Phased Resumption of On Campus Operations

This Playbook applies to work conducted in all University-occupied spaces, including central campus, Forrestal campus (excluding PPPL and GFDL), satellite buildings, etc. This is a living document that will update as new information becomes available.

Introduction

Princeton is committed to promoting the health and safety of all faculty, staff, and students whose work requires them to be on campus as the University gradually resumes operations in support of its mission of teaching, research, and service.

This playbook provides a comprehensive set of policies and guidelines that members of our University community must follow in any University workplace, including central campus, east campus, Forrestal campus (excluding the Princeton Plasma Physics Lab), and satellite buildings.

The policies, guidelines, and practices Princeton has carefully developed in advance of resuming operations are aligned with local, state, and federal directives and guidelines, including guidance from the Centers for Disease Control and Prevention (CDC). The University is closely monitoring and evaluating new information about the coronavirus and COVID-19, and as we acquire additional insights, we will adjust workplace protocols accordingly and update this document and other related communications.

This playbook is intended for all faculty, staff, and students regardless of their role and whether their work is currently performed on campus or from home. Protecting everyone’s health and safety is a shared responsibility, and each of us is personally accountable for following these guidelines. Departments and other administrative units may have additional, specific guidance and expectations that supplement – but should not conflict with – these guidelines.

One of our University community’s core values and strengths is our commitment and capacity to work together to achieve common objectives. These are difficult times, and returning safely to normal operations is a challenging and complex undertaking. We are counting on everyone to familiarize themselves with and adhere to these protocols because only together can we protect our personal and collective health and safety. This is Princeton’s top priority.

Working From Home

Until further notice, work that the appropriate cabinet officer, dean or, in academic without a dean, EHS determines can and should be performed remotely based on the nature of the work will continue to be performed remotely.

HR Policy 5.1.8 Remote Work Arrangements (https://hr.princeton.edu/myhr/policies/remote-work-arrangements) offers guidance with respect to working from home.

For those employees who have been permitted to work remotely based on the nature of their work, the following should be considered:
As necessary, managers should arrange for their staff to have up-to-date technology through the Office of Information Technology.

Employees who wish to bring University resources home to perform their duties remotely must obtain their managers’ consent and should reference the University’s business expense policy (https://finance.princeton.edu/policies/business-expense-policy).

Employees who wish to purchase reasonable and necessary materials to work effectively from home must abide by the University’s business expense policy (https://finance.princeton.edu/policies/business-expense-policy) and should obtain their managers’ approval. The policy includes a link to additional guidance.

When requiring employees to perform work on campus, supervisors must receive approval to do so under their department’s or office’s Phased Resumption of On-Campus Operations Plan.

Approval to Work on Campus

Departments or offices with functions that require in-person work that cannot be accomplished remotely must adhere to the Phased Resumption of On-Campus Operations process and complete the accompanying plan. This process, designed to incorporate public health practices in a manner that meets local, state, and federal requirements, and University policies, guidelines, and practices, consists of four broad steps:

1. A department or office determines which operations need to resume and require in-person work on campus.

2. The department or office head determines whether and what modifications are needed with respect to staff scheduling or facilities to ensure that in-person operations can be conducted with social distancing.

3. The department or office head writes a plan that includes risk mitigation protocols (e.g., social distancing, cleaning, hand-washing, mask wearing, etc.) to accommodate these operations and submits it to their cabinet officer or dean. Academic departments without a dean submits directly to EHS.

4. Environmental Health and Safety (EHS) reviews the approved operational plan and provides additional safety guidance, as needed.

5. Following EHS review, the plan goes to the Vice Provost for Space Programming and Planning, the Dean for Research (for research plans), the Vice President for Human Resources, and the Dean of the Graduate School, as appropriate, for final approval.

Once the operational plan receives final approval, the department or office head will advise faculty, staff, and students whether they are authorized and expected to conduct in-person work on campus; what their schedule will be; which operations will fall within the scope of this work; and how these operations will be modified to comply with public health protocols.

Any work not included in the plan, or any substantial changes to the plan requires update and resubmittal to the process.
Once Approval to Work on Campus is Received

MANDATORY TRAINING

All faculty, staff, and students must complete an online COVID-19 safety training session before or within 24 hours of returning to campus.

Individuals working in research laboratories must complete Safe Practices for the Resumption of Research. All others must complete Safe Practices for Resumption of On-Campus Operations. Both online training programs are accessible in the Employee Learning Center.

Individuals who do not complete online training risk losing their access to campus buildings.

EXERCISING VIGILANCE

Managers and supervisors are responsible for communicating transparently and as early and frequently as possible with their staff about expectations for working on campus. Managers and supervisors and staff must review the operational environment where they will be working, especially as some processes and schedules may have been modified to incorporate public health protocols. Supervisors should clarify for employees when and how often they are permitted to work on campus and, where applicable, what duties should continue to be carried out from home.

Employees authorized to return to work on campus will be provided appropriately safe working conditions in accordance with University policies and prevailing public health guidance and directives issued by local, state, and national government authorities. Employees who believe they are working under unsafe conditions should report such concerns immediately to EHS at ehs@princeton.edu or 609-258-5294. In addition, should any supervisor fail to implement the health and safety measures required by the University in their department or office or coerce an employee to work under conditions inconsistent with those measures, such action will be treated with the utmost seriousness.

Those who would prefer to express their concerns anonymously should use the EthicsPoint hotline (https://secure.ethicspoint.com/domain/media/en/gui/27291/index.html) by submitting an online report under “Environmental Health & Safety Matters” or calling toll-free 866-478-9804.
Faculty, staff, and students must follow the guidance in this document and related department or office-specific policies even if they consider themselves to be at low risk, have recovered from COVID-19, or are not concerned about their potential to contract or spread the coronavirus.

**TESTING**

Faculty and staff who must work on campus may be required to participate in COVID-19 screening, including testing at least once per week. See the [UHS website](mailto:communityhealth@princeton.edu) for additional information.

**TRAVEL-RELATED QUARANTINE**

Anyone who travels outside the United States or to other areas identified by the CDC or the State of New Jersey as requiring quarantine will need to remain in self-quarantine for 14 days on their return. Contact University Health Services (UHS) at communityhealth@princeton.edu to report quarantine or for more information.

Complete the COVID-19 Risk Assessment Form to aid UHS in determining your risk and quarantine needs. This secure form is only seen by UHS staff.

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### EXCEPTIONS

**Exceptions to Quarantine for Contractors Entering New Jersey from High Risk States**

Vendors and contractors who provide essential services and are traveling to New Jersey from impacted states for business are exempted from the application of the travel advisory.

When on campus, self monitoring for symptoms, social distancing and use of face coverings must be followed.

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### INDIVIDUALS WITH MEDICAL CONDITIONS AND AT-RISK POPULATIONS

According to the CDC, of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19 and should talk to their own healthcare providers.

Individuals who have a medical condition or risk factors that they believe necessitate an accommodation or other measures may do so by contacting the Office of Disability Services (for students), Human Resources (for staff), or Dean of the Faculty (for those appointed by the DOF). These offices will work with individuals and their departments or offices to ascertain if there are steps that can be taken to address the concerns. As always, these decisions, in particular reasonable accommodation decisions, are fact-specific and vary based on circumstances.

Employees in high-risk groups should refer to the [Accommodations and/or Support for Individuals with Disabilities or Otherwise at a High Risk for Serious Illness Relating to COVID-19 policy](mailto:communityhealth@princeton.edu).

See the [Human Resources Fall 2020 Resumption website](mailto:communityhealth@princeton.edu) for more information on policies, procedures, and guidance.
Working Safely on Campus

In the interests of everyone’s health and safety, it bears repeating that **work that the appropriate cabinet officer determines can and should be performed remotely based on the nature of the work will continue to be performed remotely**. Faculty, staff, and students who are authorized to return to campus should limit their movements as much as possible, stay home if unwell, practice social distancing, and wear a face covering at all times, both indoors and outdoors, unless they are alone. **Adherence to the guidelines in this document is essential.**

### WORK SCHEDULES

Supervisors should first determine if all or some portion of an employee’s work can continue to be done at home and if some portion of work can only be performed on campus. For work that can only be done on campus, supervisors should consider creative ways to establish work schedules in order to limit the number of people on campus at any one time. This can include rotating or staggering who comes to work and when.

1. Rotating employees throughout the week (or on alternating weeks) by creating two or more teams, each of which spends certain days on campus and certain days at home. Facilitating part-time remote work on alternate weekdays.

2. Phasing the return of employees on a staggered basis, such as a two-to-four-week interval, taking into consideration workplace requirements and operational timelines.

These approaches reduce the number of coworkers to whom any one employee is exposed, thereby making it easier to do contract tracing if a co-worker contracts COVID-19 and identify other individuals who potentially will need to quarantine.

For assistance in developing alternative work schedules, contact HR at hr@princeton.edu.

### SOCIAL DISTANCING

Limiting close contact with one another is among the most effective things we can do to minimize the spread of COVID-19. This is called social distancing and involves keeping as much space as possible between ourselves and others to reduce the risk of exposure to potentially virus-containing droplets and particles that leave our noses and mouths when we speak, sneeze, or cough. The CDC currently recommends that we maintain a distance of at least six feet or two meters (about two arms’ lengths) from one another. For this reason, every effort should be made to avoid gathering in groups and to stay away from crowded places.

Some tasks may require two or more people to be closer than six feet from each other. If the task can be completed within a few minutes (and in under 10 cumulative minutes), it can proceed, provided everyone is wearing gloves and face coverings. In all other cases, consult EHS at ehs@princeton.edu or 609-258-5294. Options could include employing physical barriers, wearing other forms of personal protective equipment, or altering the process requiring close contact.
CONTROLLING DENSITY

To facilitate social distancing within the University’s interior and exterior spaces, the following criteria should be employed:

1. When considering a maximum density for office staff, use a minimum measure of 100 square feet per person as a guide.

2. For office desk spaces with no partitions, a minimum of eight feet must be maintained between chairs.

3. Departments and offices should review their layouts and consider options that will reduce density and the potential for close contact. Consider utilizing unused spaces such as conference rooms and meeting rooms to distribute workstations more widely.

4. Physical barriers such as plexiglass should only be considered when six feet of distance cannot be maintained between individuals or in situations involving frequent interaction with patrons or the public, such as information desks or check-out areas.

5. Use signs, tape marks, or other visual cues such as tape or decals to indicate where to stand, particularly when physical barriers are not a good solution.

6. Consider using outdoor spaces, especially for dining and breaks.

7. While the transmission of the coronavirus is less likely to occur outdoors, social distancing must still be maintained.

The Workplace Strategies Guide provides examples and considerations for modifying workspaces and common areas to promote social distancing.

The process for requesting and reviewing coronavirus-related modifications to University facilities is outlined in the flowchart below. Please note your department requires an approved Resumption of Operations Plan prior to submitting a COVID-19 related project request using the Facilities Renovation/Capital Project form (login required). Please add COVID-19 PROJECT in the description of the project request. If you have any questions please contact the Facilities Service Center at 609-258-8000.

Refer to section J. Guidance for Specific Areas for recommendations on how to decrease...
Examples of COVID-19 related projects that are reviewed by the COVID-19 Project Committee include:

▶ The installation of plexiglass barriers;
▶ Outdoor furniture changes; and
▶ Indoor furniture changes including moves, storage, and wrapping of furniture.

VISITORS

Visitors to campus buildings are extremely limited. See the Visitors Policy for more information. A campus visitor is considered any person who is NOT a:

▶ Currently enrolled student authorized to be on campus
▶ Current University employee who has been approved to work on campus
▶ Visiting researcher or visiting faculty with formal appointments from the Dean of the Faculty and who have been approved to work on campus
▶ Contractors or vendors who follow the Guidance for Vendors and Contractors
▶ Family members of faculty and staff who live in University housing.
▶ Others, as identified in the Visitor Policy.

Campus visitors are prohibited from entering all campus buildings, including the Library, Princeton University Art Museum, Richardson Auditorium, and Chapel. These spaces are prioritized for teaching, research, and worship for students, faculty, and staff. Outdoor athletic facilities are reserved for use by University students.

Exceptions to these visitor limitations must be reviewed and approved by Environmental Health and Safety using the Visitor Request Form.

Visitors not in compliance with this guidance will be asked to leave the campus. Public Safety officers may issue persona-non-grata (PNG) for repeat violations of visitor policy, failure to
CLEANING AND DISINFECTING

Building Services custodians will continue, on a daily basis, to clean and disinfect classrooms, lobbies, restrooms, and high-contact surfaces such as light switches, handrails, elevator buttons, and doorknobs.

Faculty, staff, and students are responsible for cleaning and disinfecting frequently touched surfaces within their work areas, such as computer keyboards, phones, and desktops. In the case of shared spaces, users must take responsibility for wiping down surfaces and equipment, including tabletops, refrigerator and microwave door handles, coffee makers, and photocopier touch panels. Departments and offices should ensure that an adequate supply of disinfecting wipes are available for this purpose. Use cleaning materials that are included in the EPA approved list of disinfectants for COVID-19(https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) Contact EHS at ehs@princeton.edu for supplies. Details on requesting disinfectant from EHS and availability are available on the EHS website.

Hand Sanitizer

Alcohol-based hand sanitizers are located near building entrances. Consideration should be given to placing additional, smaller bottles of hand sanitizer (which can be ordered through EHS at ehs@princeton.edu) in work areas. If a hand sanitizer dispenser is empty or missing, contact the Facilities Service Center at 609-258-8000.

Small bottles of hand sanitizer should be placed in areas where common equipment is used or kitchenettes, unless a hand washing sink is available. Departments and offices should not stockpile hand sanitizers. Besides ensuring that there is enough to distribute among buildings, the material is flammable and stockpiling may create a fire hazard.

Individuals are encouraged to carry personal containers of hand sanitizer for use as needed.

WORKING ALONE

With so many members of our University community working remotely and with alternative work schedules in place that could include extended hours, it is more likely than usual that employees may find themselves working in otherwise empty facilities. Under these circumstances, it is important to:

▶ Minimize time spent alone, while preserving social distancing.
▶ Schedule late-night work in teams of two or more.
▶ Keep your phone and emergency numbers handy.
▶ Park as closely as possible to your workplace to minimize walking alone, especially late at night.
▶ When available, use TigerTransit, including their on-demand service.
▶ Consider using the the “work alone” feature in the TigerSafe app to arrange for someone to check on them at agreed-upon intervals.

Report suspicious activity to Public Safety by dialing 911.

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Individuals are encouraged to carry personal containers of hand sanitizer for use as needed.
VENTILATION

Please see the Guidance on Ventilation Systems for more information.

Facilities will continue to perform preventive maintenance updates (PMs) on our building ventilation systems and operate the equipment to ensure optimal performance.

FRESH AIR SUPPLY

If you work or study in a building with a mechanical ventilation system, you will receive the maximum amount of outside air that can be provided by the system. The amount of outside air supplied will be balanced with maintaining reasonable temperature and humidity levels to ensure occupant comfort and decrease the potential for microbial growth, including mold.

PREVENTATIVE MAINTENANCE AND OPERATION

Ventilation systems that serve laboratory spaces are operational 24 hours/7 days a week. Systems serving office and academic spaces are operational while the building is occupied and two hours pre and post-occupancy. All ventilation systems are serviced semi-annually.

FILTRATION

Each air handling unit is equipped with the most efficient filter that can be accommodated by the equipment. Filters are inspected and changed a minimum of twice a year.

SPECIAL CLEANING AND DISINFECTION SYSTEMS

Based on a review of available studies and the type of activities conducted on campus, there is inconclusive scientific evidence to support major modifications to existing ventilation systems such as installation of ultraviolet light (UV) or portable filtration units.

A team comprised of representatives from Facilities and Environmental Health and Safety will assess rooms used for assembly and large, open work areas, such as classrooms and open office areas, to determine if the area is served by a mechanical ventilation system. Some activities may be restricted in these spaces if such a system is not in place.

Other than in laboratory spaces, operable windows should be used to introduce additional fresh air.

FACE COVERINGS, MASKS, AND RESPIRATORS

Per the University policy on Face Coverings, all faculty, staff, students, and visitors must wear a face covering that covers their nose and mouth whenever in buildings or on property occupied by Princeton University. This includes, but is not limited to, all buildings and grounds, University vehicles, dining halls, Tiger Transit buses, conference rooms, office buildings, elevators, and parking structures.

Wearing a face covering supplements, but does not replace, social distancing. All faculty, staff, students, and visitors should continue to maintain at least six feet separation, as possible.
Individuals are not required to wear a face covering when alone in a room, cubicle or vehicle. Face coverings are not required when outdoors and able to maintain at least 6 feet (2 meters) of physical distancing.

Residents of University housing are not required to wear a face covering when in their own living space, including bedrooms, suites, or apartments.

Face coverings are required in common spaces of all residential buildings, including but not limited to lounges, libraries, common rooms, seminar rooms, theaters, and innovation spaces, unless alone in the space.

Individuals are not required to wear a face covering if wearing one would inhibit that individual’s health. This includes, but is not limited to, the existence of a medical condition, such as difficulty breathing or inability to place or remove the face covering without assistance. If wearing a face covering impedes the ability to conduct work or complete a task, contact EHS for recommendations on alternatives.

See the Princeton University policy on Face Coverings for more information.

It is important not to confuse the function of cloth and disposable face coverings with those of surgical masks and respirators. As discussed below, they serve unique purposes in combating the coronavirus. They are designed to be used in different contexts and are not interchangeable.

**TYPES**

**Cloth Face Covering**
Homemade or commercially made

**Use**
Required at all times on campus, except when alone in a space. Wear cloth masks except when otherwise advised, e.g., in laboratories.

**Disposable Mask**
Commercially manufactured masks that help reduce the spread of large droplets of the wearer.

**N95 Respirator**
Disposable respirators that protect the wearer from aerosols and respiratory droplets.

**Other Respirators**
Reusable respirators that protect the wearer from aerosols, droplets, and/or other materials.

**Use**
Intended only for healthcare and emergency response. Reusable respirators are generally not recommended for COVID-19.
CLOTH FACE COVERINGS

The CDC is currently recommending that everyone wear cloth face coverings when in public and the University requires this. These are not medical grade masks, and individuals can either obtain or make their own, following the [CDC’s guidelines](https://www.cdc.gov). Individuals can also request such coverings from their department or office if they are unable to make or obtain one for themselves.

Use and Care

- Always clean one’s hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol prior to putting on, touching, or removing the covering.
- When removing the covering, release the ear loops, straps, or other fasteners from behind the head. Do not touch the front of the covering.
- Use the covering until it becomes damaged, soiled, or wet. It should be taken home and laundered each night. Use a washing machine with warm or hot water and laundry detergent. Coverings can be laundered with other items.
- Everyone should have a dry backup stored in a sanitary condition (within a closed paper or plastic bag) in the event their covering becomes damaged, soiled, or wet.

**Note:** Do not wear a cloth face covering when conducting research at the laboratory bench involving hazardous chemicals, biohazards, or radioactive materials. Disposable face coverings must be worn in such cases. Detailed guidance can be found in the Resumption of Research Plan.

DISPOSABLE FACE COVERINGS

Non-medical disposable masks, as well as nuisance dust masks, fall into this category. These are not medical masks and serve the same purpose as cloth face coverings.

Use and Care

- Use disposable face coverings until they become damaged, soiled, or wet. If the covering becomes damp from normal respiration, perspiration, or water, remove and store it in a sanitary location, such as a paper bag, allowing it to dry before reuse. Coverings can be used for at least 16 hours unless they are damaged, soiled, or wet.
- Always clean one’s hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol prior to putting on, touching, or removing the covering.
- When removing the covering, release the ear loops, straps, or other fasteners from behind the head. Do not touch the front of the covering.
- Everyone should have a dry backup stored in a sanitary condition (within a closed paper or plastic bag) in the event their covering becomes damaged, soiled, or wet.

N95 MASKS

An N95 mask is a type of respirator used to reduce the wearer’s risk of inhaling hazardous airborne particles, including small droplets that may contain viruses. Members of our
University community must be medically cleared, trained, and fitted to wear an N95 mask. They are in short supply and are only to be worn by individuals, such as healthcare workers and emergency responders, who are in direct contact with the ill. Only those involved in these activities are authorized to wear an N95 mask on campus. Contact EHS at ehs@princeton.edu or 609-258-5294 to discuss any task that may require the use of this device.

OTHER TYPES OF RESPIRATORS

There are many other types of respirators that may reduce the wearer’s risk of exposure to the coronavirus when worn properly. These devices are not the first choice for protection from COVID-19, primarily because they require disinfection. They are also in short supply and are only to be worn by healthcare workers and emergency responders, as an alternative to an N95 respirator. They require users to be medically cleared, trained, and fitted to wear the device and should not be worn by the general public. Contact EHS at ehs@princeton.edu or 609-258-5294 to discuss any task that may require the use of a respirator.

GLOVES

In most cases, gloves need not be worn by those who are practicing proper social distancing and hand hygiene (washing hands with soap and water for 20 seconds or using a hand sanitizer with at least 60% alcohol when handwashing is not feasible). However, consideration should be given to wearing gloves when operating shared equipment, frequently interacting with high-touch surfaces, and in other situations where repeated hand cleaning is impractical.

EHS may recommend wearing gloves in the course of particular operations for protection against COVID-19 or other potential hazards. Case by case guidance is available at ehs@princeton.edu or 609-258-5294.

After one wearing, gloves should be disposed of carefully and never reused. They should be discarded in a lined trash bag, and the wearer should immediately wash their hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol.

EVENTS, GATHERINGS, AND MEETINGS

Events, gatherings, and meetings at Princeton University should be hosted remotely. On-campus in-person events are not permitted without explicit approval by the Events Approval Team. Off-campus in-person events sponsored by Princeton University are not permitted.

Gatherings, events, and meeting that include more than 5 individuals indoors or 15 individual outdoors must meet the requirements and follow the process outlined in the Gatherings, Events, and Meeting Policy.

GUIDANCE FOR SPECIFIC AREAS

The campus presents a number of location and activity-specific health and safety challenges arising from the coronavirus that should be approached with care.

Please refer to the guidelines below, and use the Workplace Strategies Guide, to explore space modifications for various location types. Before taking any action, please consider the following:
Your department requires an approved Resumption of Operations Plan prior to submitting a COVID-19 related project request.

Review the Workplace Strategies Guide, from The Facilities Modification team, to help explore and plan space modifications in your area.

In order to block, move or remove furniture or fixtures due to COVID-19 spacing, you need to submit a request using the Renovation/Capital Project form with COVID-19 PROJECT in the description.

Do not block emergency exits or place signage that suggests individuals should not use an emergency exit.

If you have any questions, please contact the Facilities Service Center at 609-258-8000.

**ATRIUM AND COMMON SPACES**

Faculty, staff, and students should not congregate in atriums and common spaces. The number of people allowed to meet in any space, regardless of size, may not exceed the limits established by NJ executive orders. Given the potential of such areas for taking breaks, meals or making room for workstations, those who oversee these areas may need to explore space modifications.

For help with space modifications, blocking chairs and/or storing excess furnishings, please refer to the Workplace Strategies Guide and submit a Renovation/Capital Project form, with COVID-19 PROJECT in the description. If you have any questions, please contact the Facilities Service Center at 609-258-8000.

**BREAK ROOMS**

Chairs and other furniture should be thinned in break rooms to reduce the likelihood of congregation and to foster social distancing. For example, we recommend only one chair remain around a small table. Whenever possible, break room users should be offered alternative locations (such as outdoors in nice weather) to take breaks and meals.

For help with space modifications, blocking chairs and/or storing excess furnishings please refer to the Workplace Strategies Guide and submit a Renovation/Capital Project form, with COVID-19 PROJECT in the description. If you have any questions, please contact the Facilities Service Center at 609-258-8000.

**BUILDINGS NOT OWNED OR OPERATED BY THE UNIVERSITY**

Some University offices are located in buildings that are owned or operated by an external property management company. Building occupants should work through the Office of Capital Projects Real Estate Development to ensure that their return to work plans are fully implemented with property managers.

**COFFEE MAKERS, WATER COOLERS, AND REFRIGERATORS**

High-touch areas of shared appliances such as coffee makers, water coolers, and refrigerators should be disinfected frequently, using disinfecting wipes between uses. Building Services custodians are not responsible for cleaning these devices. Avoid drinking fountains in favor of bottle-filling stations and do not bring personal appliances, such as small refrigerators, to work as these may violate the fire code.
CONFERENCE ROOMS

Limit their use as meeting places and consider converting them to workstations. Any meeting or gathering of more than 5 people must follow the protocols and procedures for Gatherings and Events.

For help with space modifications, blocking chairs and/or storing excess furnishings please refer to the Workplace Strategies Guide and submit a Renovation/Capital Project form, with COVID-19 PROJECT in the description. If you have any questions, please contact the Facilities Service Center at 609-258-8000.

ELEVATORS

Limit elevator use and take the stairs whenever possible. Riders should make every effort to maintain social distancing while waiting for an elevator and to travel between floors alone. If sharing an elevator is unavoidable, occupants should stand in opposite corners, facing away from each other. Avoid touching elevator buttons directly (gloves or an object like a pen can offer some protection); otherwise, promptly wash one’s hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol.

EXTERIOR DOORS

Do not mark doors to buildings as enter or exit-only without discussion with the University Fire Marshal.

To limit unauthorized access to University facilities, all exterior doors will be locked at all times. Faculty, staff, and students should be prepared to use their keys or TigerCards every time they enter a building. For convenience, consider attaching the latter to a break-away lanyard or belt clip.

As needed, TigerCard access can be updated using keyless lock hot spots. Just place the TigerCard against the hot spot until the indicator light changes from blue to green. Questions concerning TigerCard access, including permissions, should be directed to one’s Building Access Coordinator (BAC) or Department Access Facilitator (DAF).

HALLWAYS AND STAIRWELLS

Momentarily passing another person does not significantly increase one’s risk of contracting COVID-19 and is not considered “close contact.” However, do not linger in hallways and stairwells. If stairwells become too crowded for comfort, please submit a signage consultation request using the Renovation/Capital Project form with COVID-19 PROJECT in the description. If you have any questions, please contact the Facilities Service Center at 609-258-8000.

When climbing or descending stairs, handrails should be used, but afterwards wash one’s hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol.

HOTELING AND OPEN WORKSTATIONS

Take advantage of all unused space to spread out workstations. Employees should be prepared to occupy work stations other than their traditional workspaces to increase the distance between coworkers. If practical, consider assigning spaces rather than sharing.
MAIL AND PACKAGES

Mail and packages continue to be delivered to and on campus, though some changes in delivery methods have been instituted. Check with Print and Mail Services at mailsvc@princeton.edu or 609-258-1304 to ascertain how deliveries are being handled: to one’s building once a day, to one’s building on a limited schedule, or to Frist Campus Center for pickup. The mail and package operations on Frist’s 100 level are open Monday, Wednesday, and Friday from 10:00 a.m. to 4:00 p.m. Automated package lockers are available whenever Frist is open.

Disinfection or quarantine of mail or packages is not required, but consider washing hands with soap and water or an alcohol-based hand sanitizer after handling. Wear gloves if the volume of mail or packages being touched is large.

MEALS

Since face coverings must be removed to consume meals, individuals need to take particular care when eating meals on campus.

- Outdoor spaces with at least 6 feet separation between people.
- Private offices and cubicles (with walls or partitions that are at least 4 feet tall that provide separation from others).
- Break rooms or meeting rooms that provide a minimum of 100 square feet per person, at least 6 feet of separation between individuals, used only for dining (not occupied by others).

Snacks and food intended for sharing must be individually packaged.

PARKING

Members of our University community who rely on TigerTransit to take them from their campus residences or assigned parking lots to their workplaces and who have a valid parking permit can temporarily park in closer numbered lots (except lots 8, 9, and 18) with empty spaces. Questions or concerns should be directed to Transportation and Parking Services at ttps@princeton.edu.

QUIET ROOMS

Wipe down high-touch surfaces with disinfectant after each use of a quiet room.

RECEPTION AREAS

Consider physical barriers for staffed reception areas, especially when visitors (from the University community) are expected. Turn, mark, or remove seating.

RESTROOMS

To maintain physical distancing in restrooms, some fixtures (such as every other sink or urinal) may need to be taped or blocked off (which will be completed by Facilities staff as indicated in the space modification plan). Users should wash their hands with soap and water for at least 20 seconds; use paper towels to dry their hands, turn off faucets, and, if necessary, manipulate the restroom door; and avoid hand dryers. If the restroom is fully occupied, form a line outside, maintaining at least six feet of separation from others waiting to enter.
TIGERTRANSIT AND PUBLIC TRANSPORTATION

Face coverings are required when using TigerTransit and public transportation. Avoid unnecessarily touching surfaces on buses and trains and sit as far away as possible from other passengers. For employees who need to take public transportation, departments and offices should work with HR to determine whether an alternative work schedule can be accommodated to avoid peak ridership times.

TIME CLOCKS

Departments and offices should review time clock areas to avoid crowding and consider introducing floor markings to guide employees when standing in line. Consideration should also be given to staggering clock-in and clock-out times to reduce congestion.

VEHICLES

No more than one person should ride in a University vehicle at one time. However, if all other options have been exhausted and two people must ride in a University vehicle, the following mitigating factors must be followed:

- Keep travel time under 10 minutes
- Face coverings must be worn
- If available, utilize a 4-seat golf cart with one person riding on the back on the opposite side of the driver
- A crew cab vehicle may be used to transport two individuals if the passenger sits in the back seat on the far passenger side
- Lower the vehicle windows or avoid using the recirculated air option for the car’s ventilation; use the car’s vents to bring in fresh outside air
- Employees may not take meals or breaks in the same vehicle
- No more than two people may ride in a University vehicle

A partition may be installed between the front and back seat as long as it does not interfere with the operation of the vehicle or compromise the crash safety standards of the vehicle.

**Note:** A driver and passenger will be considered “close contacts” despite the above precautions if one of them becomes ill or tests positive for Covid-19. This could result in quarantine for the unaffected employee.

**DISINFECTING VEHICLES**

*Carry Disinfecting Wipes and Trash Bags in Each Vehicle*

Disinfect frequently touched surfaces such as the steering wheel, gearshift, signaling levers, and door handles at the start and end of each shift or before a new driver uses the vehicle. The same driver and passenger should use the same vehicle for the work shift as much as possible.
The Facilities Signage Team (FST) team is placing signs and markings in campus buildings to remind and instruct faculty, staff, and students about public health measures. Standardized signage will be automatically posted in all buildings that resume operations. If signs are not posted prior to resumption of operations, departments/schools may print and post them as a temporary measure. A guide and library of signs, along with digital versions for download, are available on the EHS website. To request additional signage for special practices, traffic patterns, restricted access, and the like, submit your signage requests using the Renovation/Capital Project form. Please indicate COVID-19 PROJECT in the description of the project request. If you have any questions please contact Facilities Service Center at 609-258-8000.

Health Concerns

To protect the health and safety of our University community, faculty, staff, and students are asked to monitor their own well-being closely and to fully acquaint themselves with the symptoms, transmission, prevention, and management of COVID-19. The following guidance is an important starting point.

SYMPTOMS

People with COVID-19 have experienced a wide range of symptoms. These symptoms range from mild to severe illness and may appear 2-14 days after exposure to the coronavirus. Bearing in mind that some infected individuals may exhibit no discernible signs of illness, the following symptoms may be indicative of COVID-19:
Symptoms can range from mild to severe and may appear up to two weeks after exposure to the virus. Some people with COVID-19 do not display any symptoms. Current evidence indicates that the virus that causes COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected individual speaks, coughs, or sneezes. These droplets can land in the mouths or noses of people who are nearby or may be inhaled into the lungs. Spread is more likely when people are within about six feet of one another. Remember that infected persons who do not exhibit symptoms can spread the coronavirus.

While it is possible that an individual can contract COVID-19 by touching a surface or object, such as a doorknob, that has the virus on it and then touching their own mouth, nose, or possibly their eyes, this is not the main way the coronavirus spreads. Similarly, while it is possible that the virus can live in tiny aerosol particles suspended in the air, this is also not the main way the virus spreads.

**PREVENTION**

The best way to reduce the risk of illness is to avoid exposure to the coronavirus. To this end:

- Do not come to work when ill, to avoid spreading coronavirus or other contagious illness to others.
- Frequently wash hands with soap and water. If this is not feasible, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching one’s eyes, nose, mouth, or any other part of the face.
- Practice good cough and sneeze etiquette by covering these with a tissue or an elbow.
- Routinely disinfect high touch points, such as personal electronics, with a disinfecting solution or wipe, paying special attention to shared equipment and space.
- **Avoid close contact.** Stay at least six feet (approximately two arms’ lengths) away from others, especially those at risk of falling seriously ill. For more information on and advice for vulnerable populations, consult the CDC’s website (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).
Close case management is central to safeguarding our University community and consists of several components. See the UHS website for additional information.

TESTING

SYMPTOMATIC TESTING

Undergraduate students living on campus and all graduate students who are experiencing symptoms described above may be tested for COVID-19 at McCosh Health Center. Faculty, staff, and other students should refer to the UHS website(link is external) for advice on where and how to be tested:

ASYMPTOMATIC TESTING

Undergraduate students authorized to be on campus, graduate students who live in campus housing, and graduate students, faculty, and staff who work on campus for at least 8 hours per week must be participate in the on-campus screening program. Participants are tested at least weekly. Please refer to the UHS website for additional information.

MANAGING CASES

Close case management is central to safeguarding our University community and consists of several components. See the UHS website for additional information.

REPORTING

Faculty, staff, and students must email communityhealth@princeton.edu if they have been tested for COVID-19, confirmed to have COVID-19, or quarantined by a healthcare provider or local health department as a close contact of someone who is confirmed to be ill with COVID-19. The University will comply with applicable state and federal privacy laws to protect the privacy of those making a report.

TESTING

Faculty and staff should contact their healthcare providers for advice and, if necessary, for instructions on how to be tested if they develop symptoms consistent with COVID-19. Benefits-eligible employees can also arrange for a screening and, if appropriate, testing through VitalCheck—Doctors in Your Office. See https://hr.princeton.edu/news/2020/covid-19-testing-resource-now-available-benefits-eligible-faculty-staff for more information.

Students who suspect they may have contracted COVID-19 should immediately call University Health Services (UHS) at 609-258-3141. UHS will provide advice on what to do next and can provide testing for COVID-19 for students on campus.

CONTACT TRACING

When UHS receives notification via communityhealth@princeton.edu that an employee or student has been tested for or confirmed to have COVID-19, a UHS staff member will contact this individual to identify all members of the University community with whom they were in contact.

Cover one’s mouth and nose with a face covering when around others. Face coverings must be worn by anyone working on campus, both indoors and outdoors, in the presence of others and in public settings such as common work spaces, classrooms, corridors, and lobbies. More information on face coverings can be found in this document under Working Safely on Campus, Section E.
close contact while contagious. Close contact means physical contact or being within six feet of someone for more than 10 minutes. Your availability and cooperation with this interview is expected and critical.

ISOLATION AND QUARANTINE

Isolation is required for individuals who are sick, awaiting test results, or have tested positive for COVID-19. It means restricting activities outside the home, except for getting medical care. For more on how to isolate at home, review the CDC’s guidance (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html). Those who test positive for COVID-19 are required to self-isolate until they meet the clearance criteria established by the New Jersey Department of Health (https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf) and are notified by UHS that isolation may be discontinued.

Quarantine is required for individuals who have been exposed to the coronavirus through close contact with someone who has tested positive for COVID-19 but are not experiencing symptoms. Quarantine can last up to 14 days from date of close contact with the person who was tested. If an employee is required to remain off campus and is unable to work remotely, they should be advised to contact their supervisor of their status. Additionally, the employee should be directed to HR Benefits to review how their absence will be covered. (many employees may not have bundled time or have used up COVID 19 days).

QUARANTINE

Things to know about Quarantine

They must remain at home, avoid gatherings, limit time outside the home, and monitor their health. UHS will notify close contacts of an infected individual of the need to self-quarantine. Quarantine ends when 14 days have passed since close contact occurred with the individual who tested positive for COVID-19 or if, in the interim, this individual receives a negative test result. Quarantine ends only if the exposed individual did not develop symptoms during quarantine. UHS is following up with all before the end of quarantine.

Anyone not identified as a close contact of someone who has tested positive for COVID-19 does not need to self-quarantine. Public health officials do not consider being in the same room as (and more than six feet away from) or briefly passing or working near an individual who may be contagious to be a high enough risk to require self-quarantine.

CLEARANCE TO RETURN TO CAMPUS AND RETURN TO WORK AFTER QUARANTINE OR ISOLATION

Employees are required to adhere the established process to resume work:

▶ The Global and Community Health team determines clearance to return to campus based on CDC and NJ Department of Health’s Criteria
▶ Once the employee has been cleared to return to campus they are then referred to Occupational Health Services to determine clearance to return to work. In most cases this can be done telephonically.
CLEANING AREAS OCCUPIED BY A PERSON CONFIRMED COVID-19 POSITIVE

On learning of a coworker who has tested positive for COVID-19, do not arrange for cleaning or share the name of this individual with Facilities Customer Service or Building Services. Instead, notify UHS at communityhealth@Princeton.edu. UHS and EHS will determine what cleaning is required.

Cleaning protocols include:

1. When possible, areas used by someone who has contracted COVID-19 should be closed off for 24 hours.

2. Because the coronavirus cannot live for more than a few days on surfaces, routine cleaning will resume if seven days or more have elapsed since the affected individual occupied the space.

3. When approved by EHS, Building Services custodians will clean and disinfect all areas used by the affected individual, such as offices, bathrooms, and common areas. Custodial staff will not clean laboratories, and those who oversee these spaces must follow the cleaning guidelines found in the Resumption of Research Guide.

Health-Related Benefits and Resources

At this difficult time, the University encourages faculty and staff to take advantage of benefits and resources designed to mitigate the negative impact of the coronavirus.

BENEFITS

At the outset of the pandemic, the University undertook to maintain all existing benefits plans and, in some instances, amended them on an interim basis to increase their efficacy. The most relevant changes for benefits-eligible faculty and staff include:

SHORT-TERM DISABILITY

Employees diagnosed with COVID-19 can apply for short-term disability benefits by completing a specific form that simplifies and expedites the review and approval process. Refer to HR Policy 3.1.9 Short-Term Disability.

COVID-19 TESTING

All benefits-eligible faculty and staff and their eligible dependents can arrange for COVID-19 screening and, if appropriate, testing through VitalCheck—Doctors in Your Office. The cost is covered 100% by their health insurance. Employees need not be enrolled in a Princeton medical plan to utilize this service. Additional information can be found on the Human Resources website.

OTHER MEDICAL BENEFITS

On an interim basis during the pandemic, the University has implemented the following medical plan modifications:
Diagnostic testing and any provider visits associated with COVID-19 testing are covered at 100%.

Telemedicine visits through Teladoc (https://hr.princeton.edu/thrive/well-being-resources/teladoc) for any reason are covered at 100% for all medical plans.

Both Aetna (800-535-6689) and UnitedHealthcare (877-609-2273) have teams of experts to support members’ needs.

During the COVID-19 outbreak, when patients call to refill a specialty medication, OptumRx Specialty Pharmacy will allow them a one-time, 90-day supply (versus the traditional 30-day supply) for certain specialty medications.

Employees who use the Commuter Benefits Program can modify recurring orders for monthly transit vouchers or passes. All orders or changes to orders must be placed by the 10th of the month prior to the month in which employees need them by logging on to PayFlex’s website (https://www.payflex.com).

Employees using child care can activate the Dependent Care Flexible Spending Account (DCFSA) as a qualified status change. Contact HR’s Benefits Team for assistance at hr@Princeton.edu or 609-258-3300.

Faculty and staff currently enrolled in the Health Care Flexible Spending Account (HFSA) and Health Spending Account (HSA) administered by PayFlex can now use their accounts to pay or be reimbursed for over-the-counter (OTC) drugs and medicines without a doctor’s prescription.

MENTAL HEALTH RESOURCES

Princeton recognizes that the mental health of faculty, staff, and their families is very important, especially now. Many resources are available, and assistance is easy to find. Students may access counseling and psychological services, including virtually through telemedicine, through University Health Services.

EMPLOYEE ASSISTANCE PROGRAM

The EAP (https://hr.princeton.edu/thrive/well-being-resources/employee-assistance-program-eap), offered through Carebridge, is available to help faculty, staff, and eligible dependents cope with everyday life challenges, including anxiety, depression, grief, relationship issues, and substance abuse, among others.

TELADOC AND BEHAVIORAL HEALTH

Teladoc telemedicine and behavioral health services (https://hr.princeton.edu/thrive/well-being-resources/teladoc) are convenient options for individuals who wish to speak with a U.S. board-certified doctor or licensed health provider by phone, video, or mobile app 24/7. Employees must be enrolled in a Princeton medical plan to access this service.

UNITEDHEALTHCARE

Plan participants have access to UHC’s Emotional Support Help Line when experiencing anxiety or stress at 866-342-6892.

AETNA

Aetna offers plan participants a crisis response line at 833-327-2386.
At this difficult time, the University encourages faculty and staff to take advantage of benefits and resources designed to mitigate the negative impact of the coronavirus.
Committee on Phased Resumption of On-Campus Summer Operations

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