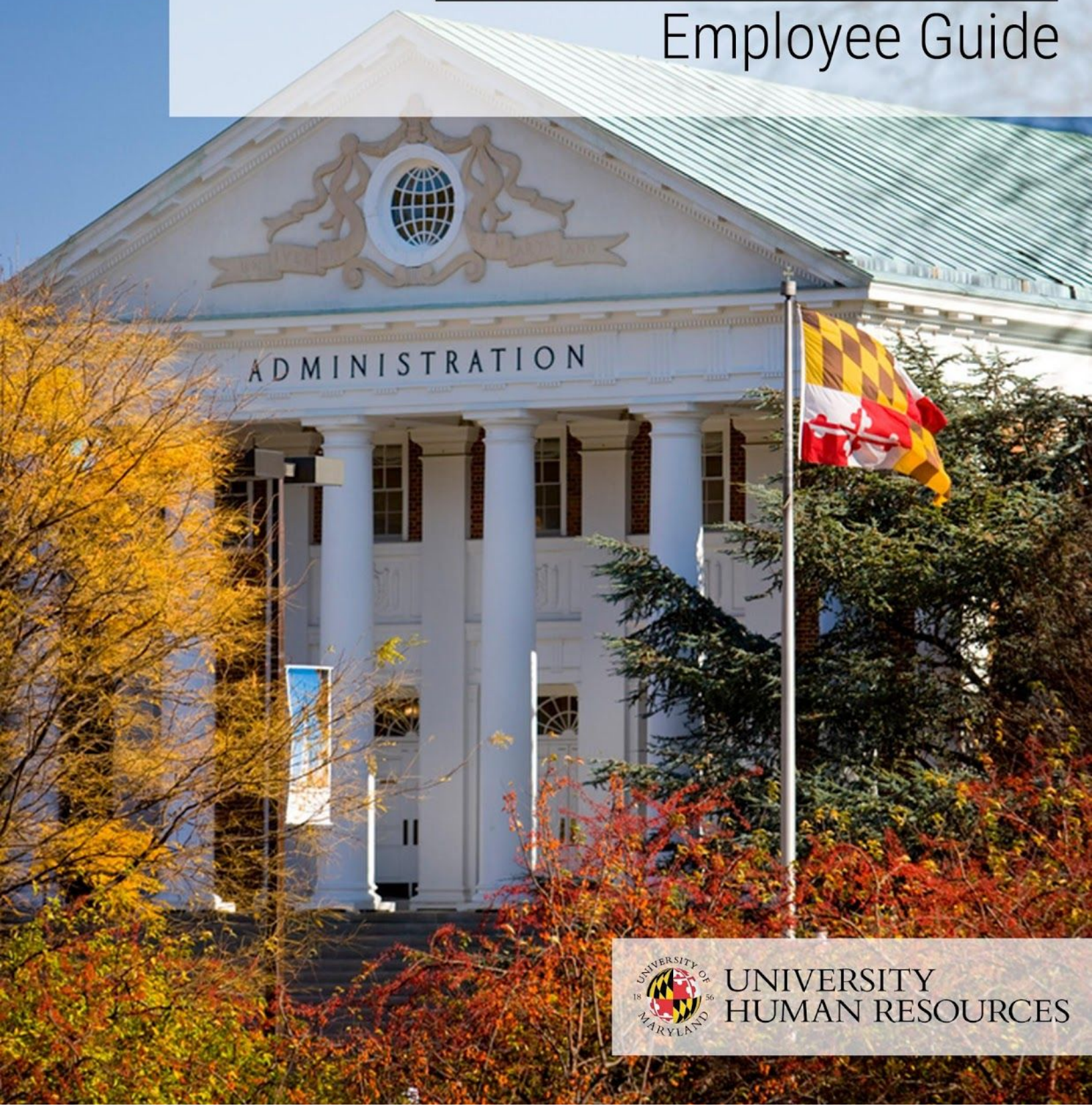


# Working Through COVID-19: Returning to Campus

## Employee Guide



UNIVERSITY  
HUMAN RESOURCES





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# Introduction

In April, Governor Larry Hogan unveiled his plan for a safe, effective, and gradual approach to reopening public life and the economy of Maryland. The state is now entering the second phase of Hogan's three-phase plan, outlined in his ["Maryland Strong Roadmap for Recovery."](#)

Since the state and USM have agreed to begin planning for reopening, the university leadership team has begun making plans for a safe and gradual process for the resumption of on-campus operations. There will not be a single date for the full reopening of the physical campus; the campus plan will be guided by public health expertise.

This guide has been developed to assist the community's return to campus.

**Our knowledge and understanding of the virus that causes COVID-19 continues to evolve, and our plans and procedures will be updated as more information becomes available.**

## Gradual Phased Approach

The return of employees to work on campus will be gradual, and some employees may begin working on campus before others, especially in areas where work must be conducted on site and cannot be done remotely. The phased approach will be guided by these concepts:

1. The university will phase in a return of employees over time in a coordinated process to ensure appropriate physical distancing, availability of personal protective equipment (PPE), monitoring and testing capabilities, and contact tracing for COVID-19.
2. The university will assess requests for expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity of access to on-campus resources. Decisions regarding these requests will be communicated through the respective Dean, Vice President, or Provost.
3. The need to reduce the number of people on campus to meet physical distancing requirements will continue for some time. Support units that can effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

### Work Location/Scheduling Options

As we begin the transition back to campus, it is important that we realize that work as we knew it may change. Our "new normal" may include more telework options for employees. **Remote work may continue for some time.**



Once you have been instructed to return to campus, you should discuss the below options with your supervisor so that we can maintain required physical distancing measures and reduce population density within buildings and work spaces.



**Remote Work:** Those who can work or teach remotely to fulfill some or all of their work responsibilities may continue to do so in order to reduce the number of individuals on campus and minimize spread of the virus. These arrangements, which should be approved by the immediate supervisor and/or department chair, can be made on a full or partial day/week schedule as appropriate.

**Alternating Days:** In order to limit the number of individuals and interactions on campus, units should schedule partial in-person staffing on alternating days (keeping employees grouped so as to limit contact with others). Such schedules will help enable physical distancing, especially in areas with large common work spaces.

**Staggered Reporting/Departing:** The beginning and end of the workday brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to help meet physical distancing requirements.

## Preparing to Return

All employees are expected to comply fully with the policies, protocols and guidelines outlined in this document and the **Terps Protecting Terps** LinkedIn Learning course. Violation of these guidelines may result in the immediate revocation of building access privileges, in addition to corrective action. Employees will be asked to confirm:

1. That they have read and understood this guide.
2. Review a pledge indicating that they will follow the outlined behaviors designed to keep our campus community safe.

**Any employee who has not completed the pledge will be instructed not to return to campus until they do.**

## What is COVID-19?

COVID-19, also known as coronavirus disease 2019, is caused by a new virus, SARS-CoV-2. While there are many types of coronavirus including some that cause the common cold, SARS-CoV-2 has not previously been seen in humans.

The virus that causes COVID-19 can spread from person to person, mainly through respiratory droplets that are produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spreading the virus is more likely when people are in close contact with one another (within about 6 feet).



It is thought that the virus can spread when someone touches a contaminated surface and then touches their nose, mouth, or eyes. There is currently no vaccine to prevent the virus.

## Symptom Monitoring Requirement

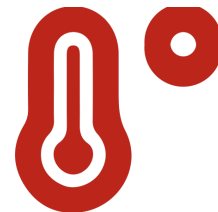


Each day, all employees working on campus must use a self-screening process to assess their risk and record the status of their self-screening. Some employees will use an [online symptom monitoring tool](#), and some employees will use a paper form.

After self-screening, employees exhibiting any concerning symptoms (see below) should not report to campus; they should stay or go home and contact their primary healthcare provider. If they do not have a healthcare provider, they may contact the University Health Center nurse line at (301) 405-HEAL [4325]. They should then follow any instructions given by the healthcare provider before returning to work.

### Concerning Symptoms:

1. Temperature above 100.4 degrees.
2. Any of the following:
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea



## Employees Using Paper Tracking

Employees without access to the [online system](#) will use a paper form to track and report their daily symptom details. The employee's supervisor will provide a form with the symptoms of COVID-19 as a reminder, and the employee will verbally confirm upon reporting for work:

1. That they checked for symptoms prior to coming to campus;
2. Whether they have any concerning symptoms.



The supervisor will then record the employee's name and date in an attestation log that **does not include any medical information**. If the employee is free of concerning symptoms, they will be able to begin work for the day.

Employees who have not completed the symptom monitoring requirement at home will be asked to:

1. Take their own temperature immediately with a thermometer provided by the university;
2. Report any symptoms listed on a laminated form before they begin work.

The laminated form and thermometer will be cleaned and sanitized between each use.

**Employees who refuse to complete the symptom monitoring requirement at home or on campus will not be allowed to work and/or will be sent home.**

If the employee has concerning symptoms, they must:

1. Notify their supervisor.
2. Stay home.
3. Contact their personal healthcare provider for guidance.
  - If the employee does not have a personal healthcare provider, they should contact the University Health Center for guidance.

Upon consultation, the healthcare provider will determine whether the employee will be referred for COVID-19 testing. **If an employee tests positive for COVID-19, they must notify the University Health Center at [healthconcerns@umd.edu](mailto:healthconcerns@umd.edu).**

## Working on Campus

### General Information

The Department of Environmental Safety, Sustainability and Risk created a [short safety presentation for employees](#). It may be helpful to familiarize yourself with the concepts in the presentation.

### High-Risk Employees



Some individuals may be concerned about returning to their assigned worksite. Certain conditions may put individuals at higher risk for severe illness from COVID-19. These include older persons (65 and older) and persons with the following serious health conditions:

- Chronic lung disease or moderate to severe asthma



- Serious heart conditions, including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension
- Compromised immune systems
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease when undergoing dialysis
- Liver disease

Employees directed to return to the worksite who have one or more of the health conditions listed above may be eligible to seek reasonable accommodations under the university's Americans with Disabilities Act (ADA) procedures. Those who wish to seek ADA Reasonable Accommodations related to returning to campus should contact the UHR Leave Management office at (301) 405-0001 or [umdleave@umd.edu](mailto:umdleave@umd.edu).

## Personal Safety Practices

### Daily Exposure Assessment

If you have come in close contact (within 6 feet) with someone who is symptomatic with COVID-19, you should self-isolate for 14 days while monitoring for symptoms. Essential employees may be able to continue working as long as they self-screen and remain symptom-free. The Department of [Environmental Safety, Sustainability and Risk](#) has more information on working during the COVID-19 pandemic.

### Feeling Sick After Returning to Campus

If you develop physical symptoms associated with COVID-19 (fever, cough, shortness of breath, sore throat, or flu-like symptoms) while at work, please do the following:



1. Isolate yourself and maintain at least 6 feet of distance from others;
2. Wear a face covering or mask;
3. Notify your supervisor or department chair (using phone or computer);
4. Go home immediately or visit the University Health Center.

These procedures are essential in order to protect co-workers and others, ensure consistency in response, and aid the university in its state and federal reporting requirements. Before returning to campus, an employee must provide a note completed by their healthcare provider that they are cleared to return to work.





## Cloth Masks and Face Coverings

**Face coverings or masks are required to be worn in buildings and outdoors when in the presence of others.** Face coverings are not required when alone in a closed room, such as an office or lab. UMD will provide up to two cloth face coverings to anyone who wants them. Employees may also purchase their own face coverings if they prefer. Self-purchased masks with slogans and/or symbols must be appropriate for a professional environment.



Appropriate use of face masks or coverings is critical in minimizing risk to others near you. It's possible that you could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for physical distancing or hand washing.

### Cloth Face Coverings



Washable face covering worn to help contain the wearer's respiratory emissions. These can be made at home or purchased, washed and reused.

### Surgical Masks



Loose fitting FDA-approved masks worn to help contain the wearer's respiratory emissions and protect from splashes and large droplets. These are disposable and cannot be cleaned.

### N95 Respirators



Tight fitting mask provides effective protection from small and large particles. Proper use requires training, medical clearance and a fit test. These are used in high exposure risk settings only.





## Signs

The Office of Strategic Communications has placed signs around campus and in buildings indicating how employees should maintain appropriate safety measures. Please watch for and follow the directions on these signs throughout your workday.

## Physical Distancing



Keeping space between individuals is one of the best tools the university has to help avoid exposure to the virus that causes COVID-19 and slow its spread. Since people can spread the virus without knowing they have it, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees on campus must observe the following physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

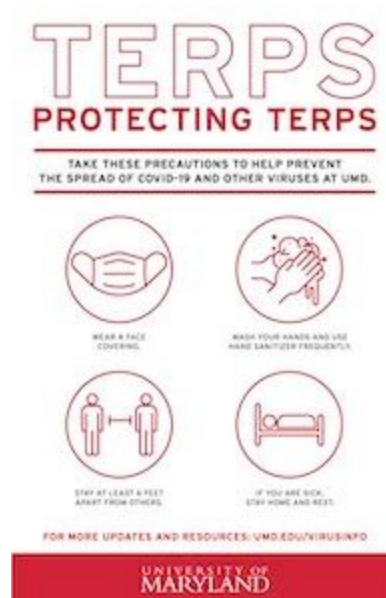
## Hand Washing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



## Cleaning/Disinfecting

In accordance with [CDC guidance](#), Facilities Management and the Department of Residential Facilities have been cleaning areas of academic, administrative, and residential buildings that have been occupied during the period of limited campus operations. Buildings have been and will continue to be cleaned in accordance with CDC guidelines, focusing on high-touch public areas such as restrooms, hallways, conference rooms, and kitchens.





According to CDC guidelines, if more than 7 days have passed since a sick individual has visited or used the facility, additional cleaning and disinfecting is not necessary--continued routine cleaning and disinfecting are sufficient.

Office occupants have the primary responsibility for cleaning their office spaces daily. Office equipment and personal belongings will continue to be the responsibility of each work unit and/or employee.

Building occupants should also wipe down commonly used surfaces before and after use with products that both meet the [EPA's criteria for use against COVID-19](#) and are appropriate for the surface. These surfaces include any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Be sure to follow the EPA's instructions for the disinfectant to be most effective.

## Coughing/Sneezing Hygiene

Remember always to cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Dispose of used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.



## Guidance for Specific Workplace Scenarios

### Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet of distance from others. If possible, have at least 1 work station separating you from any other co-worker. **You must wear a cloth face mask or face covering at all times.**

Campus units should assess open work environments and meeting rooms to implement measures to physically separate and increase distance between employees, co-workers, and customers, such as:

- Placing visual cues like floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line;
- Placing one-way directional signage for large, open work spaces with multiple through-ways to increase distance between employees moving through the space;
- Designating specific stairways for up or down traffic, if building space allows.

If you work in an office, no more than 1 person should be in the same room unless the required 6 feet of distancing can be consistently maintained. Masks or face coverings should be worn at all times.



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## **Using Restrooms**

Use of restrooms should be limited based on size of the space to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce potential transmission of the virus.

## **Using Elevators**

When in an elevator, maintain 6 feet of space from others or use the elevator alone. Please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering, and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizer upon departing the elevator.

## **Meetings**

Convening in groups increases the risk of viral transmission. Where reasonable, meetings should be held in whole or in part using the extensive range of available collaboration tools (e.g. Zoom, Webex, WebexTeams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders, and generally should not exceed 50 percent of a room's capacity. In no case should in-person meetings be held in a room where the mandatory 6 feet of separation for physical distancing requirements cannot be met. Campus units should remove or rearrange chairs and tables, or add visual cue marks in meeting rooms to support physical distancing between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by **email, instant message, telephone, or other available technology rather than face-to-face.**

## **Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it immediately afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet of distance between you and others. Individuals should not sit facing each other. Only remove your mask or face covering in order to eat, then put it back on immediately afterward. Campus units should remove or





rearrange chairs and tables, or add visual cue marks in employee break rooms to support physical distancing between employees. Clean and disinfect all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas.

## Well-Being

The university is committed to supporting the overall well-being of all employees and students. Listed below are resources and programs available for emotional, physical, and mental well-being.

### Emotional Well-Being

The [Faculty Staff Assistance Program \(FSAP\)](#) provides free assessment, referral, and counseling services to all employees and their family members for personal and/or job-related concerns. FSAP works with employees to address a variety of needs and topics including depression, anxiety, substance abuse, relationship and family conflicts, as well as medical, legal, work, or financial challenges.

Benefit plans offered through the University of Maryland provide mental health coverage, which includes office visits. See the [State of Maryland's Health Benefits Guide](#) for more information.

The [Counseling Center](#) offers free and confidential counseling sessions to registered undergraduate and graduate students. However, employees can take advantage of the free virtual COVID-19 coping strategies and resources.

### Physical Well-Being

**University Recreation and Wellness (RecWell)** has programs that include the [Well at Work Website](#) and [Facebook Community](#), [Virtual and Live Fitness Classes](#), the [Keep Moving Challenge](#), and [UMD's Golf Course](#). Moving matters, and exercise can reduce stress during challenging times.

The [University Health Center](#) is staffed by over 100 diverse college health and wellness professionals who serve a myriad of student and employee needs. Services include clinical and behavioral health; sexual misconduct resources; complementary and alternative medicine, health promotion and wellness; and ancillary services such as pharmacy, x-ray, physical therapy, and lab, among other services and programs.

The state of Maryland provides annual physical screenings free of charge to those enrolled in its benefits plans. View the [Wellness Activities for 2020](#) to learn how to schedule your appointment and make your health a priority.



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## Professional Well-Being

The [University Ombuds Services](#) can be consulted by members of the university community who encounter problems that they cannot resolve through ordinary channels. An Ombudsperson listens to complaints and helps to resolve them if possible. An Ombuds officer is confidential, independent, and impartial.

[University Human Resources](#) offers services to support your professional development and help resolve workplace issues. The office of [Staff Relations](#) is responsible for providing legal advice and assistance to employees and managers on a variety of employee relations issues including collective bargaining, disciplinary actions, and grievance matters. The office of [Learning and Talent Development](#) provides free online training programs via LinkedIn Learning to support the skill development and professional and personal growth of all employees.

The [Center for Leadership and Organizational Change \(CLOC\)](#) provides services to help you make your workplace thrive. Offerings include Learn & Grow Online Sessions featuring topics like Work & Children and Communication, office hour sessions with CLOC consultants, the #AloneTogether Workspace, and the Give & Take Commons.

## Reporting Concerns

Ensuring the health and safety of all campus community members is everyone's responsibility. If you have concerns about your safety at work, we encourage you to discuss those concerns with your supervisor, department head/chairperson, unit HR Business Partner, or a member of UHR's Office of Staff Relations.

If you prefer to make an anonymous report of your concerns, you can access the university's [compliance reporting system](#), which is available 24/7. If you wish, your report will be anonymous.

To access the reporting system, [click here](#), scroll to the "Risk and Safety" category and click on that link to complete the form and submit your report. You can also call (844) 607-1491; Spanish translation is available by calling the phone line; translation into other languages is available on request. An appropriate campus office will look into your concerns to determine the actions needed.

## Thank you!

Please continue to follow all appropriate safety guidelines, and we thank you for doing your part in keeping our campus healthy and safe. Together, we will reduce the spread of the virus and make sure our Terp community is fearless AND healthy.



# Community Responsibility Pledge

The University of Maryland is concerned for the health and safety of the entire University community. The nature of the COVID-19 disease is such that actions taken by you affect not only your well-being but the well-being of every person with whom you interact and share the campus and your University worksite. To promote the health and safety of our shared community, we are providing the following important guidance from the Centers for Disease Control and Prevention (“CDC”) and request that you abide by these best practices. Our knowledge and understanding of the COVID-19 virus continues to evolve, and guidance will be updated as appropriate as additional information becomes available. Consequently, the University may modify these expectations at any time and will provide notice in the event such modifications are made. Every effort to keep yourself apprised of changes to the expectations, and to abide by them, is required.

I will monitor my health on a regular basis and take reasonable precautions to minimize my exposure to COVID-19 infection. In addition to monitoring other symptoms of possible illness or COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of taste or smell, and/or shortness of breath), I will take my temperature every day to determine whether I have a fever. This self-assessment is required every day that I report to campus or my University worksite, regardless of whether I am sick or well.

I will not report to work and will immediately contact my health care provider or, if I do not have and cannot access a healthcare provider, the University’s Health Center nurse line at 301-405-HEAL(4325), if:

1. I have been exposed and/or have reason to believe I have been exposed to COVID-19;
2. I have a temperature of 100.4 degrees Fahrenheit or greater;
3. I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath); or
4. I have been advised by a healthcare professional not to report to work due to actual or possible COVID-19 infection or exposure.

I acknowledge and agree that the University may request that I get tested for COVID-19 if I experience symptoms of COVID-19 or have been in close contact with an individual who has tested positive for COVID-19.

If I am diagnosed with COVID-19, I will cooperate with the University and state and local health officials to provide necessary information about the individuals with whom I had close contact during the 2-day period prior to experiencing symptoms.

I understand that, if I am required to self-isolate or am sick and cannot work for reasons related to COVID-19, I may be eligible for COVID-related leave in addition to paid leave that I have accrued.



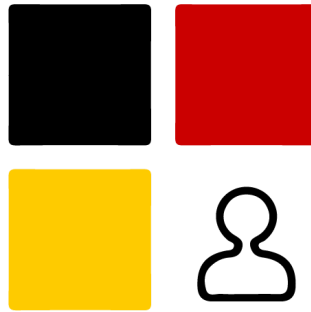


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I acknowledge that, while on campus, I am required to:

- practice good personal hygiene (e.g., wash hands frequently with soap and water or, if soap is unavailable, with hand sanitizer with at least 60% alcohol);
- routinely clean and sanitize my workspace and shared equipment;
- wear a face covering wear a face covering, consistent with University directives and CDC guidance and subject to reasonable accommodation under state and federal law
- practice physical distancing at all times; and
- adhere to guidelines and recommendations from the CDC, as well as federal, state and local government authorities, to protect my health and the health of the University community.

I have read, understand, and will adhere to the University's health-and-safety measures, and I understand that my access to campus may be conditioned on my adherence to them.



**PEOPLE** - OUR PRIORITY

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4300 Terrapin Trail  
College Park, MD 20742  
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