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INTRODUCTION/GUIDING PRINCIPLES

The University of Pennsylvania’s policies and protocols for responding to the COVID-19 pandemic will continue to be rooted in safety for our students, staff, faculty, and community at large.

The primary goal of the University of Pennsylvania’s response to the COVID-19 pandemic is to protect the health and safety of all members of our community and campus visitors. All faculty and staff are expected to fully comply with the policies, protocols, and guidelines in this document.

Penn’s plans will also be aligned and consistent with local orders and ordinances of the City of Philadelphia, as well as the Commonwealth of Pennsylvania’s Phased Reopening plans. Penn’s plans will also follow recommendations from the federal government’s plan for Pennsylvania, Centers for Disease Control (CDC) and Prevention, Pennsylvania Department of Health, Penn’s COVID Recovery Planning Group (RPG) and its subcommittees.

These guidelines were created to assist Penn faculty and staff who are already working on campus or returning to on-campus activity. No one should return to campus until they are notified by their school and center leaders. It is very important that all faculty and staff who are able to work remotely continue to do so unless otherwise instructed.

As our knowledge and understanding of COVID-19 continues to evolve, our guidance will be updated as appropriate. For continued updates visit www.hr.upenn.edu/returnguide.

Please retain this information for reference, but 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

Training

Penn has provided comprehensive online training, available in Knowledge Link, for all faculty and staff to complete as part of their preparation for their return to work. As Penn begins to resume operations, the following trainings will be implemented:

- **Penn COVID-19 Training for Workers** (Faculty and Staff)
- **Resumption of Research Training for Penn Labs**
- Training for research staff working specifically with COVID-19 patient samples
- Training for administrators is currently under development

School and center leadership is expected to ensure their faculty and staff have completed this required training before returning to work on campus.

Symptom Monitoring Requirement & Mandatory Health Self-Symptom Check

Robust surveillance, case investigation, contact tracing and isolation of positive cases as well as quarantine of close contacts can slow and stop the transmission of COVID-19.

Before reporting to campus, faculty and staff are expected to conduct symptom monitoring every day to gain access to campus buildings. Before reporting on-site, each person will check themselves for symptoms—including self-administered temperature check—and attest that they are COVID-19 symptom-free, and that they have not had recent close contact with a COVID-19 positive case. An online reporting system is being explored to securely direct this information to Penn’s Environmental Health and Radiation Safety (EHRS) unit.

Mandatory temperature screening is currently in effect in University of Pennsylvania Health System buildings due to the variety of individuals and healthcare workers entering these facilities. University employees entering those buildings will be required to comply with UPHS screening policies.
Self-Symptom Check

In addition to fever screening, faculty and staff must be free of ANY symptoms suggested to be related to COVID-19.

At this time, these symptoms have been identified by the CDC as potential indicators of COVID-19:

- New loss of smell or taste
- New rash on fingers or toes
- Flu-like illness
- Fever (subjective sense of high temperature or thermometer reading equal to or greater than 100.3 F/37.8C) and/or chills
- New cough (cough that started with onset of other symptoms listed)
- Shortness of breath
- Sore throat
- Diarrhea/nausea
- Congestion or a runny nose

If you have any symptoms, do not report to work.

You should promptly notify your supervisor and Environmental Health and Radiation Safety (EHRS) by calling 215-898-4453 (available 24 hours a day, 7 days week). EHRS is responsible for contact tracing of suspected/confirmed COVID-19 cases for Penn faculty and staff. After receiving your report, EHRS will contact you for additional information and, if appropriate, will initiate appropriate steps according to the response plan for addressing COVID-19 cases on campus. The plan is posted on the EHRS website: https://ehrs.upenn.edu. You should self-isolate and not return to work until you meet both of the following criteria:

- At least 10 days have passed since the symptoms have started
- At least 3 days after resolution of a fever and improvement in respiratory symptoms

Workplace Expectations & Guidelines

All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document for working on campus. Failure to do so puts the entire community at risk and may result in disciplinary action.
RETURNING TO CAMPUS

To protect the health and safety of all members of our Penn community, faculty and staff who return to campus must have been instructed to do so by school or center leadership. If you need to come in briefly (e.g., to retrieve documents or for other reasons) and you work in a shared space (as opposed to a single-occupant office with a door), this needs to be approved in advance to ensure that your return (however brief) can be done safely taking into consideration social distancing requirements and others who may be on-site at the same time.

Physical Distancing

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

- Always stay at least 6 feet from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment); but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for mitigating transmission of COVID-19.

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

**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 the EPA-registered, 60% alcohol disinfectant provided by your school or center. 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.).

**Coughing/Sneezing Hygiene:** If you are in a private setting without 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 to block your face. Then throw used tissues in the trash and 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.
Face Covering Health & Safety Guidance

Face coverings should be worn by all Penn faculty and staff. Face coverings should be removed only for eating and if working alone in a closed office. See the Removal section below. Physical distancing must be maintained even while wearing the face covering. Any style of face covering provided by the University will meet the CDC’s performance requirements.

- **Two-ply** cotton cloth face covering and or ear loop/string-tied or surgical-style face coverings will be used as universal face coverings. Surgical-style face coverings are constructed in a similar manner as surgical face coverings but are not manufactured for clinical use nor do they carry FDA approval.

- Surgical face coverings and N95 respirators are acceptable but not required. In general, medical/surgical face coverings and respirators are in very limited supply and ideally reserved for healthcare staff.

- **Face coverings are intended to limit the risk of the wearer exposing a coworker to undetected illnesses or infections, including COVID-19.** Face coverings do not necessarily provide the wearer with extra protection; therefore, they are not a substitute for physical distancing, handwashing, and other precautions.

- Face coverings should always be worn by Penn faculty and staff and should cover your nose and mouth.

- No respirators with exhalation valves, including N95 respirators will be accepted. Their design does not meet the requirements of Penn’s Universal Face Covering Policy because the exhalation valve allows unfiltered exhaled air to be released.

- Face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Allow for breathing without restriction

  Cloth face coverings should also:
  - Include multiple layers of fabric
  - Be hand- or machine-washable and machine dried without damage or change of shape

Removal

When removing a used face covering, individuals should be careful not to touch their eyes, nose, and mouth and wash hands immediately after removing.

This guidance is intended for general office and service center environments. 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.

For detailed instructions on how to safely put on, remove and store face covering, please refer to the Face Coverings Addendum at the end of this guide.

**Phased Staffing**

The return to campus for faculty and staff will be carefully controlled and coordinated to reduce potential risks and ensure the safety of faculty and staff, as well as the communities Penn serves. Penn will phase in a return of faculty and staff over time in a coordinated process to ensure appropriate physical distancing and availability of PPE.

The decision process will also consider mission-critical operations, ability to control and manage specific work environments, and need to access on-site resources. These decisions to increase or limit on-site staffing will be made and communicated by leaders of schools and centers. No faculty or staff should return to campus without approval from the appropriate dean, vice president or vice provost. Faculty and staff who do return to campus should follow the policies and protocols detailed in this guide for returning to work on campus.

The need to minimize the number of people on campus will continue for many months. Support units that can effectively work remotely should continue to do so until local restrictions are eased and we move into Pennsylvania’s green phase.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented.

**Staffing Options**

If individuals have been instructed to return to campus there are several options departments should consider to maintain required physical distancing measures before faculty and staff report on-site.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. These arrangements, which should be approved by the staff members’ immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements. (See Entrance/Exit Controls for further details).
GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Face coverings should be worn by everyone entering Penn’s buildings, regardless of their role. Face coverings should be worn when inside any Penn facility where others may be present, including narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.

Given the variety of University structures, guidelines for maintaining physical distancing may vary from building to building, or even from room to room. Be sure to follow the posted procedures for each Penn workspace. Please cooperate with reception, building management and security instructions. Your patience, empathy and understanding are greatly appreciated.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Bluejeans, Microsoft Teams, etc.).

Public Transportation/Penn Transit: If you must take public transportation or use Penn Transit, wear a face covering before entering the vehicle and avoid touching surfaces with your hands. After exiting public transit, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your face covering.
Working in Office Environments: If you work in an open floorplan environment, be sure to maintain at least 6 feet of distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between individuals, 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.
- Posting one-way directional signage for large open workspaces with multiple through-ways to increase distance between individuals moving through the space.
- If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings should always be worn.

Using Restrooms

Restroom occupancy should be limited based on room size to ensure at least 6 feet of distance between individuals. Whenever possible, no more than one person should be in a restroom. The general guidelines for keeping yourself and others safe in any environment are no different from what should be practiced in the restrooms, which include:

- Practice physical distancing and wear a face covering
- Avoid touching your face
- Do not spit
- Avoid loitering in common areas and setting down personal items on restroom surfaces
- Wash hands with warm water and soap for at least 20 seconds
- Dry hands thoroughly
- Use a paper towel to turn off the sink and open the door to exit
Using Elevators and Stairs

Guidelines may vary across campus facilities. For example, some buildings may institute the use of elevators for going up and stairs for going down. If you must enter an unfamiliar space, check for instructional signage and markers.

Use of elevators should be limited based on size to maintain distance between individuals. In general, there should be a 1- to 4-person limit on elevators. When an elevator is carrying 4 people, please stand at the corners of the elevator car. Please face in one direction.

Please use the stairs whenever possible and prioritize elevator access for the disabled.

If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Consider using the cap of a pen, your knuckle, or your elbow to push the elevator button. Wash your hands or use hand sanitizer with at least 60% alcohol upon exiting the elevator.
MEETING SPACES, BREAK ROOM AND CLASSROOM GUIDELINES

At all times, physical distancing must be maintained, even with coworkers you see daily. We ask all personnel to adhere to the following University guidance:

- Review desk assignments and ensure adequate separation between workstations, with at least 6 feet between occupants
- Use virtual meetings and phone calls rather than in-person meetings
- Encourage outdoor meetings wherever possible
- Continue remote work arrangements whenever possible to limit the number of people in shared office spaces
- For shared workspaces, a sign-up sheet must be placed on the door to ensure no more than one person is in the room at a time. The sign-up sheet should also be electronic, so people are aware of use before arriving at the room.
- Avoid sharing phones, desks, keyboards, tools, and equipment
- If sharing of equipment cannot be avoided, it must be cleaned and disinfected before and after use
- Office doors should remain closed
- For shared workstations, only one researcher should work at a given workstation at a time, with disinfection of equipment and surfaces between users
- Set up an online shared calendar to track personnel flow
- Signage will be posted at all common conference rooms with maximum occupancy allowed per physical distancing guidelines and suggested seating arrangements.

Conference and Training Rooms

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 (e.g. Zoom, WebEx, Microsoft Teams, Bluejeans, telephone, etc.). In-person meetings are limited to 10 persons, in accordance with the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

Classrooms

Those using classrooms are expected to comply with specified guidelines regarding occupancy, entry and exit paths. Face coverings will be required when in classrooms and other common areas.
Break Rooms and Kitchens

Meals and breaks: Whenever possible, we strongly encourage you to take breaks and eat outdoors, which helps to reduce the potential transmission of the virus.

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Face coverings should be worn until you are ready to eat and then put the face covering back on after the meal. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet of distance between you and others. Individuals should not sit facing one another. Only remove your face covering in order to eat, then put the face covering back on. Departments should remove or rearrange chairs and tables or add visual cue marks in break rooms to support physical distancing practices between individuals.

Wipes will be provided by the schools and centers for use in wiping all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work

Specific protocols have been developed for faculty and staff working in laboratory environments. See https://ehrs.upenn.edu/covid-19 and the Perelman School of Medicine Guide for the Safe Return to Campus for details.
TRAVEL GUIDELINES

Please follow Penn’s guidelines for Penn-affiliated travel.

As you consider personal travel plans, keep the following in mind:

- CDC guidance strongly discourages travel and recommends staying at home as much as possible.

- Because of the significant risks posed by international travel, expert guidance recommends up to a 14-day self-isolation period upon return. For this reason, international travel should be avoided. In addition, some international destinations may require those arriving to self-isolate for up to 14 days upon arrival.

- Traveling long distances by public transportation – airplanes, trains, buses – can increase the risk of COVID-19 transmission due to a lack of physical distancing and surface contact. This kind of travel should be avoided, if possible. If not, appropriate precautions should be taken (e.g., wearing face covering, physical distancing, frequent hand washing, cleaning).

- Other types of domestic travel also pose risks. There is a higher risk of exposure to COVID-19 in areas that are considered hotspots. In addition, accessing and spending time in public places (e.g., public restrooms and rest stops) or in lodging used by others (e.g., hotels and rental properties) also pose risks; therefore appropriate precautions should be taken (e.g., wearing face covering, physical distancing, frequent hand washing, cleaning).

- If you decide to travel, it is important to continue to take appropriate COVID-19 precautions throughout your travel. This includes continuing to practice physical distancing, frequently washing your hands, and wearing a face covering at all times in public. If you or your travel companions develop COVID-19 symptoms (see Self-Symptom Check) while on personal travel, seek medical guidance, especially before returning to campus.

Before you leave for personal travel:

- Follow regular procedures for requesting time off for personal travel. Requests will be considered based on operational needs.

- If you are traveling internationally or taking a cruise, let your supervisor know this and that you will need to self-isolate upon return for up to 14 days. The self-isolation period will be determined by EHRS. Discuss with your supervisor whether you can work remotely during the self-isolation period. For self-isolation in this limited situation, and notwithstanding anything to the contrary in the HR Guidelines, you may use your accrued PTO or sick time, as applicable; otherwise, this time will be unpaid.
During the 14 days following your return from personal travel outside the U.S. mainland, including cruises:

- Be diligent about complying with the EHRS face covering guidelines; wear a face covering at all times when at work.
- Practice physical distancing and frequent handwashing.
- Monitor yourself for symptoms, as well as any family members who traveled with you.
- If you or your travel companion(s) develop a temperature or two or more of the symptoms listed under Self-Symptom Check, you may **not** come to work or you **must** leave work immediately after notifying your supervisor. You must also contact EHRS for interview and appropriate instructions. If you are instructed by EHRS to self-isolate or if you become sick with COVID-19 within the 14 days following your return from personal travel, this will be considered a non-work-related absence.
ENTRANCE/EXIT CONTROL

Entry to buildings will be regulated and monitored. The University has restricted access to all buildings by use of PennCard; only those with permission will have valid entry. Your valid PennCard is required for entry to all buildings. Also, you may not hold or prop open exterior doors for any other person.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure time of individuals to reduce congestion during typical “rush hours” of the business day. Arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

- Visitors, guests, subcontractors and pets are strongly discouraged from worksites during this time.
- Violation of these guidelines may result in the immediate revocation of building access privileges for individuals and other disciplinary action, as appropriate.
TIME AWAY FROM WORK GUIDELINES

The University recognizes that there may be faculty and staff who are required to return to work on campus (including at another University worksite) but who may be unable to do so. Supervisors are encouraged to be flexible and collaborative in an effort to identify solutions that will meet both the staff needs and the needs of their school or center.

Faculty should discuss concerns about returning to work with their dean or department chair.

Staff who are unable to return to work on campus because they are sick or are caring for an ill family member who is sick are encouraged to take the time off that they need. Staff members may use both Sick time and Paid Time Off (PTO) if they cannot work due to their own illness or to care for a family member who is ill. In addition, the University will advance up to 10 days (80 hours) of Sick time (pro-rated for part-time staff) to those who require additional Sick time after having exhausted their accrued Sick time. The negative balance will be offset as staff accrue additional Sick time. Family and Medical Leave is also available for faculty and staff who require it for their own illness or to care for an ill family member. Refer to the Family and Medical Leave (FMLA) Policy online at www.hr.upenn.edu for additional information.

Staff with underlying medical conditions that put them at higher risk from COVID-19 infection should follow the process for requesting an accommodation through the Office of Affirmative Action and Equal Opportunity Programs (OAA/EOP). OAA/EOP can be reached at 215-898-6993 or by email at oaaeop@pobox.upenn.edu. OAA/EOP will work with the staff member and the school or center. If leave is granted as an accommodation, staff may, but are not required to, use their accrued PTO and Sick time while on leave.

Staff who are unable to return to work on campus for any other reason besides illness or Family and Medical Leave should submit an application in Workday for a Leave of Absence Without Pay ("Personal Leave"). Personal Leave is typically requested in 30-day increments. Decisions regarding Personal Leave requests are made by the staff member’s School or Center, taking into consideration operational needs. Staff may request Personal Leave for a variety of reasons related to COVID-19, including the closure of their child’s school or child care facility or because a member of the staff member’s household has an underlying medical condition that puts them at higher risk from COVID-19 infection. During the initial phase of resuming on-site operations, schools and centers are encouraged to grant Personal Leaves requested for these reasons, to the extent possible. Requests for Personal Leave for all other reasons will be approved or denied at the discretion of the school or center based on operational needs.

Staff approved to take Personal Leave will be required to exhaust any accrued but unused PTO during the Personal Leave. Extenuating circumstances require prior approval from Staff and Labor Relations. They may, but are not required to, use their accrued Sick time during the Leave. In all other respects, the Personal Leave, including any applicable benefits continuation, will be in accordance with the Leave of Absence Without Pay Policy.
For those whose job function cannot be performed at home the following may apply:

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<th>Reason</th>
<th>Paid Administrative Leave</th>
<th>Leave of Absence without pay</th>
<th>Paid Time Off (PTO)</th>
<th>Sick Time</th>
<th>Short-Term Disability (STD)</th>
<th>Family and Medical Leave (FMLA)</th>
<th>Workers’ Compensation</th>
<th>Reasonable Accommodation</th>
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<td>Self-Isolation due to approved Penn-Related Travel</td>
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<td>Employee’s Own Illness (COVID-19) due to Exposure in the Workplace</td>
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<td>Employee’s Own Illness (COVID-19) for reasons other than Penn-Related Travel or Exposure in the Workplace</td>
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<td>Illness of an Employee’s Family Member (COVID-19)</td>
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<td>Child’s School/Child Care Facility Closed</td>
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<td>Employee’s underlying medical condition or being high risk</td>
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<td>Employees living with someone who is high risk for exposure</td>
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Behavioral Health and Emotional Well-being: Concerns About Coming to Campus

Penn has established guidelines to protect the health and safety of the community and we will abide by the directions and recommendations of all public health authorities. We understand that despite these measures, some may remain fearful. If you are afraid to come back to campus:

- Talk to your supervisor to express your concerns.
- If you have been diagnosed with a condition such as anxiety and receive a medical certification, FMLA may apply.
- If you need help, below are two additional resources which provide a range of services to support your emotional health:

**Employee Assistance Program (EAP):** Penn’s EAP is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact EAP by calling 1-866-799-2329 or visiting the EAP website (www.hr.upenn.edu/EAP).

**Penn Healthy You:** Penn is committed to supporting your overall health and well-being. Visit the Penn Healthy You website (www.hr.upenn.edu/wellness-worklife) for more information and resources to offer support, manage stress and enhance your resilience.
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).
FACE COVERINGS ADDENDUM

Temporarily Removing Universal Face Coverings

- Face coverings should only be temporarily removed when eating.
- Any time a face covering is removed, it must be stored in a storage bag. (see storage below)
- Do NOT place face coverings on counters, computers, etc.
- Avoid touching the outer surface while removing the face covering.
- Perform hand hygiene (wash with soap and water or use hand sanitizer) after handling face covering.

Flat Face Covering Removal/Storage Including Cloth Face Coverings

- Carefully fold so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
- The folded face covering can be stored between uses in a clean, sealable paper bag. Do not use plastic bags.
- Label the paper bag with your name.
- Perform hand hygiene (wash with soap and water or use hand sanitizer) after handling face covering.

<table>
<thead>
<tr>
<th>MASK TYPE</th>
<th>CONSTRUCTION</th>
<th>EXAMPLE</th>
<th>RECOMMENDED USE</th>
<th>PENN UNIVERSAL MASK USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC Recommended Cloth Face Covering</td>
<td>2-ply cotton cloth These masks may be self-constructed or commercially manufactured. Loops may be on the sides on top and bottom. See: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</a></td>
<td><img src="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html" alt="CDC Mask" /></td>
<td>CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may be unaware that they have the virus from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.</td>
<td>A acceptable for Penn Universal Mask Precautions if properly made.</td>
</tr>
<tr>
<td>Surgical-Style Masks not intended for clinical use and Dental Face-masks</td>
<td>Surgical-Style &amp; Dental Masks are loose-fitting masks typically made of non woven fabric and will have straps or cloth ties. Masks come in three fluid resistance ASTM levels (1-3); the higher the number the more resistance to fluid, blood, aerosol exposure or spray. Surgical-Style masks are constructed in a similar manner as surgical masks but are not manufactured for clinical use or carry FDA approval. These masks are non-sterile.</td>
<td><img src="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html" alt="Surgical Mask" /></td>
<td>A surgical or dental mask is a loose-fitting, disposable mask that covers the nose and mouth of a person. The mask will prevent large-particle droplets, splashes, sprays, or splatter from being spread by the person wearing them.</td>
<td>A acceptable for Penn Universal Mask Precautions. Typical of University-Supplied Face Mask</td>
</tr>
<tr>
<td>N95, N99 and N100 Respirators</td>
<td>Respirators are composed of melt-blown non woven fabric. US respirators come in different filter efficiencies (95, 99 and 100) will carry a NIOSH approval. European respirators come in two filter efficiencies FFP2 (nearly N95) or FFP3 (N100) These respirators may also have an exhalation valve.</td>
<td><img src="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html" alt="Respirator" /></td>
<td>Respirators are tight fitting face coverings that are designed to reduce the wearer’s exposure to respiratory contaminants.</td>
<td>Not recommended for Penn’s Universal Mask Precautions. In general respirators are in very limited supply and should ideally be reserved for healthcare staff.</td>
</tr>
</tbody>
</table>
How to Secure Your Face Covering

1. Wash your hands **before** and **after** applying your face covering.

2. Put the elastic **around your ears** and gently mold covering to your face.

3. Rest the face covering on the bridge of your nose and under your chin. **Cover your nose and mouth completely.**