

Subject: Return to Campus FAQs
Date: Saturday, May 15, 2021 at 12:13:48 PM Eastern Daylight Time
From: SRU Communication

Attachments: Return to Work FAQs.pdf

May 12, 2021

To All Faculty and Staff:

The start of the fall 2021 semester may still be a few months away, but we are diligently working on plans to make it a great success including a more traditional look in terms of the number of face-to-face classes offered, cocurricular activities available, and spectators' ability to attend sporting events. In addition, on-campus residents will largely return to pre-pandemic levels.

Part of that planning includes a phased return of our workforce to campus beginning now with a full in-person return by July 6. While your managers may have greater details for you as to how and when this return will begin for your specific area and what is expected, we understand that many of you will have questions about the University's continued COVID-19 mitigation efforts.

To that end, attached to this email you will find a new COVID-19 FAQ document outlining a variety of areas of concern that have been communicated to the administration the past few weeks. Please understand that the FAQs appearing on these pages represent a living document, and as such, revisions may occur based on additional questions and new guidance from referenced sources as the COVID-19 pandemic continues. Updates to these FAQs will be available on SRU's COVID-19 Resource Pages.

The University would like to thank everyone in our community for taking risk mitigation seriously throughout the past year. Your efforts seem to be working given the low positivity rate of the virus on our faculty, staff and students. With that in mind, the University encourages everyone in our campus community to get vaccinated before returning to campus as it is the best defense against the virus. Please continue to practice physical distancing, wear a mask, and, as a reminder, upon our return to campus, stay home if you are sick.

While things seem to be looking better, the pandemic isn't over yet and we must remain vigilant of our mitigation efforts so that our fall plans can become a reality.

Thank you,

Lynne Motyl
Chief Human Resources Officer

Paul Novak
Executive Director of Planning, Environmental Health and Safety
COVID-19 Officer



Return to Campus: Frequently Asked Questions

Slippery Rock University requires all noninstructional employees to return fully to in-person work on or before July 6. Extended work from home or telecommuting due to COVID-19 will cease. [SRU's Mask Policy](#) is still in effect. This policy requires all students, faculty, staff and visitors to wear a mask/face covering when inside campus buildings or structures regardless of maintaining the recommended 6-foot physical distance guidelines and/or having been vaccinated, with the exception of when you are "working alone." While encouraged, masks or face coverings are not required outside campus buildings if there is a distance of 6 feet or more between individuals not of the same household. If, however, physical distancing cannot be achieved when outside, a face covering or mask is required. Please visit the [COVID-19 webpage](#) for mask & face covering FAQs.

Do I have to be vaccinated in order to return to work?

- No. While the COVID-19 vaccine is the best way to protect yourself and others from contracting the virus, and is highly recommended, Pennsylvania has no enabling legislation that specifically states the University can mandate faculty, staff or students to get the COVID-19 vaccine before returning to work.

How will I know if employees or students are vaccinated? Can I ask?

- Your own vaccination status is much more important to your health than to others. No supervisor or faculty member is permitted to ask an employee or student to disclose if they have been vaccinated.

Can we return to work in phases or does everyone return in mass five days per week?

- Employees, with their supervisor's approval, can return to work in phases prior to July 6. On that date, all employees must return to working on campus fulltime, Monday through Friday.

If an employee is ill due to non-COVID-related issues or is displaying symptoms of allergies, will they be permitted to work remotely?

- No, if you are too sick to report to work, appropriate leave is required.

Can employees request permanent or partial remote work fulltime? Can special occasion requests be granted for remote work?

- Not at this time.

What if I have a family member who is considered at high risk for COVID-19?

- Requests for accommodations under the Americans with Disability Act are only applicable to an employee's personal medical condition, not to family or household members.

What if I have a medical condition that is considered high risk for COVID-19? Will there be any accommodations made for those choosing not to get vaccinated?

- There are NO accommodations made for employees based solely on lack of vaccination or fear of contracting COVID-19.
- Employees who have a medical condition that is considered high risk for COVID-19 can request an accommodation under the Americans with Disability Act. Visit [Human Resources webpage to learn more.](#)

What happens if an employee is not permitted to work from home or telecommute and not able to come to work based on a self-quarantine, self-isolation or care for a family member?

- Employees must use leave for these situations.
- If you do not have sufficient paid leave time to use, the University is allowing a more liberal use of leave during this period. That means you may request use of other paid time or use anticipated time – leave to be earned during the calendar year – or request leave without pay. In some cases, you may be eligible for leave through PASSHE’s COVID-19 Emergency Paid Sick Leave. Please consult Human Resources for more information.
 - Quarantine and isolation do not require the same response; if someone in your house is in isolation, that means they are sick and the response is above. If someone in your household is in quarantine, it does not require you to also quarantine.

If my child or household member is diagnosed with COVID-19 and I need to quarantine can I work from home or do I have to take leave time?

- If a family member is sick and you need to stay home to care for this person, appropriate leave is required.
- If you are required to quarantine due to being exposed to COVID-19, Emergency Paid Sick Leave may be available. Contact Human Resources for leave eligibility.

While on campus, can virtual meetings still be used or are face-to-face meetings permitted?

- Meetings can be held virtually or in person. In-person meetings must adhere to proper distancing and masking guidelines.

Is there a limit to the number of people who can be present in departmental offices or other internal spaces at one time?

- All spaces on campus were evaluated and mitigation efforts were put in place. If you have any concerns regarding physical distancing and potential areas observed as being over capacity, please contact the Office of Emergency Management via emergencymanagement@sru.edu.

What has been done to meeting rooms and shared workspaces in order to maintain physical distancing and manage potential contamination?

- High touch items (e.g., pens, tape, white board markers, etc.) were removed and the sharing of tools and equipment is discouraged.
- Signs were posted that identify new rules or expectations for the space.
- Disinfecting supplies were provided for people to self-sanitize.
- Chairs and equipment were redistributed to ensure proper physical distancing.
- Physical distancing markers were added to maintain proper distances.

If you have any mitigation concerns, please contact the Office of Emergency Management via emergencymanagement@sru.edu.

Will the modified occupancies number change for the summer or fall?

- Modified occupancy numbers designated for meeting spaces and classrooms have not changed at this time.

*The FAQs appearing on these pages represent a living document, and as such, revisions may occur based on new guidance from referenced sources as the COVID-19 pandemic continues.

- Currently the University is preparing for a full return of students to its classrooms with the understanding that we will follow guidelines from the Pennsylvania Department of Health.

Is the University considering allowing offices to work at reduced capacity (for instance 50% of staff on rotating days) to help continue to mitigate the risk of spread as employees cannot always be positioned 6 feet or more from one another?

- No, not at this time.

Can employees refuse to meet in person with students or visitors who refuse to mask?

- [SRU's Mask Policy](#) is still in effect for all employees, students and visitors on campus. You can offer remote meetings for students or visitors who refuse to wear masks.

Will additional masks be available in case an employee or student forgets to bring theirs?

- Employees and staff are responsible for providing their own masks on an ongoing basis.
- Disposable masks are currently available in all department main offices. Individual offices may request disposable masks by emailing emergencymanagement@sru.edu.
- Disposable masks are available upon request at the following locations:
 - Smith Student Center Information Desk.
 - Bailey Library Information Desk.
 - Academic Records and Registration, 107 Old Main.
 - Masks may also be purchased at the SGA Bookstore.

What should I do if someone refuses to wear a mask inside a building?

- It is the responsibility of each member of the campus community to comply with the University's mask requirement. This requirement will be enforced by faculty in classrooms, supervisors in offices and others hosting events to students and guests.
 - If an individual continues to refuse to wear a mask after being offered one, advise them that the [SRU Mask Policy](#) on Wearing Face Coverings and Masks requires all individuals to wear such coverings and inform them if they refuse, they will have to leave the building. Following the encounter, contact Environmental Health and Safety or Human Resources for additional guidance.
 - Observations of noncompliance by employees, visitors or vendors should be made to Paul Novak, COVID-19 coordinator, at emergencymanagement@sru.edu.
 - Student noncompliance within the residence halls should be reported to Brian Graham, associate director for residential conduct, at brian.graham@sru.edu or via an [SRU Public Incident Report](#).
 - Student noncompliance outside of the residence halls, but still on campus, should be reported to the Office of Student Conduct via an [SRU Public Incident Report](#).
 - Students who are noncompliant in classrooms, after being offered a mask, should be asked to leave the classroom and to contact their adviser. Following the encounter, contact the Provost's Office for additional guidance.
 - If an individual becomes loud or aggressive in any way, or you feel threatened, do not put yourself at risk by continuing to engage with them; notify University Police at 724.738.3333.

Are campus offices required to purchase masks directly?

- No, the University maintains a supply of disposable masks.
- All requests for additional disposable masks, face shields, clear masks or other PPE should be directed to the Office of Emergency Management via email emergencymanagement@sru.edu

Are temperature screenings needed to return to campus for employees or students?

- No. Employees and students will not undergo temperature screenings except in cases of building exposures.
- If a building has been exposed to COVID-19, notification will be sent to the building occupants and posted on the COVID-19 Building Status webpage. The PA DOH requires employees and student workers entering the building to be temperature screened.
 - All screenings will take place at the **ARC** or the **Smith Student Center Welcome Desk**.

What will contact tracing look like in the fall?

- All individuals with potential COVID-19 infection must assist in case investigation and faithfully report all people who might have been exposed to the virus to The Office of Emergency Management.
- An initial COVID-19 case investigation will begin to determine campus exposure. SRU will assist the PA DOH with contact tracing by identifying any employee who was in close contact of the person with a probable or confirmed case of COVID-19 from a period of 48 hours before symptoms onset to the time at which the person(s) was isolated.

As an employee, if my work area is equipped with physical barriers, do I still need to wear a mask?

- Yes, face coverings are required to be worn when inside campus buildings whether physical barriers, i.e., plexiglass or other partitions, are present and do not meet the working alone requirement for a work space.

What does “working alone” mean?

- “Working alone” is when a person is separated from interaction with other people with little or no expectation of in-person interruption. Examples include:
 - A lone worker inside an office with four walls and a door.
 - A lone worker inside a cubicle with three walls and a door or entryway, where walls are high enough to block the breathing zone of all people walking by, and the worker’s activity will not require anyone to come inside that person’s workspace.
 - A person who is alone in an open area with no expected contact with others.
 - A lone worker inside the enclosed cab of a vehicle or piece of construction equipment.

Please contact emergencymanagement@sru.edu for guidance on your workspace.

Should we ask for plexiglass in spaces that do not currently have it, such as clerical counters?

- The best protections against exposure are maintaining 6 feet of distance, wearing a mask and limiting close interactions.
- Evaluations for plexiglass have already been completed and added where necessary. If you feel an area needs plexiglass installed please contact emergencymanagement@sru.edu to request an evaluation of the area.

- A face shield is considered an acceptable alternative to plexiglass.

What changes have been made to campus routine cleaning procedures?

- Custodial Services staffing has returned to full capacity.
- Additional electrostatic sprayers have been purchased and are used for disinfecting.
- Every member of the SRU community shares responsibility for cleanliness in their own work area and when using shared resources (i.e., meeting rooms, desks, work stations, commonly touched surfaces, etc.). To assist with the shared responsibility, disinfection supplies will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens. Additional supplies may be obtained by calling 724.738.6666 or 724.738.2538.

What safety upgrades to campus ventilation systems have been done?

- Building HVAC systems have been scheduled to start running earlier and later each day to ensure the buildings air changes per hour, known as ACH, meet or exceed the recommended guidance from the CDC and the American Society of Heating, Refrigerating and Air-Conditioning Engineers.
- Outdoor airflow into campus buildings has been increased to accommodate greater ACH.
- Ionization units are being installed in classrooms, laboratories, dining halls, the Smith Student Center, the ARC and Bailey Library.

When are student workers returning to their on-campus jobs?

- Student may return to their on-campus jobs as services are needed.

Is University travel still suspended?

- University travel is limited during the pandemic. All travel must be approved by the president via your cabinet member. Please be mindful that decisions regarding future business travel will be influenced by the then-current pandemic circumstances. Accordingly, please do not book any future travel without approval of your respective cabinet member.

What does mail/printing services look like for the fall semester?

- Normal campus operating hours will be maintained in these areas for the fall semester.
- One mail pick-up/delivery will be performed daily. Additionally, the use of the mailbox-style drop box outside the University Union is encouraged.

What will dining services look like for the summer and fall semesters?

- SRU is in the process of changing food service contractors. AVI is closing all venues, including Boozel and Starbucks, at the end of the spring semester and is preparing to depart campus. AVI will continue to provide services to the SGA Preschool and Child Care Center and all catered events through May 28. Aramark will be SRU's new contracted food service provider effective June 1.
- Starbucks is expected to open for the summer on June 1 with hours to be determined. Aramark will also provide support for the SGA Preschool and Child Care Center and any catered events.
 - Box lunch service is available for summer day camps.
- To make arrangements for summer events, please contact Dining Services at 724.738.2038 or dining@sru.edu.
- For the fall, all dining venues are scheduled to reopen, including Quaker Steak & Lube and Rocky's.

Dine-in seating will be available in the fall, although occupancy will be determined based on CDC guidance and campus conditions.

If I go to lunch with other staff members, do I need to take the in-person event training?

- The definition for an in-person event is “a temporary grouping of individuals for **defined purposes**, that takes place over a limited timeframe, such as hours or days; where any portion of the event or gathering will be held on property owned or controlled by SRU, or hosted off campus by a SRU, program, or recognized student organization.”
 - Examples of a defined purpose would be a scheduled work lunch or meeting where lunch is served and there are more than 11 people in attendance. A casual lunch between coworkers is **not** a defined purpose.

What do camps and conferences look like for the summer and fall semesters?

- External camps and conferences are currently allowed on campus according to the “[Guidelines for Camps and Conferences during COVID.](#)”
- All departments hosting either internal and external events **must inform** the Student Center and Conference Service Office at conferenceservices@sru.edu or 724.738.2491. This office is the required to maintain a log of ALL events for COVID-19 response.

During the summer and fall are the COVID guidelines for in-person events still a requirement?

- The University continues to follow the in-person event guidelines established this year. However, we expect that there will be adjustments made to those guidelines based on guidance from the CDC and PA DOH.
- All updates will be communicated electronically to those who have participated in the required COVID-19 training.
- SRU off-campus events must also follow [SRU Guidelines for In-Person Events and Gatherings During COVID-19](#).

Are external guests permitted to attend campus events?

- Yes, as long as the host abides by the [SRU Guidelines for In-Person Events and Gatherings During COVID-19](#) and submits their event reservation according to the [Campus Event Scheduling Policy](#) to the Office of Student Center and Conference Services.

What are the current occupancies for rooms and events?

- [Per the governor’s order](#), effective April 4, “maximum occupancy is permitted only if attendees and workers are able to comply with the 6-foot physical distancing requirement.” This means that SRU occupancies may be lower than the percentages allowed by the state. Maximum occupancy may change based on the event or gathering setup; therefore, event host(s) must check with the venue manager regarding maximum occupancy prior to booking the venue.
 - Example: 25% occupancy (based on maximum fire code occupancy) for indoor events at the Student Center Ballroom is 253. However, due to setup and 6-foot distancing requirements, current maximum occupancy is 150.
 - Example: 50% occupancy (based on maximum fire code occupancy) for an outdoor event on the Quad is 873. However, due to 6-foot distancing requirements, current maximum occupancy is

646.

For additional questions or concern regarding physical distancing, potential areas observed as overcapacity, or any other COVID-19 matters, please contact the Office of Emergency Management via emergencymanagement@sru.edu.