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## **COVID-19 RETURN TO CAMPUS CHECKLIST FOR ALL EMPLOYEES**

### **Prior to your return to campus:**

- ❑ 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?

All members of the Pace Community will be required to complete the screening tool's questionnaire daily once the campus reopens. The University will monitor and review responses daily.

- ❑ Pack all Information Technology loaner equipment used to work remotely, including cables and accessories, to bring back to campus. If you had taken Information Technology equipment from your office for remote work purposes, pack the equipment and take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself on campus. IT resources for reinstalling equipment will be limited. If you will continue to work remotely and need University equipment, please work with your supervisor and [ITS](#) to determine your technology needs.
- ❑ Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.
  - *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*
- If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor.
- Employees who are able to work, but are required to stay home as a result of having one or more of the symptoms above, are expected to work remotely. Otherwise, sick leave should be used.
- Prepare to work on campus and remotely as needed. Your supervisor will contact you with your schedule.
- The following guidelines apply when working remotely:
- A specific work schedule, including work days and hours, should be agreed upon in advance with your supervisor.
  - You should maintain a normal workload in order to satisfy job requirements.
  - You are responsible for the safety and security of all University property, data/information and confidential and/or proprietary information, as stated in the Employee Handbook.
  - If you are unable to work due to illness, you should use sick leave, and must report your absence to your supervisor.

**While on campus:**

- Maintain at least 6 feet separation from other individuals. Other measures such as wearing an [acceptable face covering](#) (**over both the nose and mouth**) is required for your protection as well as theirs.
- The University will provide each faculty and staff member two reusable cloth face coverings. You are prohibited from sharing these face coverings with anyone, and you must follow [proper protocol](#) on how to put on, remove, clean (as applicable), and discard PPE.
- Anytime another person must come within 6 feet of you, acceptable face coverings **must** be worn by both parties (covering both mouth and nose). Individuals must be prepared to put a face covering on if another person unexpectedly comes within 6 feet.
- You must wear an acceptable face covering when you are in common areas including elevators, lobbies, walkways and when traveling around office and campus.

- ❑ 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.
  - Sanitation - Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
  
- ❑ You are discouraged from sharing other employees' desks or equipment whenever possible. Be sure to wipe down desks and equipment between uses.
  
- ❑ Limit the amount of movement if possible. Try to limit the frequency of leaving your workspace unnecessarily.
  
- ❑ 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, instant message and Zoom, are used during this time. When an in-person meeting is necessary, 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. In those instances, an acceptable face covering must be worn.
  
- ❑ Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact [University Healthcare](#) or your healthcare provider for further guidance.

**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 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).