

# BOSTON ARCHITECTURAL COLLEGE

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SINCE 1889

## How We Work Policies & Guidelines

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## Section I: How We Work

### Overview

In summer 2020, we reevaluated what it means to work at The Boston Architectural College (BAC).

The BAC has assessed each position in the organization to determine if the position **requires** being on campus, either

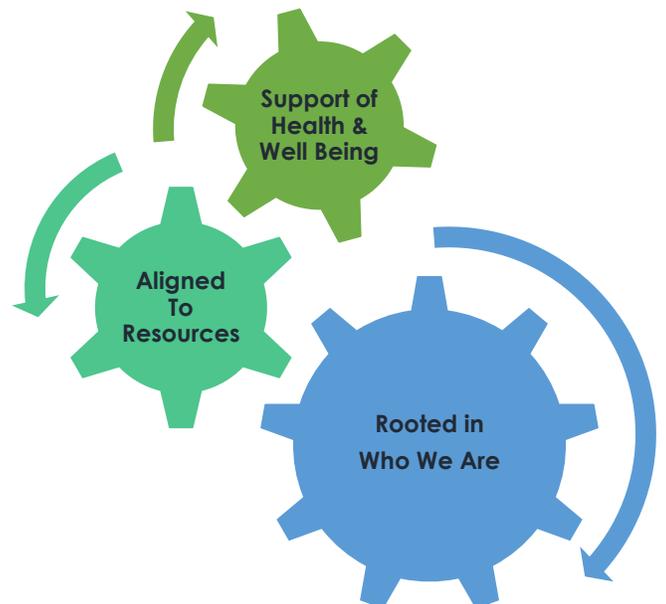
- ✓ **Full on-site, or**
- ✓ **Partial on-site**

We determined that most positions could accomplish our goals without being physically on campus at the same time.

As result, the BAC decided that members of the BAC community, in consultation with their supervisor, can conduct their work from the location best suited to the requirements of the position, the achievement of their goals and responsibilities, and their circumstances. In addition, the following guiding principles supported the development of these policies and procedures.

### Guiding Principles

- The Boston Architectural College's policies and protocols for how we work are rooted in the organization's mission, strategy, goals, and core values.
- The BAC seeks to strategically align our resources to support our efforts wherever we work.
- The BAC's work policies and protocols are designed to support the health and safety of our staff, faculty, students, and the public with which we interact.
- The BAC's work policies are aligned and consistent with local orders and ordinances of the City of Boston, Suffolk County, and the State of Massachusetts. The BAC's plans will also follow recommendations based on the current public health and safety environment from the federal government and Centers for Disease Control and Prevention and may be amended from time to time as recommendation and guidance may evolve and change.



The following policies and procedures cover how we work and utilize on-campus resources. These work policies are approved by the BAC President's Cabinet.

## Policy: Work Schedule

The BAC expects its employees to generally work an 8-hour day regardless of location, typically between 8am and 6pm, unless the employee's position is scheduled for alternative work times and/or hours.

## Section II: Working on Campus

### Policy: Access to Campus Resources

Working on campus is based on whether access to on-site resources, or in person support of students and other members of the BAC community, is needed to perform the position's duties and maintain its responsibilities.

The BAC will regularly assess the appropriate number of people on campus (density) to meet social distancing requirements based on the current environment and guidelines. Timing for being on-campus follows a coordinated and scheduled process.

Depending on the current health environment access to campus may be restricted and appropriate access levels will be determined and curated. Specific criteria for campus access, curation, and requirements while on campus may change based on current environment and regulatory requirements. When the criteria change, employees, students, and other constituents will be notified of changes in on-campus access. On-campus criteria can range from maximum density, capacity sizes in various rooms, and requirements while on campus such as ensuring appropriate social distancing and use of personal protective equipment (PPE).

The table below outlines the overall policy based on varying health risk levels.

Risk Level	Description	Campus Access – Overall Access	Campus Access - Restrictions	H&S Standards Requirements
<b>1 – Critical</b>	<ul style="list-style-type: none"> <li>Global Pandemic</li> <li>Government Shutdown and Severe Restrictions</li> </ul>	Full Campus Shutdown	<b>Faculty/Staff</b> <ul style="list-style-type: none"> <li><b>No Access</b> except limited campus roles to monitor buildings – Security and Facilities</li> <li>Employees needing to pick up materials not available online to conduct duties of their position, can schedule appointment for curbside pick-up only</li> <li>Other duties, not part of security and facilities need to be done on-campus, postponed or alternative developed</li> </ul>	<ul style="list-style-type: none"> <li>Masks always required</li> <li>Social distancing based on then-current CDC recommendation</li> <li>Self-monitoring and written certification before entry</li> <li>Frequent handwashing or sanitizing – before/after use of public areas</li> <li>Self-monitoring while on campus – if exhibiting symptoms, quarantine in closed office and notify Security and Human Resources</li> </ul>

			<ul style="list-style-type: none"> <li>• President pre-approval to be on campus</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Instruction, courses, and student support 100% online</li> <li>• No other access</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• No access</li> </ul>	
<b>2 - Severe</b>	<ul style="list-style-type: none"> <li>• Global Pandemic</li> <li>• Strict Government Limitations and Public Health Restrictions</li> </ul>	Severe Access Restrictions	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• No regular access to campus</li> <li>• All employees are to work from home, unless <ul style="list-style-type: none"> <li>▪ Employees that are <u>required</u> on-campus such as Security, Facilities, Mailroom/Copy Room.</li> <li>▪ Employees needing campus for specific activity, specific times by appointment, that <u>cannot be done remotely</u>.</li> <li>▪ Employees need to pick up materials, not available online, to conduct duties of their position, can schedule appointment for the pick-up only.</li> </ul> </li> <li>• VP pre-approval required to access campus.</li> <li>• Dates and times are restricted based on current density/capacity restrictions</li> <li>• If conflicts due to restrictions, then President approval (Note: This applies to all employees even if it is a student working as employee)</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Instruction, courses, practice assessments, and student support 100% online</li> <li>• Campus access or off-site meetings <b>cannot be required</b> to complete academic work</li> <li>• Only curbside curated access, by appointment, to students to pick up resources</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• No access</li> </ul>	<ul style="list-style-type: none"> <li>• Masks always required</li> <li>• Social distancing based on current CDC recommendation</li> <li>• Self-monitoring and verbal certification before entry</li> <li>• Frequent handwashing or sanitizing – before/after use of public areas</li> <li>• Self-monitoring – must notify Human Resources and supervisor if you leave due to illness</li> </ul>

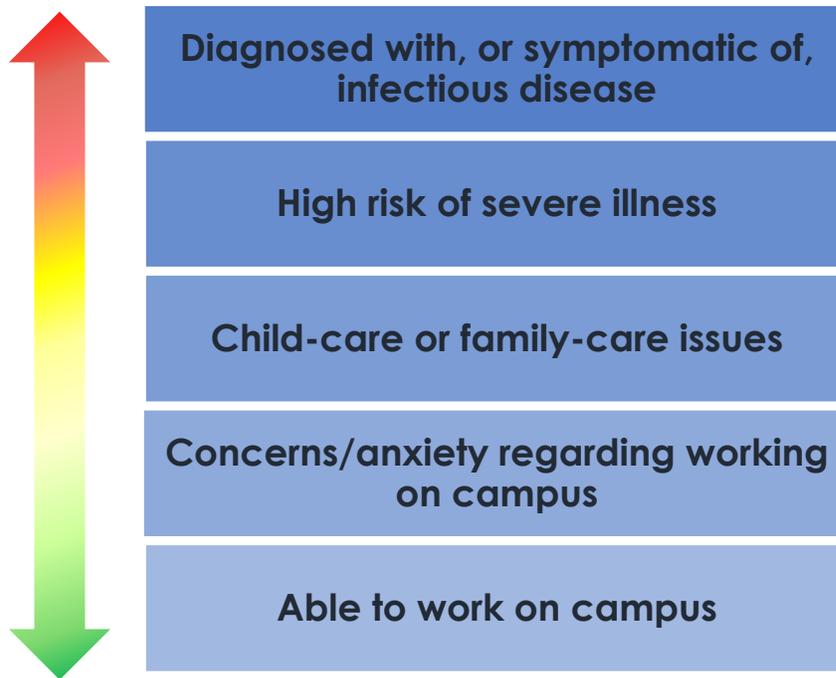
<p><b>3 – High</b></p>	<ul style="list-style-type: none"> <li>•Managed Pandemic</li> <li>•Public Health Warnings, Some Government Restrictions</li> </ul>	<p>Moderate Access Restrictions</p>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Limited curated access to campus</li> <li>• All employees primarily work from home, unless <ul style="list-style-type: none"> <li>▪ Employees are required on-campus such as Security, Facilities, Mailroom/Copy Room.</li> <li>▪ Employees needing campus for specific activity, specific times by appointment, on rotational basis and limited to density/capacity restrictions.</li> <li>▪ Employees needing to pick up materials not available online to conduct duties of their position can schedule appointment for the pick-up only.</li> </ul> </li> <li>• VP approval required only if a density/capacity conflict occurs (Note: This applies to all employees even if it is a student working as employee)</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Instruction, courses, and student support 100% online</li> <li>• Campus access or off- site meetings <b>cannot be required</b> to complete academic work</li> <li>• Curated/scheduled access for students based on priority and density restrictions</li> <li>• Small on-campus group meetings only based on density restrictions</li> <li>• Follow capacity limits in spaces to allow for recommended social distancing</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Very limited—small group curated access with approval, (e.g. Admissions tours)</li> </ul>	<ul style="list-style-type: none"> <li>• Masks required in public areas</li> <li>• Social distancing based on current CDC Recommendation</li> <li>• Self-monitoring and verbal certification before entry</li> <li>• Handwashing or sanitizing Frequent – before/after use of public areas</li> <li>• Self-monitoring while on campus - must notify Human Resources and supervisor if you leave due to illness</li> </ul>
<p><b>4 - Moderate</b></p>	<ul style="list-style-type: none"> <li>•Regional/Local Severe Infectious Disease</li> <li>•Government and public health warning</li> </ul>	<p>Limited Restrictions Scheduled Access Employee Open Access Students Curated Access Visitors</p>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Recommended that employees work from home</li> <li>• Scheduled access to shared spaces</li> <li>•Follow capacity limits in spaces to allow for recommended social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Masks required in public areas and/or 6ft social distancing</li> <li>• Self-monitoring before entry—work from home if exposed</li> <li>• Frequent handwashing or sanitizing —before/after use of public areas</li> <li>• Self-monitoring while on campus —notify supervisor if you leave due to</li> </ul>

			<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Instruction, courses, and student support available on campus</li> <li>• Scheduled access for students based on regional/local priority and density restrictions</li> <li>• Capacities in spaces allow for recommended social distancing</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Scheduled access for visitors</li> <li>• Capacities in spaces allow for recommended social distancing</li> </ul>	illness
<b>5 – Low</b>	Normal Environment Recurring Managed Viruses	Open Access Scheduled Shared Spaces	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Employees can work remotely with supervisor approval or on campus</li> <li>• Scheduled access to shared spaces</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Instruction, courses, and student support available on campus</li> <li>• Open access for students</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Scheduled access for visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Masks recommended</li> <li>• Social distancing recommended</li> <li>• Frequent handwashing or sanitizing – before/after use of public areas</li> <li>• Self-monitor before coming to campus recommended</li> <li>• Self-monitoring while on campus recommended – notify supervisor if you leave due to illness.</li> </ul>

## Policy: Employee Individual Risk Assessment

Staff members whose positions have been designated as fully or partially on-site and who have been instructed to work on-site but who have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should speak with Human Resources. Please also see the Reasonable Accommodation policy in the Employee Handbook for further information.

**Below are the guidelines for assessing individual risk of working on campus.**



According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 and other infectious diseases. Those conditions may include:

- Being an older adult (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- COPD

**This list is current as of the date of this policy is issued; employees should consult current CDC guidance as needed.**

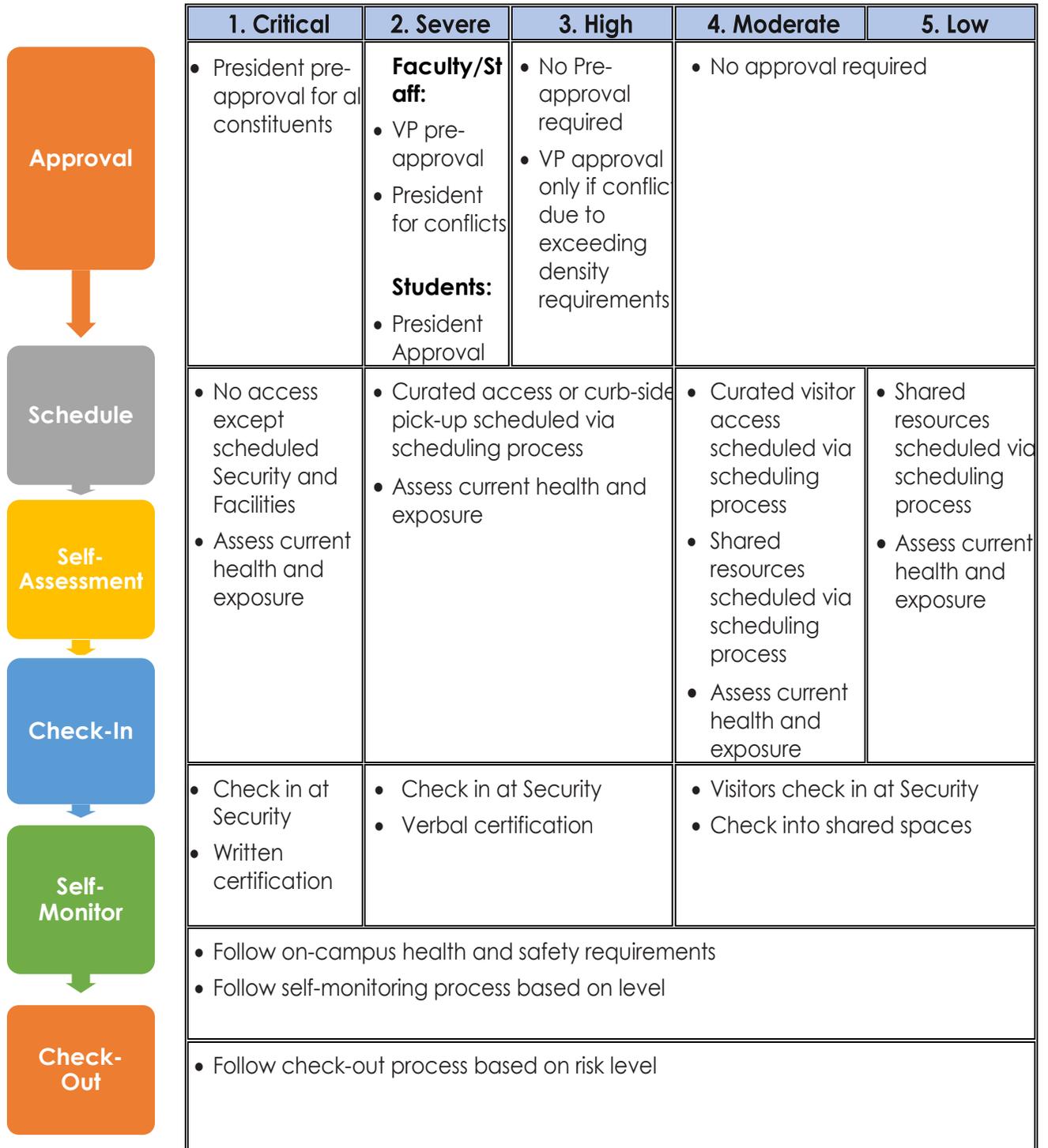
**The (EAP) Employee Assistance Plan** is available to offer emotional support during this stressful period.

Telephone counseling is available. You may contact EAP by calling 1-800-624-5544 or by visiting the EAP website [ndbh.com](http://ndbh.com).

## Process: Scheduled and/or Curated Access

### Scheduling Time to Come On-Campus

Campus resource usage must be pre-scheduled at least 24 hours prior to arrival; scheduling requirements are based on risk level, availability, and priority. Below is the process for scheduling access to campus and campus resources.



**To schedule campus access while at risk levels 1-3, send email and any required approval to the Director of Administrative Operations and the Director of Facilities.**

*Entry/Exit Process*

The entry/exit process will vary depending on the current environment risk level. Regardless of risk level, entry to buildings will be regulated and monitored. Employee and Student BAC card/I.D. badge is required for entry to all buildings. For security reasons, you may not hold, or prop open exterior doors for any other person.

**The Table Below Summarizes the Entry/Exit Process by risk level:**

Risk Level	Entry	Exit
1 – Critical	<ul style="list-style-type: none"> <li>• Must use 320 Newbury front entrance</li> <li>• Stop at security and give your name</li> <li>• Security officer will have you complete health certification and will check you in</li> <li>• Security officer will escort you to the workspace</li> </ul>	<ul style="list-style-type: none"> <li>• When you leave the campus, you can exit from anywhere except the 320 Newbury front door</li> <li>• Must contact security to check you out</li> </ul>
2 - Severe	<ul style="list-style-type: none"> <li>• Must use 320 Newbury front entrance</li> <li>• Stop at security and give your name</li> <li>• Security officer will have you confirm current health and will check you in</li> <li>• Once checked in you can proceed to your booked workspace/office</li> </ul>	<ul style="list-style-type: none"> <li>• When you leave the campus, you can exit from anywhere except the 320 Newbury front door</li> <li>• Must contact security to check you out</li> </ul>
3 – High	<ul style="list-style-type: none"> <li>• Must use 320 Newbury front entrance.</li> <li>• Stop at security and give your name</li> <li>• Security officer will check you in</li> <li>• Once checked in you can proceed to your booked workspace/office</li> </ul>	<ul style="list-style-type: none"> <li>• When you leave the campus, you can exit from anywhere except the 320 Newbury front door</li> <li>• Must contact security to check you out</li> </ul>
4 - Moderate	<ul style="list-style-type: none"> <li>• Can use any entrance</li> <li>• Check in to shared scheduled spaces</li> <li>• Visitors enter 320 Newbury front entrance and check in at security</li> <li>• Employees escort visitors</li> </ul>	<ul style="list-style-type: none"> <li>• When you leave the campus, you can exit from anywhere</li> <li>• Must contact security to check out visitors</li> </ul>
5 – Low	<ul style="list-style-type: none"> <li>• Can use any entrance</li> <li>• Check in to shared scheduled spaces</li> <li>• Visitors enter 320 Newbury front entrance and check in at security</li> <li>• Employees and students can escort visitors</li> </ul>	<ul style="list-style-type: none"> <li>• When you leave the campus, you can exit from anywhere</li> </ul>

## On-going Symptom Monitoring Requirement

### Before Arriving:

Employees must conduct symptom monitoring every day before coming on campus. You must be free of **ANY** and **ALL** symptoms potentially related to COVID-19 or other infectious diseases as identified by the CDC or other Federal and State Agencies. Below are the requirements for coming on campus based on risk level.

Risk Level	Requirements
1 – Critical to 3 – High	<p><b>You Cannot Come on Campus if</b></p> <ul style="list-style-type: none"><li>You have been exposed to someone with an infectious disease or have been in any locations identified by the CDC as high risk</li><li>You have one or more symptoms</li></ul> <p><b>You Can Return to Campus Only if...</b></p> <ul style="list-style-type: none"><li>You have been symptom free for 14 days (or length recommended by CDC)</li><li>You submit a note from your doctor to HR</li></ul>
4 – Moderate	<p><b>You Cannot Come on Campus if</b></p> <ul style="list-style-type: none"><li>You have one or more symptoms</li></ul> <p><b>You Can Return to Campus Only if...</b></p> <ul style="list-style-type: none"><li>You have been symptom free for 14 days (or length recommended by CDC)</li><li>You submit a note from your doctor to HR</li></ul>
5 – Low	<p><b>You Cannot Come on Campus if</b></p> <ul style="list-style-type: none"><li>You have one or more symptoms</li></ul> <p><b>You Can Return to Campus Only if...</b></p> <ul style="list-style-type: none"><li>You have been symptom free for 14 days (or length recommended by CDC)</li></ul>

Symptoms include any (one or more) of the following (as determined by the CDC as the date this policy is issued):

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell



If an employee is expected to work on campus and is unable due to exhibiting symptoms above, but feels well enough to work remotely, they must report to their manager/supervisor to establish expected tasks and/or goals to be accomplished while working remotely.

**If you are unable to work due to illness you must inform your supervisor/manager and submit your sick time in the HRIS system.**

**While on Campus:**

Employees must monitor their health for new symptoms that may arise while on campus. Below are the requirements should you begin to have symptoms while on campus based on risk level.

Risk Level	Requirements
1 – Critical to 2-Severe	<ul style="list-style-type: none"> <li>• If in an office, shut the door and contact Security Resources</li> <li>• If you are not in an office, wear mask and proceed to closest empty office; close door and contact Security.</li> <li>• Follow Security instructions for exiting the campus</li> <li>• Notify your Supervisor and Human Resources after leaving the campus when you are able</li> </ul>
3 – High	<ul style="list-style-type: none"> <li>• Contact Security and let them know you are leaving campus and where you currently are located. Security will provide direction for exiting the campus</li> <li>• Notify your supervisor and HR that you are not feeling well</li> <li>• Wear a mask and leave campus following Security instructions</li> </ul>
4 - Moderate	<ul style="list-style-type: none"> <li>• Notify your supervisor and HR that you are not feeling well</li> <li>• Wear your mask and leave campus</li> </ul>
5 – Low	<ul style="list-style-type: none"> <li>• Notify your supervisor that you are not feeling well</li> <li>• Leave the campus</li> </ul>

For access to certain resources that cannot be shipped to your location follow the procedures below for Curbside access. Employee and Students should follow the following processes when the risk level is 1-3.



- Technology - [Help@the-bac.edu](mailto:Help@the-bac.edu)
- Library- [Library@ the-bac.edu](mailto:Library@the-bac.edu)
- Other Student Request - [Richard.Griswold@the-bac.edu](mailto:Richard.Griswold@the-bac.edu)
- Other Employee Request – [Patti.Vaughn@the-bac.edu](mailto:Patti.Vaughn@the-bac.edu)

## Section III: Working Remotely

### Policy: Overview

BAC may allow employees whose jobs are suited to remote work to work at home, on the road, or in a satellite location for all or part of their workweek. BAC considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others.

Employees can work remotely if they are able to complete their position requirements and goals and have obtained supervisor approval. Working remotely for some period should not create an expectation that remote work will be allowed indefinitely, does not create a contract for employment, and does not alter the at-will nature of employment?

## Procedures

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time (either during or after the initial three-month period) at the request of either the employee or the BAC. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the change of a remote work arrangement. There may be instances, however, when a shorter notice period or no notice is possible.

## Eligibility

Individuals who request formal or ad-hoc remote work arrangements must be employed with the BAC for a minimum of 6 months of continuous regular employment and must have a satisfactory performance record. This waiting period may be waived if the BAC as a whole is under a temporary work from home condition or if the position is specifically intended to be remote.

Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting the BAC's needs. Prospective remote workers are encouraged to carefully consider expectations of remote work and any caregiving obligations to family members prior to entering a trial period.

## Formal Remote Work Arrangement

Before entering any remote work arrangement, the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- Skills and performance suitability. The employee and supervisor will assess demonstrated performance strengths and challenges recognized as appropriate for successful remote workers.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the remote work.
- Tax and other legal implications. The employee has the responsibility to determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office.

## **Ad-hoc Arrangements**

Variable remote work arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

## **Performance Evaluation**

Performance evaluation of employees working remotely will be consistent with that received by employees working on campus in both content and frequency but will focus on work output and completion of objectives within established deadlines.

An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and remote worker will communicate at a level consistent with employees working on campus or in a manner and frequency that is appropriate for the job and the individuals involved.

## **Equipment**

On a case-by-case basis, the BAC will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement, including hardware, software, modems, phone and data lines and other office equipment. The Human Resource and Information Technology departments will serve as resources in this matter. Equipment supplied by the BAC will be maintained by the BAC. Equipment supplied by the employee, if deemed appropriate by the BAC, will be maintained by the employee. The BAC accepts no responsibility for damage or repairs to employee-owned equipment. The BAC reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the BAC is to be used for business purposes only. The remote worker must sign an inventory of all the BAC property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all BAC property will be returned to the BAC, unless other arrangements have been made.

The BAC will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary by the BAC. The BAC will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. The BAC will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to any home office space (unless required as a reasonable accommodation).

## **Security**

Consistent with the BAC's expectations of information security for employees working on campus, remote work employees will be expected to ensure the protection of proprietary BAC and employee, student, applicant, and alumni information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the position and the environment.

## **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The BAC will provide each remote worker with a safety checklist. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the BAC's workers' compensation policy. Remote work employees are responsible for notifying the BAC of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to the home worksite.

## **Time Worked**

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the BAC's time-keeping system within Paycom. Hours worked in excess of those scheduled per day and per workweek require the advance approval of one's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement and/or disciplinary action.

## Section IV: Health & Safety

This section outlines basic health and safety guidelines related to infectious disease. Please refer to other BAC health and safety policies and guidelines, the employee manual and other BAC policies for other issues.

The guidelines below may be **required** if the BAC is at higher risk levels or recommended for lower risk levels. These guidelines are subject to change based on the current environment and CDC and other government requirements and guidelines.

### Face Masks/Cloth Face Coverings

Face masks or cloth face coverings should be properly worn, covering the nose and mouth, by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 or other infectious disease to others even if you do not feel sick. The mask or cloth face covering, while necessary, is not a substitute for social distancing.

Disposable masks will be provided by the BAC, if needed. Disposable masks may only be worn or one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help the BAC reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

**See details regarding mask use and care below**

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas) where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While necessary for ingress and egress, not required when working alone in an office).		These masks are primarily reserved for healthcare workers and are acceptable on campus and in community areas where 6' social distancing cannot be consistently maintained. They must be replaced daily as well.	

## Use and Care of Face Coverings

### Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

### Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### Care, storage, and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

## Goggles/Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments

## Social Distancing (Hand shaking other physical contact)



Keeping space between you and others is one of the best tools we must avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Always stay at least 6 feet (about 2 arms' length) from other people (The distance is subject to change based on current guidelines)
- Do not gather in groups that do not allow for social distancing – Follow current group size maximum requirements based on current risk level and BAC requirements
- Stay out of crowded places and avoid mass gatherings

## Handwashing



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 a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

## Personal Disinfection

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes 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.).

## Clearing Your Workspace

All offices and workspaces utilized while on-campus must be left in a condition which allows custodial staff to readily clean without obstruction – e.g., papers, equipment and personal items must be cleared from the desk at the end of the day.

## Signage

The Facilities Department has assessed all open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers. **While on campus you must follow all posted instructions, such as:**

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

## Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. If a tissue is used, promptly throw used tissues in the trash, and then 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 a hand sanitizer that contains at least 60% alcohol.



## Using Restrooms

During risk levels 1 to 3, only one person is allowed in a restroom at a time. For risk levels 4 and 5, use of restrooms should be limited based on size to ensure at least reasonable social distancing distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

## Using Elevators

During Risk Levels 1 to 3, no more than one person may enter an elevator at a time, so 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 hand sanitizer with at least 60% alcohol upon departing the elevator.

## Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (i.e., Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of the BAC as well as local, state, and federal orders.

Department/Employees should not remove or rearrange chairs and tables or visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, 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. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, etc.).