

## COVID-19 RETURN TO CAMPUS MANUAL FOR STAFF

We know how important it is for our community to return to campus and to advance the University's academic mission. Our first priority is, and will continue to be, the health and safety of our students, faculty and staff.

To that end, the University's process of returning to campus reflects government directives, expert guidance, and established best practices for reducing the risk of infection.

With safety as our guiding principle, we will begin a staged return, one that provides protection to all members of our community while returning to our campuses. At each stage, new groups may be cleared to return to campus, and new campus buildings and facilities may be reopened.

This manual will serve as guidance on the return to campus in a safe and gradual way. Please review it carefully before you return.

### Transition back to Campus – Key Dates for Staff

We will begin allowing employees to return to our campuses in three stages to help prevent the spread of the virus. Our priority is to return faculty and staff whose roles are essential to preparing our campuses for any summer activity and for the start of the fall semester.

We are mandating a 25% on-campus workforce capacity throughout the University, for the foreseeable future. Business needs may require greater than 25% per department. Everyone must maintain at least 6 feet of separation from other individuals at all times. Along with this, where on-campus presence is not required, we will continue to support remote working arrangements to enable more flexible scheduling. We ask supervisors to be flexible and compassionate when discussing with staff when they should return to work.

- **June 29:** Essential staff (e.g., Information Technology, Facilities, Safety and Security) and staff engaged in laboratory and/research activities are allowed to return to Pace campuses
- **July 6:** Student-facing activity and residential life staff return to Pace campuses
- **August 10:** All staff return, based on a 25% overall occupancy goal\*, with a mix of remote work, reduced density, and staggered hours.
- **August 14:** Residential students begin the move-in process

- **August 24:** Fall semester begins
- **November 25:** Thanksgiving Break, end of in-person learning and students return home
- **November 30–December 5:** Final exams will be conducted remotely. No in-person exams will take place.
- **December 6:** Fall semester ends

Staff with qualified disabilities seeking a [disability accommodation](#), should contact Employee Relations at [employeerelations@pace.edu](mailto:employeerelations@pace.edu).

### Key Guidelines for Return to Campus

- Maintain at least 6 feet separation from other individuals.
- Wearing an [acceptable face covering](#) (**over both the nose and mouth**) is required for your protection as well as for those around you.
- Signage will be installed throughout our campuses with reminders about social distancing, especially in public spaces. You must adhere to these guidelines.
- Rigorously practice:
  - Hand hygiene - Washing hands with soap and water for at least 20 seconds or using hand sanitizer if soap and water are not available.
  - Cough etiquette - **Cover your cough** using a tissue or your elbow if a tissue is not available. **DO NOT COUGH INTO YOUR HANDS.**
  - Cleanliness - Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.
  - Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces; or, require workers to wear gloves when in contact with shared objects or frequently touched surfaces; or, require workers to perform hand hygiene before and after contact.
  - Sanitation - Wash or disinfect hands frequently while at work and after any interaction with other employees, other constituents, or items in the workplace.
  - Monitor Your Health Daily
    - All members of the Pace community will be required to complete a screening tool daily once the campus reopens. Pace will monitor and review faculty and staff. If any faculty or staff indicates that they have symptoms of COVID-19, have tested positive for COVID-19 or had close contact with someone who has tested positive for, or has or

had symptoms of, COVID-19, you are required to inform Pace's Coronavirus Coordination Officer immediately and cooperate with all contact tracing efforts, which will include providing information about contact with other members of the Pace Community.

### **Physical Workspace Adjustments**

- Limit the total number of occupants at any given time to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy.
- A distance of at least 6 feet must be maintained among all individuals at all times, unless safety of the core activity requires a shorter distance.
- Any time workers or visitors must come within 6 feet of another person, acceptable face coverings must be worn (ensuring that both the mouth and nose are covered). Individuals must be prepared to put on a face covering if another person unexpectedly comes within 6 feet.
- Prohibit the use of tightly confined spaces (e.g., elevators, vehicles) by more than one individual at a time, unless all individuals are wearing face coverings.
- Adhere to social distancing markers that denote 6 feet of spacing in commonly used and other applicable areas (e.g., health screening stations, restrooms).
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Employees must clean and disinfect their shared workstations before they leave that space.
- Reduce interpersonal contact and congregation through various methods (e.g. adjusting workplace hours, limiting in-person presence to necessary staff, shifting design, reducing on-site workforce, staggering arrival/departure times to reduce congestion in lobbies/elevators).
- Non-essential common areas (e.g., gyms, pools, game rooms) must remain closed until further notice.

### **Monitoring Your Own Health/Symptom Monitoring/self-care**

- If you are experiencing symptoms of COVID-19, you must report them through the mobile screening app or directly to [Pace's Coronavirus Coordination Officer](#) and your immediate supervisor. Staff members who are experiencing symptoms are prohibited from coming to campus. Seek guidance from [University Health Care](#) or your personal health care provider. Employees who are sick must stay home or return home, if they become ill at work. *Symptoms to Watch for:*
  - *Cough*
  - *Chills*
  - *Sore throat*
  - *Feverish or measured temperature*

- *Shortness of breath*
  - *Loss of taste and smell*
  - *Repeated shaking with chills*
  - *Difficulty breathing*
  - *Headache*
  - *Muscle Pain*
  - *Diarrhea*
  - *Known close contact with a person who is lab-confirmed to have COVID-19*
- Within 14 days prior to your arrival on campus, it is recommended that you be tested for COVID-19. Testing is not a requirement and you will not need to share your test results with the University, unless you test positive. [Find a testing location near you.](#)
- All staff and faculty will be required to complete a screening questionnaire for seven consecutive days prior to returning to campus. The screening questionnaire will be made available to everyone in the Pace Community via the [PaceSafe mobile app](#). Until the screening questionnaire is available, all faculty and staff should use the Centers for Disease Control and Prevention (CDC) [Self-Checker](#) daily and should not come to campus if guidance suggests otherwise.
- Staff who do not complete the required screening questionnaire will not be permitted on campus.
- The screening questionnaire is not yet available; however, you can expect to answer several questions daily, including:
  - Are you experiencing any [symptoms of COVID-19](#)?
  - Are you experiencing any symptoms not related to allergies?
  - Are you experiencing any [emergency symptoms](#)?
  - Have you been in [close contact with someone](#) who has tested positive for, or has or had symptoms of, COVID-19 within the past 14 days?
- Employees with new or worsening symptoms of illness listed above are not permitted to return to work until:
  - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
    - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
    - They have improvement in respiratory symptoms (e.g., cough, shortness of breath)

- There have been at least 10 days since symptoms first appeared
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or
- If the employee has symptoms that could be COVID-19 and is lab-confirmed NOT to have COVID-19, the employee may return to work.
- Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure employees). They may perform work remotely dependent upon the nature of work and manager guidance
- Maintain healthy habits: Get enough sleep, eat healthy foods, drink plenty of water and exercise, if you are able, to help keep your immune system strong.

### **Respecting the Community**

We at Pace understand that the ongoing nature of the COVID-19 pandemic and uncertainty around what we still don't know about this disease are a source of stress and concern for many. It is critical that we pause and reflect on how our words and reactions can affect others during this global health crisis. Now more than ever, it's important for all members of the Pace community to treat one another with care and dignity.

- Please consider the following:
  - Resist the tendency to make broad generalizations about people. Uncertainty about the coronavirus may lead to anxiety and fear. Harmful behaviors can occur when anxiety and fear are projected onto entire social groups. Such behavior is harmful to the well-being of targeted individuals and does not protect anyone from the coronavirus.
    - For more info: <https://www.mayoclinic.org/diseases-conditions/coronavirus/in-depth/coronavirus-stigma/art-20484278>
  - Treat community members with care and empathy. Try to walk in the shoes of others rather than treating someone with suspicion or implicit bias.
  - Be vigilant outside of work about social distancing and proper hygiene at locations you visit during non-work hours.
  - Continue to follow recommended health and safety guidelines.

- Wear your face covering in public places. This is a sign of respect for yourself and others.

### Social Distancing Guidelines

- The CDC currently recommends that people remain a minimum of 6 feet apart.
- Here are some other steps you can take:
  - Limit non-essential interaction across campuses, buildings and work sites.
  - Increase physical space between your co-workers, students, visitors and vendors.
  - Limit gatherings in your workplace (e.g., no face-to-face meetings, one person at a time in kitchen areas, etc.).
  - Use Zoom or alternative meeting tools for person-to-person meetings.
  - Avoid physical contact, such as handshakes or fist bumps.
- Signage will be installed throughout our campuses with reminders about social distancing, especially in public spaces. Please respect these guidelines.

### Face Covering Guidelines

- Appropriate use of face coverings is critical in minimizing risks to yourself and to others near you. Keep in mind a face covering is not a substitute for social distancing. **Each Pace employee will receive two reusable face coverings.**
- Any time workers or visitors must come within 6 feet of another person, acceptable face coverings must be worn (ensuring that both the mouth and nose are covered). Individuals must be prepared to wear a face covering if another person unexpectedly comes within 6 feet.
  - Wear your face covering while working on campus when in the presence of others and in common spaces where other social distancing measures are difficult to maintain (e.g., lobbies, elevators, walking around the office, common workspaces, classrooms, etc.).
  - Ensure the face covering fits properly **over your nose and under your chin.**
  - Store face coverings in a paper bag when not in use.
  - Wash cloth face coverings with regular laundry detergent before the first use and after each use, and do not use for more than one day at a time.
  - CDC Guidance on how to clean cloth face coverings <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.
  - Replace cloth face coverings immediately if they become soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
  - Do not use disposable face coverings for more than one day, and place them in the trash after use, or if they become soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.
- Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields.
- Employees are prohibited from sharing face coverings.

- Faculty and staff should follow [CDC guidelines](#) on how to put on, remove, clean (as applicable), and discard PPE (training should be extended to contractors if the building managers/owners supply contractors with PPE).

## Hygiene Basics

Handwashing. Washing our hands is one of the easiest and most important things we can do to stay healthy and stop the spread of bacteria and viruses.

- Wash your hands with soap and water for at least 20 seconds. Facilities will strive to ensure hand washing and/or hand sanitizer supplies are stocked and readily available.
- Avoid touching your eyes, nose and mouth.
- **Stay home if you feel sick.** That includes staying home from work, school, errands and travel.
- If not wearing a face covering, cover a cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- If not wearing a face covering and you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **not your hands.**

## Food Consumption at Work

- Shared food and beverages are prohibited (e.g. buffet meals).
- We ask that you not prepare food on site or share meals with co-workers. Microwaves and coffee machines may be used; however, employees are required to properly clean them after each use. Employees ordering food for delivery must arrange for a contact-free delivery.

## Mail Services

Mail Services has temporarily altered its hours of operation and method of mail and package delivery. We understand that many departments depend on their mail and packages for continuation of essential operations. Please go to the [Mail Services website](#) for information on mail distribution and retrieval.

## Campus Dining

Pace, along with its Dining Partner, will implement appropriate policies, in accordance with Federal, State, and Local regulations, to keep the University community and the contract associates healthy.

All students, faculty, and staff visiting a dining café on campus will be required to wear a face covering, including when picking-up food for takeout. Each dining café will reduce capacity by 50% or more, with limited in-house seating. Seating will not be available for patrons not actively dining, or when the café is closed for meals. Mobile ordering and pickup stations will be available, with the use of contactless payment where possible. The following guidelines will be practiced in each dining hall:

- Full-service model only, with the elimination of self-service food stations
- Café tables will be spaced to accommodate six feet of social distance between diners
- Stations will be set up in the café to allow for safe flow of guests in the café
- Sanitation of all station counters and common areas will be done every 30 minutes

## **Cleaning and Sanitizing**

Pace's Facilities team will be tasked with ensuring that the University has a sufficient supply of all sanitizing supplies for all campus locations, including, but not limited to, hand sanitizer, paper towels, and disinfectant wipes.

Facilities management will clean all high-touch surfaces (i.e. doorknobs, faucets, railings, light switches, elevator buttons) at least twice a day.

- In dining halls, sanitation of all station counters and common areas will be done every 30 minutes.
- Pace campus facilities will be cleaned and disinfected as appropriate daily by Facilities management.
- While Facilities management will be responsible for thoroughly cleaning, it is expected that all staff and faculty maintain clean work areas and wipe down any areas before and after use with cleaning supplies that are provided in each classroom or other work area.
- Facilities management will also adjust the mechanical infrastructure to increase fresh air flow, adding efficient filtration, utilizing UV-C technology to combat infectious particles, and controlling temperature and humidity.

## **Elevators and Stairways**

Under no circumstances may elevators exceed the posted capacity, all occupants must wear a face covering, please follow posted signage to maintain social distance. Please do not touch elevator buttons directly; use an object (pen) or piece of clothing to press the buttons. Because elevator space is limited, please allow yourself extra time when moving between classes and meetings.

## **Meetings and Travel**

Face-to-face meetings should be limited as much as possible. While the University recognizes we are used to in-person meetings, it is vital that other means of communication, such as the phone and Zoom, are used during this time. We recommend that employees who travel out of state or internationally for personal reasons, via any mode of transportation, log their activity using a written or app-based personal journal. This information is helpful in the event contact tracing is needed to alert you or others about possible exposure.

Thank you for your commitment in adhering to these procedures put in place to protect you and the rest of the Pace Community. These guidelines are fluid and remain subject to change to adapt to University policy, recommendations from our Governor and CDC guidelines and updates.



**Pace University Contacts:**

**Facilities:** [facilities@pace.edu](mailto:facilities@pace.edu)

**Facilities Westchester**

861 Bedford Road  
Gannett House  
Pleasantville, NY 10570  
(914) 923-2725

**Facilities New York City**

163 William St  
New York, NY 10038  
(212) 346-1521

**Human Resources:** [employeerelations@pace.edu](mailto:employeerelations@pace.edu)

**ITS:** To obtain technical assistance from an ITS representative, please use the following means:

**Telephone:** (914) 773-3333

**Toll Free:** 1 (855) 722-3487

**Email:** [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)

**Online:** [help.pace.edu](http://help.pace.edu)

**Safety & Security:**

NEW YORK CITY CAMPUS

**One Pace Plaza**

B-Level  
New York, NY 10038  
Phone: (212) 346-1800 (Open 24 hours a day)

WESTCHESTER CAMPUSES

**Alumni Hall**

861 Bedford Road  
Pleasantville, NY 10570  
Phone: (914) 773-3400 (Open 24 hours a day)

**Administrative Office**

Gannett House, Pleasantville (Lot R behind the Townhouses)  
Phone: (914) 773-3700 Mon - Fri 9-5

**School of Law**

Preston Hall, 1st floor  
78 North Broadway

White Plains, NY 10603  
Phone: (914) 422-4300 (Open 24 hours a day)

**Safety & Security Pace Safe App:**

<https://www.pace.edu/security-emergency-management/pace-safe-application>

**University Health Care:**

Report your symptoms through [UHC's confidential patient portal](#).

To make an appointment: [www.pace.edu/UHC](http://www.pace.edu/UHC)

**New York Campus**

One Pace Plaza  
6th Floor East  
New York, NY 10038  
Phone: (212) 346-1600  
[Hours of Operation](#)

**Pleasantville Campus**

Paton House – Ground Floor  
861 Bedford Road  
Pleasantville, NY 10570  
Phone: (914) 773-3760  
[Hours of Operation](#)

**For more information and resources related to COVID-19, [visit the Coronavirus website](#).** For more information on returning to campus, visit [www.pace.edu/return-to-campus](http://www.pace.edu/return-to-campus).