COVID-19 Return to Campus Guide

For Penn Faculty and Staff

AUGUST 31, 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, we have begun 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, staff, postdoctoral trainees, and students 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. Be sure to visit coronavirus.upenn.edu for updates. 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 covidresource@upenn.edu.

Vaccines

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

Consistent with the recently revised Philadelphia Department of Public Health guidance, the University requires all faculty, staff, and postdocs to be fully vaccinated by October 15, 2021. Unless you are granted an exemption through the Office of Affirmative Action and Equal Opportunity Programs, failure to report full vaccination will result in disciplinary action, up to and including termination.

Those who have not entered their information on being fully vaccinated into Workday are required to schedule and take part in twice-a-week Penn Cares screening testing and complete their daily screening through PennOpen Pass. All students are required to be vaccinated or to participate in screening testing for the fall semester.

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 vaccine, such as Johnson & Johnson.

Clinical studies show that vaccines are safe and will protect individuals from developing serious illness if they contract the virus. Please explore all your vaccination options by visiting county, state, or federal government websites. You can also visit www.vaccines.gov to find a COVID-19 vaccine clinic near you. Vaccine appointments may also be available on campus. Visit the Penn Cares COVID-19 Vaccine Clinic page for vaccination opportunities on and off campus.

Enter Your Vaccination Information in Workday

Active faculty, academic affiliates, staff, postdocs, contingent workers, and others who are in Workday must enter their COVID-19 vaccine information in their Workday record. You will soon have the ability to record vaccine boosters as well. (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 or watch this two-minute how-to video for a demonstration.
Testing Requirements

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.

All Penn community members must schedule Penn Cares testing online at covidscheduling.upenn.edu.

Gateway Testing

All faculty, staff, and postdocs will be tested for COVID-19 from September 7 to 17 regardless of vaccination status. Faculty, staff, and postdocs whose first day on campus is after September 17 should schedule a gateway test for their first day on campus.

Gateway testing is an important public health measure to quickly assess and minimize the introduction of COVID-19 in our community. Every University community member who will be enrolled during the fall semester and/or coming to campus is required to take part in gateway testing. This test must be completed through our own Penn Cares testing system in order to be compliant with gateway testing requirements. Tests performed by other clinic or providers will not fulfill Penn’s requirements.

In the event of a positive Penn Cares gateway test, students, faculty, staff, and postdocs will be required to isolate for 10 days and cooperate with our contact tracing efforts, even if fully vaccinated. This requirement is in accordance with University public health guidance.

Random Screening Testing

Vaccinated Faculty, Staff, and Postdocs: A random sampling of faculty, staff, and postdocs accessing campus for the fall semester will be notified each week by email if they are selected to participate in screening testing. They will be required to get tested within two weeks of selection. The number of people selected to weekly testing will be determined based on the status of the epidemic, and other virologic and epidemiological data from the campus and the city.

Other Screening Testing

Faculty and staff in clinical schools are required to follow their departmental guidance.

Unvaccinated Students, Faculty, Staff, and Postdocs: Twice-weekly screening testing is required for all University students, faculty, staff, and postdocs who are not yet fully vaccinated, exempt from vaccination, or have not recorded their fully vaccinated status.

Optional Screening Testing for Vaccinated Individuals: All members of the Penn community will continue to have access to COVID-19 testing on campus as an added measure of comfort, however travel documentation services are not available.
# TESTING TIME FRAMES

<table>
<thead>
<tr>
<th>Vaccinated Penn Community</th>
<th>Penn Cares Testing Frequency</th>
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</thead>
<tbody>
<tr>
<td>Faculty, Staff, and postdocs</td>
<td>Gateway: September 7 - 17</td>
</tr>
<tr>
<td>Undergraduates and Grad Students</td>
<td>Gateway: August 7 - September 7</td>
</tr>
<tr>
<td>Faculty, Staff, and postdocs</td>
<td>Screening: random sampling notified via email each week</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unvaccinated Penn Community</th>
<th>Penn Cares Testing Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td>Screening: alternating weeks starting September 13</td>
</tr>
<tr>
<td>Grad Students</td>
<td>Screening: alternating weeks starting September 20</td>
</tr>
<tr>
<td>Exempt and/or unreported vaccination status</td>
<td>Screening: twice weekly</td>
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</tbody>
</table>

For more details visit [https://coronavirus.upenn.edu/content/penn-cares-testing-program](https://coronavirus.upenn.edu/content/penn-cares-testing-program).
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.

All faculty, staff, and postdoctoral trainees are now required to enroll in PennOpen Pass. PennOpen Pass continues to provide the Penn community with confidential symptom monitoring and access to Penn Cares support services. If you are experiencing symptoms of COVID-19 or you have exposed to COVID, Penn Open Pass can guide you through the appropriate channels to support your health and safety as well as the health and safety of the Penn community.

Daily PennOpen Pass checks are required of all members of the Penn community regardless of work location.

How to Receive PennOpen Pass Text Reminders

- Sign in at https://pennopen.med.upenn.edu
- Select Edit your profile
- Under DAILY REMINDER TIME, slide the switch to the right for Set daily reminders.
- Select the time you want to receive texts each day
- Be sure to select Update at the bottom of the screen
COVID-19 Symptoms and Exposure

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, notify your supervisor of your absence as you normally would when sick.

- If appropriate, a Penn Cares 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. The current criteria are listed in the following table:

**QUARANTINE/ISOLATION GUIDE**

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<tbody>
<tr>
<td>Fully vaccinated</td>
<td>Isolate for 10 days</td>
<td>• Stay home</td>
<td>• Quarantine may apply depending on exposure type*</td>
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<tr>
<td></td>
<td></td>
<td>• Mask around others</td>
<td>• Mask</td>
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<td></td>
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<td>• Report symptoms to PennOpen Pass</td>
<td>• Report exposure to PennOpen Pass</td>
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<td></td>
<td>• Test</td>
<td>• Test Day 5 post-exposure OR at symptom onset</td>
</tr>
<tr>
<td>Not fully vaccinated</td>
<td>Isolate for 10 days</td>
<td>• Stay home</td>
<td>• Quarantine for at least 7 days</td>
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<tr>
<td></td>
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<td>• Mask around others</td>
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</table>

*There are scenarios in which the exposure will be so high risk that it will require at least a 7-day quarantine even for fully vaccinated individuals. You should work with your contact tracer to assess whether this scenario applies to you. For example, students, staff, faculty, and post-docs who actively work in patient care clinical settings have a more nuanced quarantine protocol that is managed collectively by the University and the University of Pennsylvania Health System.
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.

Face Covering Health & Safety Guidance

In accordance with the guidance of the Centers for Disease Control and Prevention, the University requires all faculty, staff, postdocs, visitors, and students to wear masks while indoors in public or shared spaces until further notice, regardless of vaccination status.

Exceptions to the masking requirement include single occupancy offices and shared spaces where 6-foot distancing can be maintained, with roommates in our college house suites/rooms, and by permission in instructional settings for pedagogical reasons.

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.

Your respect and understanding are greatly appreciated during this transitional time when individuals may opt to use additional personal protection equipment.

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 to transition back to campus in a phased approach now through 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 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 follow this plan.
GUIDANCE FOR COMMON SETTINGS

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

Be prepared to display your daily PennOpen Pass when entering some University buildings—including clinical service tents—and Penn Transit vehicles. (Masks are required onboard Penn Transit, regardless of vaccination status.) 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.

Please cooperate with reception, building management, and security instructions. Please note: you should not hold or prop open exterior doors for any other person.

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.
Special Events and Gatherings

Penn Cares strongly recommends that all University-sponsored special events and gatherings (besides classroom and workplace activities with members of the Penn Community) meet the following guidelines. Event organizers should:

- Hold events outside whenever possible
- Require face covering
- Discourage food unless it can be delivered in a responsible manner (i.e., grab and go, individual plating/portioning/boxed meals, no self-serve buffets)
- Observe social distancing whenever possible
- Additional requirements are in place for any Penn-sponsored event that includes visitors:

  Schools/Centers/Departments must require attendees to attest to having been vaccinated, register their contact information in case follow-up from contact tracers is needed, and be present to supervise the event.

Eating and Drinking Requirements:

- Inform attendees in advance that the event includes food and beverages, and remind them of physical distancing requirements during eating and drinking
- Attendees may only remove face coverings when actively eating and drinking.
- Consider providing physically distanced seating options for attendees who choose to maintain physical distance while unmasked for eating and drinking.
- Maximum occupancy is limited to the School/Center/Department/Group’s ability to successfully adhere to University COVID-19 protocols.

General Guidance for Any Event:

- Inform attendees of the current University COVID-19 safety requirements in advance and ensure they abide by them.
- Ensure easy access to hand hygiene facilities and supplies.
- Physical distancing should be practiced if possible.
- Fire safety or occupancy limits should be observed.
- Event staff and working University personnel must follow all University COVID-19 protocols.
- Consider using Penn OpenPass for event attendees
**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.

Continuing to practice social distancing when eating is paramount when dining indoors.

Outdoor eating and drinking remain the safest options for everyone.

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**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 or those seeking vaccination exception for health or religious reasons 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 and the Well-being Resources for Times of Transition webpages 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.
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.
RETURN TO CAMPUS CHECKLIST

Before You Return

• Schedule gateway testing at covidscheduling.upenn.edu and complete gateway testing September 7 - 17.

• Record your full COVID-19 vaccination in Workday. Instructions are online.

• Enroll in PennOpen Pass at pennopen.med.upenn.edu and use this symptom and exposure checking system daily for rapid access to health resources information and contact tracing.

• If you are not fully vaccinated, sign up for twice-a-week 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/updates for the latest information on parking pass and public transit options.

• 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

• **For New and Recent 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.

  Consult with your school or center Human Resources representative for vaccination, PennOpen Pass, and additional public health requirements for new hires.

• 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. Or discover new ones.

• Managers of those hired since March 2020 should introduce them to coworkers and give them a campus tour.

• **Keep masks with you at all times.** Masking is currently required indoors for all, regardless of vaccination status.