

Human Resources

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Return-to-Work Plan during COVID-19 Pandemic

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This Return to Work Plan is intended to guide the Hampshire College community in resuming campus operations in support of the mission of the College with protocols for maintaining the health and safety of students, employees, visitors, and the larger community.

College employees have been adhering to the stay-at-home advisory first announced on March 23. On Monday, May 11, Governor Baker announced that there will be gradual, phased reopening across the Commonwealth. Hampshire's COVID-19 Emergency Response Team established a Return-to-Work Subcommittee to develop guidelines and protocols for college employees. **This plan is applicable for short term planning (now and rest of summer) and longer term planning (fall semester).**

The return-to- work plan covers three essential areas:

1. Determining when the workforce should return to campus
2. Determining who should return to campus
3. Determining how employees should return to campus

Introduction

The state's Reopening Massachusetts report of May 18 allows employers to begin using office spaces effective May 25 with restrictions to room occupancy, but Hampshire College asks employees who have been working from home to continue to do so until you are notified by the College to return to work. **Employees returning to work or coming to campus in any capacity before December 31, 2020, will be asked to read and follow the return to work policy** developed by Hampshire's Emergency Response Team (ERT) and its Return-to-Work Subcommittee, and approved by the college's senior leadership team, and **will be required to complete a training module by July 15, 2020.**

In order to reopen, Massachusetts businesses must develop a written COVID-19 Control Plan outlining how its workplace will prevent the spread of COVID-19. Hampshire's COVID-19 Control Plan is posted [here](#).

Our goal is to gradually and safely resume use of campus office spaces during the summer and in preparation for a fall term reopening in late August, with policies and protocols that protect the health of everyone on campus and the community at large.

Hampshire requires 100% compliance from employees to adhere to Commonwealth guidelines and ensure our ability to safely re-introduce employees and students to campus. Key to our success is employee understanding and adherence to policies and practices that protect the

health of everyone on campus and within the community-at-large. Some employees have continued to work on campus as necessary the past several months to maintain operations; all others should continue to work from home until a return is arranged with your supervisor.

In the event you find it necessary to return to campus or your work requires you to be on campus, an employee must follow these requirements:

- Coordinate your on-campus schedule with your supervisor (for staff) or the Dean of Faculty's office (for faculty).
- Perform a COVID-19 Self-Check daily before coming to campus (see <http://hamp.it/dailyselfcheck>)
- Stay home if you feel sick even with mild COVID-19 symptoms, do not come to campus or shared spaces, and contact your health care provider
- Maintain physical distance of six feet from others, indoors and out
- Wear a face covering/mask in all shared indoor common spaces including bathrooms and hallways (even if you're alone) and in all situations indoors and outdoors where physical distancing cannot be maintained — exceptions are allowed for those with a medical condition and children under age two
- Wash hands often with soap and water or apply hand sanitizer
- Sanitize personal offices and rooms after use especially commonly touched surfaces
- Occupancy of any room is restricted to no more than 50% of maximum occupancy
- Gathering sizes are limited to 10 or fewer

Training:

Whether you are continuing to work on campus or have been given permission to return, you must complete the COVID-19 Training and sign a form acknowledging you have done so (the form link is in the training). This is not optional. Please let your supervisor know when you have completed the training. As of Wednesday, July 15, anyone on campus who has not completed the training will be asked to leave campus until it is completed. Here is a link to the training; you must access it through your Hampshire email:

[FINAL 6.8.20_hampshire-covid-19-safety-training.pptx](#)

Permission:

Unless you have already been working on campus given the nature of your work or permission to do so, you must ask your supervisor (or Dean of Faculty for faculty) for permission to return to campus and be clear about why you need to be on campus, where you will be, and when you will be on campus.

Please be aware that custodial services, facilities, and auxiliary support are not operating as they were in March and will continue to adjust operations due to continuing COVID-19 protocols. We have adjusted shifts and cleaning cycles to ensure the safety of colleagues whose work requires them to be on site. As more people return to campus, we ask everyone to assume greater responsibility for personal space, which includes adhering to hygiene and social

distancing protocols, wiping down surfaces including copiers, phones, desks, and computers, disposing of personal office trash in common area trash cans, and limiting your time in common areas.

Employees must conduct a self-wellness check prior to coming to campus:

<http://hamp.it/dailyselfcheck>

Supplies:

The Facilities office is working on procurement of cleaning supplies including wipes, sprays, soaps, and hand sanitizer. Employees can secure a cleaning kit (spray, towels, and protective gloves) for your office or working space by placing a Facilities work order (one per shared office space/department, please). Additional supplies will be available starting in July through auxiliary services. Please report any empty soap, paper towel, or hand sanitizer dispensers in bathrooms or common areas immediately through a work order.

To allow sufficient time to prepare for the beginning of the fall semester, we must align with state reopening directives and prepare for emergent practices, including testing, tracing, space management, and ready access to resources. Providing support and opportunity for staff and faculty to increase their time on campus as needed is key to the successful start of the fall 2020 term.

State Mandatory Workplace Safety Standards

Hampshire College is following the state's Mandatory Workplace Safety Standards and any subsequent sector-specific safety protocols and recommended best practices for the state's higher education institutions. For Reference: <https://www.mass.gov/info-details/reopening-massachusetts>

As detailed in the College's Control Plan:

Social Distancing

- This policy establishes protocols to ensure that employees can practice adequate social distancing, see Physical Distancing and Environmental Considerations below.
- All persons, including employees, students, visitors, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Hampshire will post signage in occupied areas of campus as reminders of safe social distancing policy.
- Hampshire requires masks/face coverings for all employees in compliance with Governor Baker's order of May 6: masks/face coverings are required at all times on campus in all shared indoor common spaces including bathrooms and hallways (even if you're alone) and in all situations indoors and outdoors where physical distancing cannot be maintained — exceptions are allowed for those with a medical condition and children under age two. See Prevention Measures and PPE details below. [See more from the state Department of Public Health.](#)

Hygiene Protocols

- Hampshire College will maintain hand washing capabilities throughout the workplace and occupied buildings
- The College will promote frequent hand washing by employees and will provide adequate supplies to do so
- The College will provide supplies for employees to regularly sanitize their personal workspaces including high touch areas, e.g. workstations, equipment, screens, and personal office doorknobs

Staffing and Operations

- Hampshire will require employees to complete an online training session regarding the social distancing and hygiene protocols, see Training and Communication below.
- Employees who are displaying COVID-19-like symptoms should not report to work, see Monitoring and Screening below.
- This policy encompasses the College's plan for employees getting ill from COVID-19 at work, and a return-to-work plan, see Monitoring and Screening below.

Cleaning and Disinfecting

- Hampshire College has established campus cleaning protocols. Custodial staff will follow protocols for cleaning and sanitizing common areas and restrooms in occupied academic and staff buildings across campus. Disinfection of all common surfaces will take place at appropriate intervals, see Cleaning Environments below.
- When an active employee is diagnosed with COVID-19, the College will perform cleaning and disinfecting of their workspace, see Cleaning Environments below.

Reopening Massachusetts In Phases

Massachusetts reopening guidelines and other agency advisories will be used to inform decisions and update applicable policies.

In line with the State of Massachusetts reopening guidelines, , until further notice:

- Workforce presence in any workspace is restricted to <50% of the room's maximum occupancy. Furthermore, campus reopening guidelines require 50 square feet of space per occupant in any space. Offices of under 100 square feet should not be shared.
- High risk individuals as defined by the CDC should work from home if possible, and be given priority consideration for workplace accommodations.

- Gathering sizes are limited to 10 people or less, all following prevention, social distancing, mask, and hygiene protocols above.
- College-sponsored travel is prohibited unless by permission of the college president.
- Campus post office, dining, and Hampstore will follow summer hours and all campus visitors are required to follow prevention protocols listed in this document.

Policy Scope

Hampshire College COVID-19 Emergency Response Team has developed guidelines and protocols for employees and supervisors to follow as we resume workforce operations on campus while complying with local, state, and federal mandates. The health and safety of our community is a central factor in the development of this plan. Aspects of this Return To Work Plan may need to be adapted as the situation develops. It may be necessary to return to remote work operations for most employees in the event of a local or regional resurgence outbreak of COVID-19. The policies in this document may also change as guidelines and mandatory advisories change at the federal, state and/or local level.

Determining when the workforce should return to work

Several factors have informed our decision on when employees can begin returning to campus. These factors include:

- Prior to the workforce returning to campus, there must be adequate protocols and expectations established and communicated with all employees to include departmental plans for implementing the Hampshire College return-to-work plan. Institutional resources must be in place to support these plans.
- State of Massachusetts health directives – Hampshire College will follow state guidelines in the Reopening Massachusetts reports beginning May 18, 2020, and the state’s Mandatory Workplace Safety Standards (new standards for all workplaces that are designed to reduce the risk of new COVID-19 transmission to employees and customers) and Sector-Specific Protocols and best practices (additional safety standards and recommended best practices to reduce the risk of new COVID-19 transmission in specific industries).
- Local changes different from statewide – The current status and number of cases in Hampshire County may also be a determining factor in a decision to return to campus. However, as many employees come from surrounding counties, it will be important to consider the changes or differences in those areas as well. Franklin County, Hampden County, Worcester County, and the northern Connecticut area are important

surrounding communities we will monitor and consider when determining whether to return the workforce to campus.

- Operational timing – Certain campus operations and departments see a seasonal increase on demand and needs based on the academic year. For certain departments, operational needs and work demand increase in late summer before students return to campus. Other departments may have a peak at other points in the year. These work fluctuations and necessary peak operations should be considered when making a determination for employees returning to campus.

Determining who should return to campus

Hampshire's senior leadership team, advised by its COVID-19 Emergency Response Team, will decide the process for employees to return to work on campus. As long as COVID-19 is a risk, the College will employ strategies to minimize social interactions and crowding of work environments in order to help further reduce cases across the community.

The College will ask employees to return to campus in phases, considering a variety of factors:

- Preference – We acknowledge that it may not be enough to establish safety measures for some employees to feel safe. Employees may still prefer to work remotely out of an abundance of caution or for other personal circumstances. The decision to return is not solely based on the employee's preference, and any special accommodations must be approved in consultation with a supervisor and in some cases with Human Resources.
- Personal Hardship – Employees may find it hard to commute, secure childcare or family care, or manage the continued disruptions in their daily lives. As such, we should remain flexible as an employer and consider an employee's personal circumstances when possible. Employees are advised to discuss hardships with their supervisor toward finding a satisfactory solution. Human Resources is also available to assist in this matter.
 - We recognize that school schedules and childcare may continue to be disrupted through the next year. Supervisors should work with their employees to consider flexible work arrangements and draft alternative work plans if appropriate.
- Operational need – As operations continue, demand and needs may require staff to be present on campus. This will look different for each department and each position.
- Productivity – Certain positions may be able to increase productivity and efficiency if they were working on campus part time. This may be due to a greater access to equipment, files, or other resources only available on site.
- Where employees reside – As mentioned above, a determination to allow the workforce to return to campus may be made based on the public health data for the surrounding area. It may be necessary to restrict campus access for employees traveling from local or regional outbreak hotspots.

- Vulnerability and immunocompromised employees – Certain individuals may be immunocompromised and at more of an increased risk and vulnerable to illness or live with individuals who are at increased risk.
- Anti-discriminatory – It is important that decisions to phase employees back be based on the general factors listed above and not on personal or non-relevant criteria. Ultimately, decisions regarding who returns to work should be thoughtfully considered among each department leadership team in consultation with Human Resources.

The expectation is that individual departments will begin developing their staffing plans for the fall in communication with Division Heads and senior leadership, with the following guidelines on how employees should return to campus in mind.

Determining how employees should return to campus

Prevention of COVID-19 infection on campus will involve a range of measures including: physical distancing, effective disinfecting of work areas, universal wearing of masks/facial coverings, employee daily self-monitoring, access to testing, and contact tracing.

Established protocols must be in place to support the safe return of employees to campus. These protocols have been broken into six areas.

1. Monitoring and Screening
2. Personal Protective Equipment (PPE) and Prevention Measures
3. Physical Distancing and Environmental Considerations
4. Cleaning Environments
5. Continued Flex and Remote Work
6. Training and Communication

1. Monitoring and Screening

Employee daily self-monitoring for symptoms of COVID-19 should happen before each in-person class, meeting, or day of on-site work. **Staff and faculty with symptoms must not report to work on campus** and should contact their primary care provider and follow the steps below. All employees should be trained in this check-list, there should be daily reminders posted via the Daily Digest and prominent posters throughout offices and regular reminders to supervisors to check in with employees. Student workers should receive the same level of training and reminder. No employees should come to campus when sick.

COVID-19 Daily Self-Checklist

1. Do you have a **Fever or Chills**?
2. Do you have a **New Loss of Smell or Taste**?

3. Do you have a **Cough**?
4. Do you have **Muscle or Body Aches**?
5. Do you have a **Sore Throat**?
6. Do you have **Shortness of Breath or Difficulty Breathing**?
7. Do you have a **Headache**?
8. Do you have **Congestion or Runny Nose**?
9. Have you experienced any gastrointestinal symptoms such as **Nausea, Vomiting or Diarrhea**?
10. Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
11. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If you reply YES to any of the questions in the checklist, stay home. Do not come to campus. Call your primary care provider for guidance. Employees, please do the following:

- 1) inform your supervisor or the Dean of Faculty's Office (for faculty)
- 2) notify Human Resources (email hr@hampshire.edu, or call 413-559-5411)

Access to COVID-19 testing and timely results is important for overall public health. Any employee with COVID-19 concerns, symptoms, or an identified close contact of a COVID-19 case should be tested in coordination with your primary health care provider.

Contact tracing is public health follow-up with a person who has tested positive for COVID-19, and traces all close contacts in order to slow the spread of COVID-19 infection. Hampshire College will cooperate with local Boards of Health and MA Department of Public Health (DPH) to help with contacting any employee who may need to be isolated or quarantined for COVID-19 exposure. If there is a case or cluster of cases related to COVID-19 exposure in the workplace, Hampshire College will work with the Department of Public Health and follow all recommended procedures for employee notification and workplace disinfection.

Return to work after a positive COVID-19 test will be informed by current State of MA DPH and CDC guidelines. Guidance as of May 23, 2020 is to have an employee who has been diagnosed with COVID-19 return to work no sooner than 10 days after symptoms begin AND fever has been gone for at least 72 hours AND all symptoms are improving. Employees' health care providers and DPH will give final approval for return to work. Employees who are quarantined by DPH after being identified as a close contact of a positive COVID case will return to work according to DPH guidance.

Departmental contingency plans for coverage of essential tasks if an employee has a positive COVID-19 diagnosis should be updated and shared with Division heads and Human Resources prior to the start of the fall semester.

2. Personal Protective Equipment (PPE) and Prevention Measures

- Hampshire College will follow guidance/orders from state and local health boards:
 - **Face coverings are mandatory** in all shared indoor common spaces including bathrooms and hallways (even if you're alone) and in all situations indoors and outdoors where physical distancing cannot be maintained.
 - Hampshire College will continue to reinforce the following mandatory practice for the indefinite future: Physical distancing of at least 6 feet and face covering of the mouth and nose are required in all shared indoor common spaces* and when physical distancing of at least 6 feet cannot be maintained. This applies even if an employee is working alone in a building. (*anywhere that is not a private office space.)
 - There may be exceptions to wearing a mask for individuals with medical or other personal reasons which can be addressed with reasonable accommodations coordinated with the employee's supervisor and human resources.
- Employees are required to wear face coverings in areas where physical distancing is not possible or could be difficult to manage, or in areas with poor airflow or frequent traffic. This applies to all shared indoor spaces on campus (hallways, stairwells, restrooms, shared offices and workspaces, communal gathering areas like a copy or mail room).
 - Employees must have an adequate supply of masks or cloth face coverings that they will rotate through and properly wash and dry between uses.
 - Masks or cloth face coverings will be provided to employees should they have difficulty acquiring them on their own. Please contact your supervisor or HR.
 - Face coverings should cover the mouth and nose.
- What is considered appropriate PPE for the purposes of returning to work?
 - Face coverings (cloth mask or surgical/N95 mask)
 - NOTE: Cloth face coverings act to prevent the wearer from unknowingly spreading COVID-19 if they are asymptomatic. They are technically not personal protective equipment because they do not necessarily provide protective filtration. Face coverings are not a substitute for other prevention practices.
 - Cloth face coverings are effective at reducing transmission of the virus that causes COVID-19. For most employees, a cloth face covering is sufficient. Surgical or N95 masks availability may be limited, and will be reserved for employees who are at higher risk for exposure, and/or who require respiratory protection for job specific tasks.
 - Gloves for employees engaged in disinfection/cleaning high touch surfaces

- The College will continue to provide task appropriate PPE (masks, gloves, eye protection, etc) for employees who are assigned tasks that require specific PPE.
 - Hampshire College has a supply of PPE available to all departments/employees through a centralized process.
- Prevention is the best protection from COVID-19. Employees must continue to practice prevention measures such as:
 - Cover your mouth and nose in all shared indoor spaces (even if you are alone) and outdoors when a physical distance of six feet cannot be maintained.
 - Practice good hand hygiene.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Frequently wash hands with soap and water for at least 20 seconds.
 - If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of hands and rub together until dry.
 - Practice respiratory etiquette.
 - When unmasked, cover your mouth and nose if you sneeze or cough.
 - Throw used tissues directly into the trash.
 - Wash your hands with soap and water or apply hand sanitizer.
 - Practice physical distancing at all times
 - Clean and disinfect high touch surfaces multiple times a day
- If you are concerned that you are not adequately protected, please talk to your supervisor or HR to help determine appropriate accommodations and support.

3. Physical Distancing and Environmental Considerations

- Physical Distance: A physical distance of at least 6 feet between people is required in all spaces, unless it is essential to your work function (such as team lifting). For seating or room occupancy evaluation, use a personal space requirement of 50 square feet per person. This is based on a 6 foot distance from the edge of one seat to the edge of another, or 7 feet from centerline to centerline.
- Elevators: Campus-wide policy of one person per elevator ride (unless a person requires assistance). Elevators are located in the Library, Cole Science, Kern Center, Dining Commons, and Franklin Patterson Hall.

- Gathering sizes: All meetings should be done virtually unless it is absolutely necessary to meet in person. Gathering sizes for meetings and other events will continue to be directed by the state of Massachusetts. If necessary, employees should meet outside or virtually if possible and maintain at least 6 ft distance for in-person meetings.
- Communal spaces: Employees and visitors should not congregate in communal areas like break rooms, copier rooms, mail areas, small offices with poor airflow, or other areas where people normally socialize.
 - Remove or routinely clean and disinfect shared appliances (coffee machines, toaster ovens, microwaves, etc).
- Shared Offices or Workspaces: Physical distancing may be difficult to maintain in shared spaces.
 - Face coverings should be worn in shared workspaces.
 - Make it easier to maintain distancing by either staggering when folks are in those spaces (a hybrid remote/in person work schedule), flex schedules, or support for moving folks into other offices or workspaces.
 - Consider installing barriers such as plexi glass or cubicle walls to help protect individual workspaces.
 - Consider temporarily relocating employees in different offices or work spaces to spread employees out in densely populated workspaces.
 - Airflow: Encourage employees to open windows and doors when possible and appropriate to do so. It may be necessary to consult with HVAC technicians regarding climate control adjustments if opening windows and doors.
- Signage: Coordination with and the help of departmental heads and building/space managers will be necessary to complete the following tasks prior to the start of the fall semester:
 - Display signs in elevators, at the entrances to buildings, and in communal areas with information on campus health and safety policies.
 - Display signs in areas where people may congregate or gather to demarcate 6 foot intervals.
 - Post occupancy limits where possible, in workspaces, offices, classrooms, laboratories and other spaces. Occupancy limits are based on 50 square feet required space per person.
 - Rearrange spaces to allow for proper distancing.
 - Clearly label “traffic” flow patterns that will ensure physical distancing of 6 feet. One way or directional labeling in hallways or smaller spaces may be necessary.

4. Cleaning Environments

Everyday protocols:

- Custodians are responsible for cleaning common areas.
- Each employee is responsible for cleaning their individual work space.
- Hand sanitizer and self-service kits with instructions will be available to all departments/employees through a centralized process.
- In office suites: Department heads and supervisors are responsible for coordinating routine cleaning and disinfection of adjacent communal areas (hallway, meeting space, copier rooms, etc.) throughout the day, based on building occupancy.
- NOTE: Hampshire College's disinfectant needs 10 minutes of wet contact time to disinfect. https://www.nclonline.com/products/view/TWIN_POWER_7#tab-directions
- Make alcohol hand sanitizer visible and accessible at building entrances.
- Post "Do not enter" signs for areas where maintenance and custodial staff are doing solo work.

Emergency protocols:

In the event of an employee with a COVID-19 diagnosis, Hampshire College designees will use federal and state guidelines to decide on an appropriate course of action. Members of the Hampshire College COVID response team will:

- Determine what areas need to be sanitized (including common areas like hall bathrooms) in case of confirmed or presumptive case among staff.
- Consider hiring an outside agency for targeted sanitization due to staffing constraints.
- Should develop re-opening and notification procedures for impacted offices.

5. Continue Flex and Remote Work

Whenever possible, department heads and supervisors should still allow and plan for employees to work flexible shifts and to work remotely in order to minimize close contact and cross contamination. Continued remote work and flexible work determinations should be coordinated with department supervisors.

Additionally, any decision to return to work for faculty and staff must be approved and coordinated with an employee's departmental supervisor (or for faculty, the Dean of Faculty's office).

- The departmental supervisor or Dean of Faculty's office is then responsible for notifying their division leadership of who is approved for on campus work and the schedule of the employee so that custodial and other affected employees are kept informed of building and space usage.
- Division leadership are responsible for notifying HR of approved employees and their schedules via a shared HR document.

6. Training and Communication

All employees will be provided relevant and appropriate training as well as regular communication regarding situation updates and protocol changes in order to ensure successful implementation of the return to work plan.

- All employees will read (or listen to) a COVID-19 Safety Training packet and sign a Qualtrics form to acknowledge it **before** they may resume on campus operations.
- The training is located at:
https://drive.google.com/open?id=1_4l6nNEmgMg7UueB9n9ke80oqoFBGIRC
- You must use your Hampshire email to access the training.
- Employees who have not completed the training by July 15, 2020 and are found working on campus will be asked to leave.

Environmental Health and Safety (EHS) office: The EHS office will provide ongoing reminders about the daily COVID-19 symptom self checklist and other protocols for anyone coming onto campus.

- Anyone bringing outside vendors/contractors to campus must review Hampshire's current policies with the visitor, and confirm that the policies will be adhered to by the vendor/contractor.
- You may contact EHS (ehs@hampshire.edu) for a COVID-19 symptom check-list and campus policy list that visitors must adhere to.

Contacts

Employees should always first contact their immediate or back-up supervisor (and faculty the Dean of Faculty's Office) should they have questions or concerns. Other contacts:

- Human Resources – Jake Toomey, Director of Human Resources, jthr@hampshire.edu
- Supplies (PPE and Cleaning) – Marge Duneheew, Auxiliary Services Director, mrdCP@hampshire.edu
- Facilities/ Cleaning - Elizabeth Craun, Directors of Facilities and Business Operations, ecpp@hampshire.edu

- Academic Affairs/ Dean of Faculty's Office - Yaniris Fernandez, Associate Vice President of Academic Affairs, ymfPR@hampshire.edu
- Environmental Health and Safety - Sarah Steely, Campus Health and Safety Coordinator, ehs@hampshire.edu
- Student Health Services - Sara Aierstuck, Director of Health Services, sahs@hampshire.edu