

Return to Campus Guide for Temple Staff and Faculty

When in-person, on-campus operations resume at Temple University, it's important that you have the information you need to return safely and to protect the health and safety of our students, colleagues and fellow employees. 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

Teams of employees and faculty from across the university are carefully planning the safest methods to return all employees and students to campus. These plans have been built on the foundation of the following four pillars of public health precautions.

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. *Note:* individual classroom layouts may allow faculty not to wear a mask when delivering instruction.

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 call Employee Health at 215-204-2679. 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.

As a community, we must rely on one another to create a safer environment and protect those who are most at risk. These pillars will be in effect for all work and common spaces on campus, regardless of intended use. Adherence will be the personal responsibility of each individual on our campuses to minimize the spread of the novel coronavirus. All staff, faculty, students and visitors are expected to fully comply with these four pillars and all of the policies outlined in this document.

Building and Classroom Preparations

In order to ensure the ability to comply with the above four pillars of public health precautions, Temple's Offices of Facilities Management and Environmental Health and Radiation Safety are partnering with schools, colleges and departments to evaluate work spaces, classrooms and common areas. Together they are creating a risk assessment process and implementing strategies to facilitate compliance.



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.

Teams within each school, college and unit are evaluating other areas within work spaces that are used by occupants, such as kitchens and conference rooms. Recommendations will be made with regard to usage, including how many individuals can use the space at one time; cleaning expectations for usage; and protocols for wiping down counter spaces, refrigerator doors, or other high-touch areas before and after personal use. These expectations will be posted so that everyone is aware and can take an active role in protecting their health and the health of others. These areas will also be cleaned and disinfected daily by housekeeping.

Classrooms and other specialty teaching spaces (e.g., labs, studios) have been reviewed to establish new capacities based on six-foot physical distancing and will be set up in a manner that maintains distancing. Employees, faculty and students meeting in any common space, including classrooms, offices or meeting rooms, will be required to maintain a six-foot distance and wear a face covering.

A Phased Return

Temple will institute a phased return of employees in a coordinated process as permitted by federal, state and local regulations. Students, faculty and staff will not be permitted to return to any work location until the appropriate safety measures listed above have been implemented. Your supervisor or another representative from your school, college or unit will communicate with you when you are able to return to campus, and will provide reasonable notice and the training and materials you need to safely return.

Work spaces must be prepared and social distancing must be maintained during the course of a work day, which may result in a need to alter routine schedules and meetings. As staffing on-site increases and operations expand, the university will closely monitor and assess the potential spread of the virus and reevaluate existing infectious disease mitigation strategies. 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, staff, and school and college personnel will remain flexible to find the best options for everyone. Some instruction and other services will be provided remotely, and some will need to be conducted in-person. While prioritizing safety, each department, school and college will need to strike the best possible balance of service to students and safety of all.

Special Considerations

COVID-19 has brought with it new concerns that include both health and personal matters. Your school, college or department and Human Resources understand that you may have new personal needs that may require consideration before returning to work. Contact your supervisor, chair, dean or by submitting a form directly to HR through TUPortal. The Disability Accommodation Requests form can be found in the Staff Tools

tab under Benefits. Any new health or other concerns that you may want considered may be submitted this way regardless of whether a disability is involved.

Employee Health

Monitoring your personal health is critical to minimizing risk to yourself and all members of our community, and Temple Employee Health is available 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, chair or dean as soon as possible, in accordance with departmental absence reporting expectations, and Employee Health at 215-204-2679. If you develop any of these symptoms while at work, please report to your supervisor, chair or dean and Employee Health immediately.

Employee Health will ensure timely and appropriate contact with individuals who have been in close contact, [as defined by the CDC](#), with any COVID-positive campus members and provide those individuals with the information and direction they need to protect their health and safety.

Review the Employee Safety Protocol in [TUportal](#) for more complete information about employee health.

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.