all members of our community safe, healthy and informed.