

COVID-19 Return to Campus Guide

For Penn Faculty and Staff



Penn
UNIVERSITY of PENNSYLVANIA

JUNE 21, 2021 Update

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INTRODUCTION/GUIDING PRINCIPLES

For more than a year, most faculty and staff have been working off campus. This was necessary to ensure health and safety on campus as the pandemic continued to spread. With vaccines now available and the worst of the pandemic appearing to be behind us, we will begin our phased approach to repopulating campus this summer with the expectation that most faculty and staff will return to their pre-COVID work schedules by September 7.

Throughout the pandemic, Penn's essential workers continued to report on-site. Eventually, they were joined by others in crucial research, health, and safety roles. Those who had to remain off-campus adjusted to the challenges of collaborating with distant coworkers while working from home. Together, we overcame unprecedented obstacles to uphold the University's mission.

Now we look forward to reuniting all faculty and staff on Penn's vibrant urban campus this fall. As we move ahead in this process, Penn remains committed to community health and safety and fostering an inclusive, productive workplace.



Please be aware that guidance may evolve. Your health and safety are of the highest importance to Penn.

Thank you for your engagement in helping to keep our community safe.

BEFORE RETURNING TO CAMPUS

Check the Latest Information

Visit coronavirus.upenn.edu for general information and resources, including the Penn COVID-19 Dashboard. Contact the COVID Resource Call Center at 215-573-7096 or covidresources@upenn.edu.

Vaccines

One of the most critical tools we can use in the fight against COVID-19 is vaccination.

To help protect you and those around you, the University is requiring [current and active faculty, staff, and postdoctoral trainees to be fully vaccinated](#). Effective July 1, individuals who have recorded being fully vaccinated against COVID-19 in their [Workday](#) record will be exempt from regular Penn Cares screening testing. Individuals who report their vaccination status after July 1 will be exempt thereafter.

Please access this [video demonstration](#) or follow these [simple instructions](#) to enter your vaccine information in Workday. Workday will send you an inbox notification and send you reminders. An announcement also appears on your Workday home page.

Those who do not enter their information on being fully vaccinated into Workday by August 1, 2021 will be required to schedule and take part in weekly Penn Cares screening testing and complete their daily screening through [PennOpen Pass](#).

According to the Centers for Disease Control and Prevention, individuals are considered to be fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccine or
- 2 weeks after a single-dose, such as Johnson & Johnson's vaccine.

All students will be required to be vaccinated or to participate in screening testing for the fall semester.

Clinical studies show that vaccines are safe and will protect individuals from developing serious illness if they contract the virus. Please explore all your options for getting a vaccine by visiting the appropriate county, state or federal government websites. You can also visit the CDC Vaccine site (www.vaccines.gov) to find a COVID-19 vaccine clinic near you.

Enter Your Vaccination Information in Workday

Active faculty, academic affiliates, staff, postdocs, contingent workers and others who are in Workday may now enter their COVID-19 vaccine information in their Workday record. (Student workers should use the Student Health Service system of record, not Workday).

- Use the [Self Service-Enter Vaccination Information tip sheet](#) for step-by-step instructions
- Access the [two-minute how-to video](#) for a demonstration

Testing

We recognize that some individuals will choose not to obtain vaccines for medical, religious, or other reasons. We also understand that some may choose not to disclose their vaccine status. Faculty, staff, and post-doctoral trainees who are not fully vaccinated or who do not disclose their vaccination status will continue to be required to participate in weekly COVID-19 Penn Cares screening testing and must continue to wear masks both indoors and outdoors.

Penn Cares testing remains a highly effective public health tool on campus. We thank those of you who have been participating diligently throughout the fall, spring, and early summer semesters.

For more information, please visit coronavirus.upenn.edu/content/vaccinations.



Symptom Monitoring & Mandatory Self-Symptom Check PennOpen Pass



All faculty and staff should enroll in [PennOpen Pass](#) and use it while on campus regardless of vaccination completion. PennOpen Pass continues to provide the Penn community with confidential symptom monitoring and access to Penn Cares support services.

Beginning July 1, use of PennOpen Pass will be required for employees who have not reported their vaccine status. PennOpen Pass will support testing compliance and daily symptom checking for those individuals, but it will no longer be used to enter University buildings unless they are Penn Medicine healthcare facilities and clinical settings.

Vaccinated individuals should expect to return to pre-pandemic conditions while on campus.

Penn is actively evaluating when we can phase out other campus health measures instituted in the wake of the pandemic. These timetables will depend upon the widespread vaccination of our employees.

If you have any symptoms or have been in close contact with someone who has tested positive for COVID-19 or has symptoms, do not report to work on campus.

Report Safety Concerns

Please use the [COVID-19 Safety Concern form](#) to submit COVID-19 safety concerns at the University and Health System of the University of Pennsylvania.

If you wish to remain anonymous and want to report a compliance concern, please contact Penn's confidential Hotline at 215-P-Comply (215-726-6759) or www.upenn.edu/215pcomply.

COVID-19 Symptoms

Sign in to [PennOpen Pass](#) or visit the [CDC.gov list](#) for the latest information on symptoms to watch for.

If you have symptoms:

- [Complete the PennOpen Pass symptom check](#) and follow the instructions provided, which may include self-isolation and COVID-19 testing.
- While you are awaiting guidance through PennOpen Pass, stay home, wear a face covering, and avoid contact with others — including those you live with.
- If you have not returned to on-campus work, you should continue to work off site unless you do not feel well enough to do so.
- If you are unable to work you should notify your supervisor of your absence as you normally would when sick.
- Penn continues to support contact tracing of suspected and confirmed COVID-19 cases for Penn faculty and staff. If appropriate, a contact tracer will call you for additional information and contact tracing.
- You may be required to quarantine and not return to work until you are cleared to do so through the PennOpen Pass program, which will apply the most current criteria for return to work based on public health guidance from federal, state and local authorities. At present these criteria are as follows:
 - Close Contacts: Close contacts of those who have tested positive for COVID-19 are required to quarantine for 10 days from the last date of close contact. In addition, close contacts are tested for COVID-19 (typically at least 5 days after exposure) so that their close contacts can be identified and contacted, if necessary.
 - COVID-19 Symptoms: Those with COVID-19 symptoms are required to self-isolate until at least 10 days since their symptoms started
 - AND at least 24 hours after resolution of fever and improvement in respiratory symptoms.
 - If you have been vaccinated and you have symptoms, you must continue to answer PennOpen Pass questions to screen for symptoms and exposures concerning COVID-19. If you experience symptoms or exposures and generate a Red Pass, you will be guided through additional screening questions informed by the latest clinical guidance and scientific evidence used by Penn Medicine clinicians to determine quarantine time frames or other next steps for your situation. The PennOpen Pass team does consider vaccination status when guiding PennOpen Pass users about their next steps.

RETURNING TO CAMPUS

Public Health Habits

Everyone must continue to be mindful of good hygiene habits, like washing hands, keeping surfaces clean, and staying home when sick.

A Note on Eating and Drinking on Campus

Restrictions on indoor eating have been lifted by the City of Philadelphia. However, eating remains one of the higher risk activities for disease transmission, especially indoors.

For those who are unvaccinated, continuing to practice social distancing when eating is paramount. While dining indoors is no longer prohibited, outdoor eating and drinking remains a safer option.

Face Covering Health & Safety Guidance

In accordance with the guidance from the Philadelphia Department of Public Health, the University no longer requires the use of masks on campus for those who are fully vaccinated. There are a few important exceptions to protect high-risk populations.

You are required to continue wearing a mask if you are:

- Not fully vaccinated, the University is requiring you to wear a mask inside University buildings until further notice, except when drinking or eating.
- Accompanying a child under the age of 12 or with children under 12, such as a school, camp, or childcare setting.
- Inside healthcare settings, including all Penn Medicine facilities or Penn Cares testing sites.
- Using public transportation, including Penn Transit.
- Students in quarantine or isolation living with other people, also known as congregate settings, are required to wear a mask indoors in their residence.

As the understanding of risks evolves, many coworkers may choose to continue wearing masks in various campus settings, whether they have completed their vaccination or not. Your respect, empathy, and understanding are greatly appreciated during this transitional time when individuals may opt to use additional personal precautions.

As local public health guidelines change, the University will update its general face-covering guidelines accordingly. Visit <https://coronavirus.upenn.edu/content/public-health-guidance> for the latest updates.

Clinical and laboratory centers in schools such as Perelman School of Medicine, Penn Dental, Penn Nursing, and Penn Vet as well as FRES/Housekeeping, Dining, and Residential Services may require other specific practices and Personal Protective Equipment (PPE). Please communicate with your supervisor for your department's guidelines. Visit the [EHRS mask and face covering webpage](#) for details.

Phased Return to Campus

Thanks to their cooperation with public health guidelines, many faculty and staff—including Penn's valued essential employees—have already returned to on-campus work.

Based on current understanding of COVID-19 conditions, we expect faculty and staff will begin to transition to their pre-COVID work location in a phased approach beginning Tuesday, July 7 and continuing to Tuesday, September 7. The pace of the phased return to full on-campus staffing will vary across Penn's Schools and Centers.

Each School and Center has been asked to develop a plan for phased return to on-campus work consistent with governmental guidelines, operational needs, and the job duties of their staff members. We request that you work with your School or Center administrative teams to develop and follow this plan.



GUIDANCE FOR COMMON SETTINGS

The City of Philadelphia has lifted physical distancing restrictions. Accordingly, classrooms, labs, and other University spaces will be used at 100 percent capacity.

Given the variety of University structures and activities, guidelines may vary from building to building, or even from room to room. Be sure to follow the posted procedures for each Penn workspace and onboard Penn Transit vehicles.

Entrances and Exits

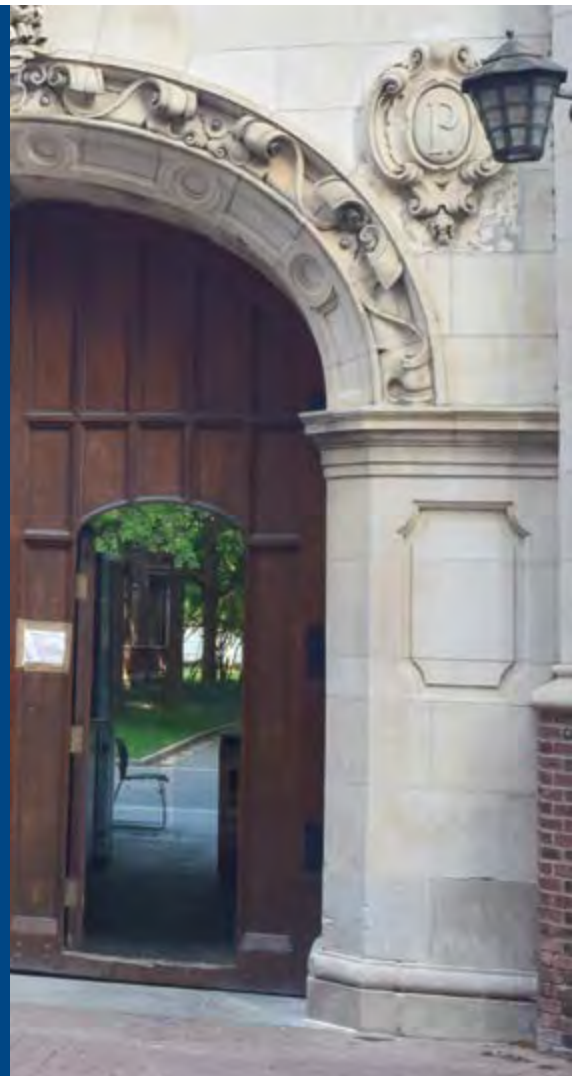
Beginning July 1, a PennOpen Pass will not be required to enter University buildings and Penn Transit vehicles (masks are required onboard Penn Transit). Penn Medicine will continue to require a PennOpen Pass for health care facility entrances. Entry to buildings will continue to be regulated and monitored. Access to each building is limited to authorized faculty and staff. Also, you may not hold or prop open exterior doors for any other person.

Please cooperate with reception, building management and security instructions.

Has Your PennCard Expired? Need a New Card?

In support of the University's return-to-campus efforts, PennCard has created [a special web page](#) with quick access to guidance on obtaining replacements for lost, damaged, expired, and non-working cards.

Please note, pre-scheduled appointments are required. PennCard's normal hours of operation are Monday through Friday, 8:30 am-5:00 pm. Be sure to bring your current PennCard, a valid US or state government-issued photo ID, or a valid passport with you.



Commuting at Penn

Visit the [Penn Transportation and Parking Commuting Resources](#) portal for quick links to information about discounted public transit and bike commuter options, how Penn Transit can serve commuters who reside near the University, campus parking options, and other valuable resources and updates.



Travel Guidelines

The Penn-affiliated travel suspension has been lifted.

- For all Penn-affiliated travel, a COVID-19 vaccination is required.
- Faculty travel exceptions require approval from their school's dean or designee.
- Staff travel should be authorized by applicable school or center leadership.

Please follow Penn's guidelines for Penn-affiliated travel at global.upenn.edu/travel-guidance.

TIME AWAY FROM WORK AND REASONABLE ACCOMMODATIONS

Staff members who require time off from work following their return to campus should refer to the University's regular Paid Time Off (PTO) and Sick time policies, unless the time off is related to COVID-19. With respect to absences related to COVID-19, the [COVID-19 Sick Time and Leave Guidance](#) will remain in effect for now, as will the [Public Health Emergency Leave \(PHEL\) for temporary employees](#). Staff members with disabilities impacting their return to campus may apply for reasonable accommodations in accordance with the Office of Affirmative Action and Equal Opportunity Programs's process.

WELLNESS RESOURCES

To support your physical and emotional well-being as Penn returns to full-campus operations, the University offers many wellness and work-life programs. Visit [MindWell at Penn](#) for an overview of these services, including:

Employee Assistance Program (EAP): Penn's EAP is available to offer emotional support during this stressful period. Telephonic or video counseling is available. You may contact EAP by calling 1-866-799-2329 or visiting the EAP website, www.hr.upenn.edu/EAP.

PennCOBALT: [Penn Cobalt](#) is a new web-based platform that matches faculty, staff, and postdoctoral trainees to mental health resources and the appropriate level of group and individual mental health and well-being support.

Penn Healthy You: Visit the [Penn Healthy You website](#) for exercise workshops, nutrition counseling, online mindfulness resources and upcoming wellness events enhance your resilience and well-being.

Caregiver Resources and Support: Caregiving can be a challenge during times of change. Penn offers several resources and tips for finding and providing care for [children](#) and [adults](#).





UNIVERSITY OF PENNSYLVANIA NONDISCRIMINATION STATEMENT

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University administered programs or in its employment practices.

Questions or complaints regarding this guide should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, 3451 Walnut Street, Franklin Building, Room 421, Philadelphia, PA 19104; or 215-898-6993 (Voice) or 215-898-7803 (TDD).

RETURN TO CAMPUS CHECKLIST

Before You Return

- Record your full COVID-19 vaccination in Workday. [Instructions are online.](#)
- Enroll in PennOpen Pass at <https://pennopen.med.upenn.edu> using your PennKey for rapid access to symptom information and contact tracing.
- If you are not fully vaccinated, sign up screening testing at coronavirus.upenn.edu.
- Locate your workspace keys, PennCard, and other building access cards.
- If your PennCard has expired or you have lost it, visit the PennCard return-to-campus web page for renewal and replacement instructions.
- Review your school or center return-to-campus plan with your supervisor.
- Visit www.upenn.edu/commuting, the Penn Transportation and Parking Commuter Portal, for the latest information on restarting your parking pass, parking pass options, and links to public transit.
- Review the University's public safety initiatives, including walking escort services and more at www.publicsafety.upenn.edu/safety-initiatives.
- Re-familiarize yourself with the campus by taking this [virtual tour](#).

Your First Days Back

- **I-9 Requirement for New Hires**

If you completed an I-9 electronically, present your documents to the [Onboard@Penn](#) center for physical inspection within 3 business days of being physically on campus.

Visit www.onboard.upenn.edu for detailed instructions.

- Contact your school or center IT support team/LSP for systems reconnection.
- Return University property such as computers, phones, and other equipment.
- Visit your favorite campus spots and landmarks.
- Managers of those hired since March 2020 should introduce them to coworkers and give them a campus tour.
- Feel free to continue to wear a mask.