

PROTECTING THE PRIDE AT LINCOLN UNIVERSITY
GUIDELINES FOR RETURNING TO THE WORKPLACE



EFFECTIVE: August 3, 2020

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INTRODUCTION

Lincoln University (LU) recognizes and greatly appreciates our designated essential personnel who have continued to report to campus for work since March 2020. Their dedication and tireless efforts have been invaluable in maintaining critical operations on campus during this pandemic.

As Lincoln University is subject to federal and state law, LU administrative policies are constantly reviewed and updated to align with community requirements. **Effective June 5, 2020**, [Chester County of Pennsylvania](#) moved from the red phase to the **yellow phase** as part of Gov. Tom Wolf's three-tiered plan for reopening Pennsylvania during the COVID-19 pandemic. In response to the coronavirus (COVID-19) pandemic, the statutory, regulatory, and policy landscape is rapidly changing to best protect the health and safety of students, employees, and visitors to the University. As such, new temporary policies may be developed, or existing policies may be temporarily modified or suspended.

Effective June 26, 2020, Governor Tom Wolf and Secretary of Health Dr. Rachel Levine signed amended [green phase orders](#) for the 12 counties moving to green. The counties include Berks, Bucks, **Chester**, Delaware, Erie, Lackawanna, Lancaster, Lehigh, Montgomery, Northampton, Philadelphia, and Susquehanna. The green phase eases most restrictions by lifting the stay-at-home and business closure orders to allow the economy to reopen strategically while continuing to prioritize public health.

While this phase facilitates a return to a "new normal," it is equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum. It is also imperative that people wear masks when leaving home and in settings where social distancing is not feasible.

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, LU is implementing this guidance, which applies to all LU employees (faculty and staff employees) as they return to work on campus. Employees may not return to campus unless specifically directed to do so by their supervisor or another authorized department.

As our knowledge of COVID-19 and related guidance from state and public health authorities continue to evolve, **this guidance may change at any time** as conditions and/or circumstances may warrant.

All LU employees are expected to comply with the LU COVID-19 Returning to the Workplace Guidelines. Failure to do so may result in corrective action. Any employees with concerns about compliance should consult the Office of Human Resources.

OUR SHARED RESPONSIBILITY

Our Lincoln Lion community has always been engaged in a shared community that connects and sustains us all. That will never be truer than in the coming academic year. We must all take steps to care for ourselves and each other. Taking steps to minimize the risk of COVID-19 infections (or any other spread of disease) at LU and in our community is a shared responsibility and a critical part of caring for all who live, work and learn with us. We must each do our part by remaining flexible in ever-changing circumstances, adopting new norms, and adhering to public health requirements that will limit the spread of COVID-19 and protect the most vulnerable among us.

This semester will be unlike any other, but the reward for embracing our shared responsibility will be great. Creating and sustaining a safe and healthy environment at LU for students, faculty, and staff is a shared responsibility that will require each of us to be accountable to one another for our behavior both on and off-

campus.

As a condition of returning to campus, community members are required to follow the COVID-19 related guidelines and requirements established by Lincoln University.

GUIDING PRINCIPLES

Now more than ever, we all have an important responsibility to keep our LU community safe and healthy. We are all in this together. Discuss with your supervisor about how and when you may be returning to campus-based on these Return to Campus Guidelines.

1. The safety and wellbeing of the LU community shall remain paramount.
2. We will continue to cultivate an environment where the academic mission of the University, which revolves around learning, scholarly activities, and public engagement, will thrive and strengthen our position as a leading liberal arts institution.
3. The University will remain compliant with guidance and recommendations provided by the relevant state, federal, and public health authorities.
4. In the spirit of progress, the University will establish and implement enhanced practices to promote a safe campus environment and enhanced culture of individual responsibility and accountability.

STAFFING OPTIONS

Once employees who have been instructed to return to work on-site have been identified by the supervisor, there are several options a supervisor or manager should consider to maintain required [social distancing](#) measures and reduce population density within buildings and workspaces.

Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved in advance by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

Alternating Days

To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. With advance approval from the immediate supervisor, such schedules will help enable social 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/exit points of buildings. Staggered reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

As staffing on-site increases and operations expand, the University will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of

assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

All department leaders must email a copy of their department's updated on-site staffing schedule and identify the employee's office location by August 5, 2020. This email notification should be addressed to:

1. Public Safety at PublicSafety@lincoln.edu
2. Human Resources at HR@lincoln.edu
3. Finance & Administration, Charles Gradowski, Vice President, at cgradowski@lincoln.edu

This email notification will be used to provide Public Safety with a list of staff expected to arrive on campus each week. Aramark will receive notification of occupied offices requiring sanitization.

HEALTH AND SAFETY PROTOCOLS

On-Campus Health Screening Protocol

During this pandemic, campus-wide approaches to safety and the practice of physical/social distancing are important as individuals can be without symptoms and still be COVID-19 positive. According to the Equal Employment Opportunity Commission (EEOC), employers have the right to ask employees if they have symptoms or have been diagnosed with COVID-19 without violating the Americans with Disabilities Act (ADA).

LU employees who have been directed to return to campus must participate in symptom monitoring every day when they arrive on campus. Temperature screening on campus allows the university to know immediately if someone is symptomatic so that they can be directed to an on-campus testing site to get tested. The initial COVID-19 test requirement is necessary to establish a baseline of disease prevalence on campus for all students, faculty, and staff. Ongoing testing will allow the University to monitor trends throughout the year.

It is your responsibility to comply. It is our shared duty as a community to act responsibly. Any results identified from temperature testing and contact tracing will be treated confidentially. In compliance with the ADA, LU will continue to maintain **all** information about employee illness as a confidential medical record.

At this time, symptoms of COVID-19 currently include one or more of the following: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, the new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. [See the Centers for Disease Control and Prevention \(CDC\) guidelines.](#)

Below are considerations regarding the safety and privacy of our LU community:

- Employees are encouraged to wear their own cloth face covering or mask when they arrive on campus each day. A cloth face covering will be provided at the main security gate if an employee or visitor does not have one at the point of entry.
- The EEOC authorized employers to take employees' temperatures to try and ward off the spread of the coronavirus.
- All authorized non-medical LU staff conducting temperature screenings will be trained in advance, use non-touch digital thermometer devices, adhere to confidentiality considerations, and be required to wear personal protective equipment to help keep our workplace safe.
- According to the EEOC, employers are not required to satisfy a religious accommodation request from an employee who does not want to have their temperature taken because COVID-19 represents a direct threat to workplace safety.

- To ensure compliance with privacy laws, records of temperature screenings, or symptom assessments will not be maintained by departments. Departments may note that a staff member was not at work on a given day(s) because they were on a leave of absence for non-disciplinary reasons.
- Anyone with symptoms must self-isolate until the testing results are confirmed.
 - If the test results are negative, you may return to campus after providing HR with a copy of the negative test report.
- Permitted by the ADA, the Office of Human Resources will require a note from a doctor or local clinic certifying an employee's fitness for duty when the employee is released to return to the workplace after self-isolation related to COVID-19 concerns
- External inquiries about employees who may have been diagnosed with COVID-19 should be referred to the [Office of Communications & Public Relations](#).
- Additional information regarding the required COVID-19 testing, temperature testing, and contact tracing procedures will be provided as soon as the implementation plans are finalized.
- According to the CDC, older adults (aged 65 or older) and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. [See CDC Guidelines](#). Those conditions may include:
 - People with HIV
 - Asthma (moderate-to-severe)
 - Chronic lung disease
 - Diabetes
 - Serious heart conditions
 - Chronic kidney disease is treated with dialysis
 - Severe obesity
 - Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the [Office of Human Resources](#) at hr@lincoln.edu. The Office of Human Resources may request sufficient supportive medical documentation to fully assess the accommodation request.

Employees who have been instructed by LU or their primary health care provider to self-isolate due to COVID-19 related concerns should contact the Office of Human Resources at hr@lincoln.edu to learn about supportive options that are available while you are home.

Employees who have chosen to voluntarily self-isolate because of personal concerns, but are not ill or working remotely, will be required to use accrued vacation time. If vacation time has not yet accrued or has been exhausted, the employee must use Unpaid Time Off.

Notification Procedures

For employees who have been diagnosed as presumptive or confirmed with COVID-19, you should immediately notify your manager, director, or department head of the circumstances of your need to

remain out of the workplace until you have recovered. Be prepared to provide your manager with the date you first began to have symptoms of COVID-19, when you last were physically at work and anyone at work with whom you had direct contact. Also, contact the Office of Human Resources at hr@lincoln.edu for support.

You may also contact Lincoln University's Office of Health Services at healthservices@lincoln.edu or 484-365-7338. The Health Services nursing staff will assist you with any other medical concerns and can supplement information provided by your primary healthcare provider and any other member of the medical community who has provided you guidance.

The Office of Human Resources or an authorized member of Lincoln's COVID-19 Incident Taskforce will inform employees who were in close contact with the employee that there is reason to believe that they were in contact with someone who has since tested positive for COVID-19, without mentioning the affected employee's name or any easily-identifiable information (such as their job title).

IMPORTANT: At no time should the identity of the co-worker ever be disclosed to any other co-workers; this information should remain confidential and only known to the manager and HR unless the ill employee voluntarily discloses their status to co-workers.

Workplace Protocol

Practice proper hygiene. Employees are expected to:

- Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
- Avoid shaking hands with others.
- Use the disinfectant spray before leaving the bathroom

Maintain workplace cleanliness. Employees will disinfect frequently used items and surfaces as much as possible, including items in their workspace.

Employees Who Need to Take Extra Precautions

If you are someone who needs to take extra precautions, you may need to consider additional protocols and/or workplace accommodations to perform your job. Requests and/or needs for further consultation on such matters must be directed to the [Office of Human Resources](#) at hr@lincoln.edu.

All employees are reminded that those who need to take extra precautions are members of the LU community, so employees who may not be considered high risk should [respect](#) and act upon necessary health and safety measures to not only protect themselves but also their peers and colleagues.





Face Covering Requirement

A cloth face covering or mask must be used to cover the nose and mouth in any public community setting. This is to protect people around you, as you may be infected, but not have any symptoms. Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g.,

common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

1. Masks/cloth coverings are required when you leave your office buildings and will be within 6 feet of others while walking on campus.
2. LU will provide (non-medical) cloth masks for those who do not have them. You should wash your cloth masks or washable face masks using a washing machine set on a gentle cycle with warm water and mild laundry detergent.
3. You are permitted to use your cloth face masks or face coverings provided they meet [CDC guidelines](#).
4. If you do not have your own CDC-compliant cloth face mask or face covering, please contact your designated Building Captain to acquire one.

Details regarding mask use and care are described below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and care of face coverings

Putting on the face-covering/disposable mask

- Wash hands or use hand sanitizer before handling the face-covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face-covering/disposable mask.

Taking off the face-covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face-covering/disposable mask.
- When taking off the face-covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing your mask.

Care, storage, and laundering

- Keep face coverings/disposable masks stored in a bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Goggles/Face Shields

Except for those conducting lab work, employees are not required to wear goggles or face shields as part of the general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Personal Disinfection

While Aramark’s Physical Plant staff continues to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before leaving any room in which you have been working, you **must** wipe down all work areas with an EPA-registered 60% alcohol solution. 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 and do not have on 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. Then throw used tissues in the trash. 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.

Social Distancing

With supervisor approval, all work that can be done remotely by non-essential employees should continue remotely for the foreseeable future. Building and office occupancy should be kept to a minimum by staggering reporting and departing times or using alternative daily schedules to limit individuals' interactions. Keeping space between you and others is one of the best tools to avoid being exposed to this virus and slowing its spread. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period.

Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or

nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home. Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups larger than directed by the state, local, and LU directives. Currently, non-instructional gatherings of more than 25 people are prohibited.
- Stay out of crowded places and avoid mass gatherings.
- Follow visual cues and signage such as floor decals, colored tape, or signs indicating where to stand to increase the distance between individuals moving through the facility.
- Limit meeting sizes, ensure social distancing, and encourage remote participation (e.g., phone, Zoom videoconferencing, etc.).
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings.
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows).
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post visible signage regarding these guidelines.
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies).
- Follow current [CDC guidelines](#).

Isolation vs. Quarantine

Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Isolate if you are sick. Quarantine if you might be sick.

Guidance for Specific Workplace Scenarios

Working in Office Environments

If you work in an open environment, be sure to maintain at least a 6-foot distance from co-workers. If possible have at least one workspace separating you from another co-worker. Masks/face coverings should be worn at all times when moving about the campus community or visiting colleagues. You may remove your mask if you are in your office or work area alone. If someone comes within 6ft of you, then your mask should be worn.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to visitors where they should stand while waiting in line.
- Place one-way [directional signage](#) for large open workspaces with multiple through-ways to increase the distance between employees moving through space.
- Consider designating specific stairways for up or down traffic if building space allows.

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, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any LU facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.

Using Restrooms

The use of restrooms should be limited based on size to ensure at least a 6-foot distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. **If you are using the elevator, wear your mask or face covering and apply hand sanitizer before and after touching the elevator buttons. If possible, void touching the elevator buttons with exposed hand/fingers.** Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings

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, Microsoft Teams, WebEx, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of the room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time-on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Office Teams, WebEx, etc.).

Meals

- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least a 6-foot distance

between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees 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 a 6-foot distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering to eat, then put it back on. Departments should remove or rearrange chairs and tables, or add visual cue marks in employee break rooms to support social distancing practices between employees.
- Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Purchasing Supplies

Departments interested in purchasing sanitizer supplies, social distancing signage, etc. should contact their designated Building Captain to place an order. The Building Captain will forward approved requests via email to the Purchasing department to procure such items at a lower cost. Contact the Office of Public Safety at publicsafety@lincoln.edu for more information regarding your assigned Building Captain.

TRAVEL RESTRICTIONS FOR FACULTY AND STAFF

Currently, all university-sponsored, connected, or funded travel outside of Pennsylvania by faculty and staff is suspended until further notice. Non-university-sponsored, connected, or funded domestic and international travel is still strongly discouraged. This decision will be updated based on international, national, state, and local guidance.

In light of significant COVID-19 outbreaks in various sections of the United States, anyone who travels on their own to areas [listed here](#) is advised to self-quarantine for two weeks after returning home. Faculty and staff must update their immediate supervisor as well as the Office of Human Resources at hr@lincoln.edu.

For more up-to-date information regarding domestic and international travel advisories, please refer to the [CDC risk level](#) and the [US Department of State travel advisory level](#) websites.

MENTAL AND EMOTIONAL WELLBEING

Employee Assistance Program administered by Health Advocate

Health Advocate is available to offer emotional support during this stressful period. Telephonic counseling is available 24/7, and you can access this service using most smartphones, tablets, and computers. You may contact Health Advocate by calling 1-800-343-2186 or visiting the [Health Advocate website](#).

Tele-Behavioral Health

LU is committed to supporting your overall health and wellbeing. Tele-Behavioral Health offers emotional health support for LU benefits-eligible employees. Use this online tool to improve your emotional well-being 24 hours a day, 7 days a week.

- Talk to a behavioral health provider by phone or video chat
- You will receive a personalized list of recommended programs and resources that are most beneficial for you—and you can access them anytime
- The guided programs use evidence-based cognitive behavioral therapy, helping you to learn and

practice skills to overcome challenges such as:

- Alcohol or substance use
- Anxiety, panic, or phobia
- Chronic pain
- Depression
- Insomnia
- Obsessions or compulsions

Call 800-688-1911 to locate a licensed professional, or see if your current behavioral health provider offers virtual visits.

Schedule a Virtual Visit

1. Log in at ibx.com
2. Select Value Added Services from the Health & Well-being menu
3. Then select On To Better Health
4. If this is your first visit, follow the prompts to complete the SmartScreener assessment.

PERMISSION TO VISIT

Vendors, contractors, and suppliers may visit campus only with explicit permission from an authorized Lincoln University senior leader. The Department of Public Safety must be notified via email at least 24 hours in advance of any scheduled visit at PublicSafety@lincoln.edu. In such cases, suppliers are expected to abide by all campus-wide and building specific protocols. This includes wearing a face covering, temperature screening, keeping social distance, and wearing an identification badge at all times. Vendors, contractors, and suppliers who do not comply with Lincoln's health and safety measures will not be permitted on campus. Additionally, for suppliers who come to campus to make deliveries, please practice no-contact pickups and deliveries and refrain from entering any campus buildings whenever possible.

Violation of these guidelines may result in the immediate revocation of building or campus access privileges, as well as corrective action.