COVID-19
Return to Campus Guide
For Penn Faculty and Staff
APRIL 2021
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INTRODUCTION/GUIDING PRINCIPLES

For more than a year, most faculty and staff have been working remotely. 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 expect to begin to repopulate campus. Most faculty and staff will return to their pre-COVID work schedules beginning in July.

Penn’s plans are consistent with local orders and ordinances of our city, as well as the Commonwealth of Pennsylvania’s plans. Penn’s plans also follow recommendations from the federal government, Centers for Disease Control (CDC) and Prevention, the Pennsylvania Department of Health, Penn’s COVID Recovery Planning Group (RPG) and its subcommittees. The return process will also be aligned these recommendations. The University continues to evaluate hybrid work options and will provide more information as we begin to phase-in the return to campus plans this summer.

The University has developed a comprehensive guide for the return to in-person work. 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.

These guidelines were created to assist Penn faculty and staff who are already working on campus or returning to on-campus activity. No faculty should return to campus unless they have been instructed to do so by their dean or designee. No staff 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.

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

Training and Education

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

- **Penn Guide to Returning to Campus (Non-Research Work)** (Faculty and Staff)
- **Prevention of COVID-19 Transmission in Penn Research Labs**

Please refer to the educational materials on Environmental Health and Radiation Safety (EHRS) website dedicated to COVID-19 safety, [ehrs.upenn.edu/covid-19](http://ehrs.upenn.edu/covid-19).

Visit [coronavirus.upenn.edu](http://coronavirus.upenn.edu) for general information and resources, including the University COVID-19 Dashboard.

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.

**PennOpen Pass**

We share a collective responsibility to protect ourselves and each other from COVID-19. PennOpen Pass is a daily symptom tracker designed to reduce the risk of COVID-19 spreading within the Penn community. PennOpen Pass enables early detection of COVID-19 by identifying individuals whose health may be at risk or may pose health risks to others, supporting those individuals to receive assistance, which may include COVID-19 testing, self-isolation, contact tracing, and medical care, and monitoring trends related to COVID-19 to enable timely allocation of resources for campus health and safety.

Present your daily Green Pass from PennOpen Pass to enter University buildings and board Penn Transit.

Enroll in PennOpen Pass at [https://pennopen.med.upenn.edu](http://https://pennopen.med.upenn.edu).

This website also provides information on how PennOpen Pass works, answers to frequently asked questions, the privacy policy, and other resources.
Self-Symptom Check

Faculty, students, and staff returning to campus are required to accurately complete daily symptom checks using PennOpen Pass.

Anyone who receives a Red Pass should not come to campus and should follow the instructions provided by PennOpen Pass.

In addition, anyone who has a symptom that is not normal for them (regardless of whether it’s identified in PennOpen Pass) should contact the PennOpen Pass Call Center (215-573-6355) to discuss next steps.

The following symptoms have been identified potential indicators of COVID-19:

- New loss of smell or taste
- New rash on fingers or toes
- Fever greater than 100.3 F/37.8C) or feverish feeling (chills, body aches)
- New cough
- New difficulty breathing
- Sore throat
- Vomiting or Diarrhea
- Loss of appetite
- Contact with someone who has a new fever, new cough, new shortness of breath, or been newly diagnosed with COVID-19 in the last week.

Vaccines

For information about Penn’s vaccine distribution plan, please visit coronavirus.upenn.edu/content/vaccinations.

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.
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.

- 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 regularly work remotely, you should continue to work remotely unless you do not feel well enough to do so.
- If you are unable to work – either remotely or on campus – you should notify your supervisor of your absence as you normally would when sick.
- The Penn Center for Public Health Initiatives (CPHI) is responsible for contact tracing of suspected and confirmed COVID-19 cases for Penn faculty and staff. If appropriate, CPHI will contact you for additional information and contact tracing.
- You should self-isolate 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 self-isolate for 14 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.
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**
Handwashing/Hygiene

**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.

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.

Acceptable Face Coverings for General Use

- **Surgical-style face coverings** are a preferable face covering as they provide a lower breathing resistance than cotton 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.

- **Two-ply cloth face coverings** made with tightly-woven 100% cotton fabric of at least 185 grams per square meter (gsm)—excluding the loops and edging materials—are acceptable. Masks consisting of three layers of 150 gsm (or higher) tightly-woven cotton are also acceptable.

  Be aware that many commercially available face coverings are not made of 100% cotton or may be made of low density cloth.

  Note that some schools or centers may not permit home-made or personally-purchased face coverings to be worn at work. Check with your supervisor for your unit’s guidelines.

- Face coverings should always cover your nose and mouth.

- No respirators with exhalation valves, including N95 or KN95 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 large enough to cover the wearer’s face from nose to chin
  - Be secured with ties or ear loops (bandanas, scarves, and neck gaiters do not meet this requirement).
  - Reusable cotton cloth face coverings should also washable.

For additional face covering guidance, please refer to Universal Mask and Cloth Face Covering Precautions. https://ehrs.upenn.edu/covid-19/universal-mask-and-cloth-face-covering-precautions
Face Covering 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 Use and Care section 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.

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. In addition to displaying a valid institutional identification card, all Penn Transit riders will be required to display a PennOpen Pass Green Pass consistent with the current protocols for building entry on campus. 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.

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.

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](https://ehrs.upenn.edu/covid-19) and the *Perelman School of Medicine Guide for the Safe Return to Campus* for details.
TRAVEL GUIDELINES

Penn-affiliated travel is suspended until further notice.

- Faculty travel exceptions require approval from their school’s dean or designee.
- Staff travel should be authorized applicable school or center leadership.

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.

Avoid both domestic and international travel to hot-spot areas, including restricted states in the US. Cruises should be avoided. Individuals who go on a cruise are required to self-quarantine for 14 days.

- Domestic travel may prevent or delay your return to work on campus. According to State of Pennsylvania Department of Health guidelines, if you have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, it is recommended that you stay at home for 14 days up-on return to Pennsylvania. A list of states to which the quarantine recommendation apply can be found at https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx

- Because of the significant risks posed by international travel, expert guidance recommends up to a 14-day self-isolation period upon return. In addition, some international destinations may require those arriving to self-isolate for up to 14 days upon arrival. Please follow Penn’s guidelines for Penn-affiliated international travel at global.upenn.edu/travel-guidance.

- 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 contact with frequently touched surfaces. 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 journey. 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 and use PennOpen Pass to indicate your contact, 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 to a domestic hot spot, a location with a CDC Level 3 Travel Health Notice, or you are taking a cruise, let your supervisor know this and that you will need to self-isolate upon return for 14 days. Discuss with your supervisor whether you can work remotely during the self-isolation period. During the 14 days following your return from personal travel:
  - 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 traveled to a domestic hotspot per Pennsylvania guidelines, to an international location with a CDC Level 3 Travel Health Notice, or if you took a cruise, you are expected to self-isolate for 14 days upon return unless you are cleared to return to work earlier by Occupational Medicine. If you can work from home while self-isolating, you are expected to do so. Questions about self-isolation upon return from personal travel can be directed to Occupational Medicine at [PHONE NUMBER].
  - Complete the PennOpen Pass symptom check daily. If you receive a Red Pass or if you or a travel companion develop any symptoms, do not come to campus. If you are on campus and develop symptoms or learn that one of your travel companions has developed symptoms, you must leave work immediately after notifying your supervisor, complete the PennOpen Pass symptom check again at that time, and follow the instructions you are given. You may also contact the PennOpen Pass Call Center directly at 215-573-6355.
  - Periods of self-isolation and/or sickness following your return from personal travel will be considered a non-work-related absence.
ENTRANCE/EXIT CONTROL

Entry to buildings will be regulated and monitored. Individuals reporting to campus will be expected to show their PennOpen Pass Green Pass, wear a face covering, and practice physical distancing when entering University buildings. The University has restricted access to all buildings by use of PennCard. 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.

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 an onsite 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 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. 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>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) 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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<tr>
<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:

Wellness Resources

**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.

**Childcare Resources and Support:** Caregiving can be a challenge during the best of times. Meeting your childcare needs during a global pandemic can be even more stressful. For your information and convenience, we have listed several resources and tips for finding and providing care at https://www.hr.upenn.edu/PennHR/wellness-worklife/family-care/childcare-resources-and-support.
UNIVERSITY OF PENNSYLVANIA
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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 USE AND CARE

Temporarily Removing 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 details 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</td>
<td></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>Acceptable for Penn Universal Mask Precautions if properly made.</td>
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<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="image1" alt="" /></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>Acceptable for Penn Universal Mask Precautions. Typical of University-Supplied Face Mask</td>
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<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="image2" alt="" /></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>
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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.

HOW TO WEAR A FACEMASK

Face Mask should cover your nose, mouth and chin. Press the nose strip to contour the bridge of the nose.

Wash hands or sanitize after putting on mask. Remove the mask holding only the ear loops.

Mask should not be worn hanging off the ear or chin or have your nose or chin exposed.

Not wearing your mask properly puts your colleagues at risk.