



# Return to Campus Guide

Guidelines and Information  
for Faculty and Staff

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# Table of Contents

Introduction: Return to Campus-Spring 2021.....	3
Requesting Exceptions to On-Site Work During COVID-19 . ....	4
Guidelines for Maintaining a Safe Campus .....	4
Physical Workspace Adjustments .....	5
Monitoring Your Own Health .....	5
Testing and Contact Tracing .....	5
Symptom Monitoring .....	6
Respecting the Community .....	6
Social Distancing Guidelines .....	7
Face Covering Guidelines .....	7
Hygiene Basics .....	8
Food Consumption at Work .....	8
Cleaning and Disinfection .....	8
Elevators and Stairways .....	8
Meetings .....	9
EAP (Employee Assistance Program).....	9
Questions? .....	9





# Introduction: Return to Campus-Spring 2021

Canisius College is our home away from home. Covid-19 has challenged us and changed the world around us, but we are investing significant time and resources to provide the Canisius family - faculty, staff, students and parents - with the peace of mind that when you are on campus, your health, safety and support needs remain the college's top priority.

While the college experience will continue to be different, our commitment to students has not changed: we will deliver high-quality academics that will prepare Canisius students for a life of personal fulfillment and career success.

The best working and learning environment is one where faculty, staff and students feel supported in both their physical and mental well-being. This *Return to Campus Manual* gives you detailed information so you can confidently transition back to the workplace. Our plan is based on government health and safety guidelines and reflects best practices and current scientific understanding of the virus. We continue to incorporate a full array of carefully thought-out measures, including health, safety and cleaning protocols; flexible work-from-home policies; and office and physical workspace changes.

## **Our plan is premised on a strategy to:**

- Limit exposure to the coronavirus
- Reduce density and allow departments to plan their workspaces accordingly
- Address individual accommodations and exceptions to return to on-site work
- Assess and review work-at-home requests
- Continue to assist with operating in the “new normal”



# Requesting Exceptions to On-Site Work During COVID-19

Employees who have been instructed to return to work on-site as an essential part of their job function *and* fall into one of the groups below may contact their supervisor and Human Resources, and provide the required documentation.

- **Ages 65 and older:** Either you or a member of your household fall into this age group.
- **Immunosuppressed or at-risk chronic medical condition:** Either you or a member of your household with this condition. You may want to check with your primary health care provider to see which conditions may put you at higher risk for complications from Covid-19.
- **Parents/guardians** who need flexibility due to continued childcare and home-schooling issues relative to Covid-19 (e.g., school, camps, or daycare closed).
- **Individuals who serve as a primary caregiver** to an adult family member lacking care options due to Covid-19.

## Guidelines for Maintaining a Safe Campus

All employees must practice the following safety measures, even if they are feeling well, as many individuals who have Covid-19 can remain asymptomatic. In following these measures, you are helping to protect yourself, your family, your neighbors, your colleagues, our students, and the entire Canisius community.



### MONITOR YOUR HEALTH - DAILY HEALTH SCREENING

All employees should monitor their health daily by taking the daily health screening if reporting to work on campus, remain home if not feeling well, and report symptoms to their health care providers. If they test positive for Covid-19, they need to alert the Office of Human Resources.



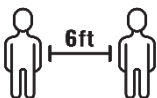
### WEAR A FACE COVERING

Everyone must wear a face covering in public spaces where they interact with others. Canisius will provide two cloth facemasks to every employee



### PRACTICE GOOD PERSONAL HYGIENE AND HAND WASHING

Refrain from touching your face and wash your hands frequently, especially after coming in contact with any public areas, such as restrooms. Hands should be washed for a full 20 seconds to kill germs.



### PRACTICE SOCIAL DISTANCING & LIMIT GATHERINGS

Everyone must adhere to at least six feet social distancing when around others. We continue to maintain a reduced on-campus workforce capacity on a daily basis, especially in areas where physical office space does not allow for necessary social distancing protocols



### STAGGER WORK TIMES

Alternating work schedules (employees in the office vs. employees working from home), arrival and departure times and working remotely may be considered.

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## Physical Workspace Adjustments

Our Facilities team continues to monitor workspaces across our campus to determine where physical adjustments may be necessary, such as installation of plastic shields, spacing for social distancing, modifying traffic patterns and other accommodations. If you have questions about your workspace needs, please contact your manager.

## Monitoring Your Own Health-Daily Health Screening Requirement

In addition to checking for symptoms related to Covid-19, we will require that you continue to complete a daily health screening online prior to coming to work that includes taking your temperature at home daily in addition to responding to other questions.

- If your temperature is 100.0 or higher, you need to stay home, contact your physician and notify your supervisor.
- If you test positive for Covid-19, you must notify the Office of Human Resources by sending an email to [hr@canisius.edu](mailto:hr@canisius.edu). We will respect your privacy to the extent possible, given contact tracing requirements per state and CDC guidelines.
- Contact your supervisor and the Office of Human Resources if you have an exposure in a non-socially distant setting.

## Testing, Contact Tracing & Vaccinations

All colleges and universities in New York continue to work with the state and county health departments on testing resources and vaccination protocols for students, faculty and staff, and we will continue to provide more information as it becomes available. Employees also can work directly with their health care provider if they feel they need a Covid-19 test.

- If an employee tests positive, the County will speak with them to determine with whom they came into contact so that they can assess potential exposures.
- If an employee has been exposed to, or come in contact with an individual who has tested positive for Covid-19, either at work or elsewhere, that employee must self-isolate at home. Advisement will be provided based on State and local guidelines.
- **The identity of employees and students who test positive will not be disclosed beyond a need-to-know basis;** however, contact tracing and the need for exposed individuals to self-isolate may result in revealing their identity to some individuals.



# Symptom Monitoring

Currently, the COVID-19 symptoms include one or more of the following:



FEVER



COUGH



SHORTNESS  
OF BREATH



SORE  
THROAT

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- Gastrointestinal symptoms that you haven't experienced before
- Loss of taste or smell that you haven't experienced before

## Respecting the Community

Reports on the spread of COVID-19 infections are a source of stress and concern for many, but it is critical that we pause and reflect on how our words and reactions can affect others during this global health crisis. Now more than ever, it's important for all members of the Canisius College community to treat one another with care and dignity.

- Resist the tendency to make broad generalizations about people. Uncertainty about the coronavirus may lead to anxiety and fear. Harmful behaviors can occur when anxiety and fear are projected onto entire social groups. Such behavior is harmful to the well-being of targeted individuals and does not protect anyone from the coronavirus.
- Treat community members with care and empathy. Try to walk in the shoes of others rather than treating someone with suspicion or implicit bias.
- **Be vigilant outside of work about social distancing and proper hygiene** at locations you visit during non-work hours.
- Continue to follow recommended health and safety guidelines as New York State opens for business.

# Social Distancing Guidelines



**PHYSICAL  
DISTANCING**



**VIRTUAL  
MEETINGS**



**NO  
HANDSHAKING**

The CDC (Centers for Disease Control and Prevention) currently recommends that people remain a minimum of six feet apart. Here are some other steps you can take:

- Limit non-essential interaction across campuses, buildings and worksites.
- Increase physical space between your co-workers, students, visitors and vendors.
- Limit gatherings in your workplace (e.g., no face-to-face meetings, one person at a time in kitchen areas, etc.).
- Use Zoom or alternative meeting tools for person-to-person meetings.
- Avoid physical contact, such as handshakes or fist bumps.

Signage is installed throughout our campus with reminders about social distancing, especially in public spaces. Please respect these guidelines.



## Face Covering Guidelines

**WEAR FACE COVERING IN PUBLIC  
OR AROUND OTHER PEOPLE**

Appropriate use of face coverings is critical in minimizing risks to others near you. Keep in mind a face mask is not a substitute for social distancing. Each employee has received two washable face masks. If you have an underlying health condition that prevents you from wearing a face covering, you should wear a face shield, if possible, or continue to work remotely.

- Wear your face covering while working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain.
- Ensure the face covering fits properly over your nose and under your chin.
- Wash cloth face coverings with regular laundry detergent as directed by the vendor.
- Replace cloth face coverings immediately if they become soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Do not use disposable face coverings for more than one day, and place them in the trash after use, or if they become soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.







## Hygiene Basics

### FREQUENT HAND WASHING

- Wash your hands with soap and water for at least 20 seconds. Facilities will strive to ensure hand washing and/or hand sanitizer supplies are stocked and readily available.
- Avoid touching your eyes, nose and mouth.
- Stay home if you feel sick. That includes staying home from work, school, errands and travel.
- If not wearing a face covering, cover a cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- If not wearing a face covering and you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

## Food Consumption at Work

Check the dining hall and Tim Hortons for schedule updates. You are welcome to eat in your designated workstations or break rooms while being mindful of social distancing guidelines (staggered lunch breaks may be needed).

We ask that you not prepare food on site or share meals with co-workers. Microwaves and coffee machines may be used; however, employees are required to properly clean them after each use. Employees ordering food for delivery must arrange for a contact-free delivery. Everyone is responsible for disposing of trash and recyclables in the proper waste receptacles. Do not leave open food containers out or store food in desk drawers overnight.

## Cleaning and Disinfection

Our Facilities team will continue to engage in more frequent and robust cleaning protocols. In addition, we ask you to augment those efforts by routinely cleaning and disinfecting your workspaces and wiping keyboards, phones and doorknobs, if applicable, at least once a day. Disinfectant and paper towels can be signed out from the Facilities office. We also will have processes in place to perform enhanced, deep cleanings of a workplace if an employee tests positive for COVID-19.

## Elevators and Stairways

The number of individuals allowed in elevators is dictated by the social distancing rule. In the case of elevators, the maximum capacity will be limited to two (2) persons all required to wear face coverings. **Please do not touch elevator buttons directly.** Please use an object (e.g., a pen or piece of clothing) to press the buttons. When using stairwells, please maintain proper distancing. Where possible, facilities may dedicate separate stairwells as “up” and “down” stairs.



## Meetings

Face-to-face meetings should be limited as much as possible with gatherings limited by the latest New York State guidance. While the College recognizes we are used to in person meetings, it is vital that other means of communication, such as the phone and Zoom are utilized.

## EAP (Employee Assistance Program)

Integrated Behavioral Health provides you and your family members with confidential, personal and web-based support. The program provides unlimited, 24/7 telephonic counseling sessions. Face-to-face counseling sessions are limited to an intake consultation and 3 visits per year. Other resources include webinars, legal/financial assistance and resources. To view programs go to [www.ibhworklife.com](http://www.ibhworklife.com). Username: Matters and password: wlm70101 (please note that the username and password are case sensitive). If you wish to contact them by phone the number is 1-800-386-7055.

## Questions?

If you have any questions about the policies or information, please send an email to Linda Walleshauser, associate vice president for Human Resources and Compliance at [walleshl@canisius.edu](mailto:walleshl@canisius.edu).

