

# **The Office of Human Resources**

## **Return to Campus**

### **FAQs for Employees**

The College has developed this frequently asked questions in an attempt to answer the most common questions we have received to date. Please see the full [Workplace Safety Policy for COVID-19](#) available on the myCurry Portal for the complete details.

#### **How many employees will be allowed to return to campus?**

On July 6, we are pleased that we were able to successfully and safely return 25% of our employee population to campus. As of July 27, we will be increasing the number of administrative staff in each building at any given time to 50% capacity pursuant to the State of Massachusetts reopening plan phases. As of August 3, we will again be increasing the number of administrative staff in each building at any given time, and faculty members who would like to return to campus to prepare for the start of the Fall semester, may do so at their discretion. Additional communication will be distributed as plans for other group waves are finalized.

#### **Are employees expected to practice the recommended social distancing guidelines from the CDC?**

Yes. Employees should stay 6 feet away from all others at all times. When physical distancing is not possible, and when in any common area including hallways and bathrooms, employees should wear a face mask.

#### **Are employees expected to wear masks?**

Yes, employees are required to wear masks at all times, including outdoors, in accordance with CDC recommendations and State of Massachusetts guidelines. The College will provide each employee three (3) cloth masks, but employees are encouraged/allowed to wear their own. In the cases where employees have their own office with a door, they can take their mask off while in their office by themselves.

#### **Is the College providing PPE and masks to employees?**

The College will be issuing three (3) face masks to employees. All PPE Requests must be submitted through [SchoolDude](#) by Department Heads. The PPE requests will be reviewed and assessed by Buildings and Grounds based on the essential functions of the positions requesting the PPE.

#### **What if I cannot wear a mask due to a medical condition?**

Employees should complete the [COVID-19 Related Workplace Adjustments and Reasonable Accommodations](#), and send the completed forms to the Office of Human Resources. If the employee is approved for any accommodations, Human Resources will notify the manager and provide the details regarding what accommodations have been granted.

**What happens if I refuse to wear a mask while at work?**

If you refuse to wear a mask and you have not received notification from HR that your accommodation request has been approved, your manager will speak with you concerning your non-compliance with the Workplace Safety policy for COVID-19. Continued refusal may result in disciplinary action. These protocols are set to ensure the continued health and safety of our entire community.

**Is the College providing cleaning supplies to office/departments?**

Yes. The College will ensure access to handwashing facilities on site, including soap and running water and encourages frequent hand washing.

Buildings and Grounds has placed cleaning receptacles on each floor and each classroom. These receptacles contain a hand sanitizer, a cleaning solution bottle, masks, gloves and paper towels.

Employees should avoid using any shared office supplies or supplies belonging to others.

McGarr staff will sanitize high touch areas, such as workstations, equipment, screens, doorknobs, etc. throughout the day.

**Will offices be modified to accommodate safety measures?**

Yes. The Buildings & Grounds Office has added plexi-glass to those open office areas identified. If you are concerned about your area, we recommend you touch base with your Senior Staff member to inquire about the status of your department.

**What if I or a coworker develop symptoms while at work, what should we do?**

If an employee develops symptoms, they should contact their supervisor or human resources immediately. The employee will be instructed to leave campus and to immediately contact their primary care physician. The College will require such employees to get tested for COVID-19 and should follow up with their medical provider. Human Resources will notify B&G to begin cleaning protocols for the area.

Employees testing negative for COVID-19 should report back to work according to the College's Sick Leave Policy or the applicable collective bargaining agreement. Employees should bring a copy of the testing results to their supervisor and forward to Human Resources.

Employees who test positive for COVID-19 will not be permitted to return to working on-site until they have met the following criteria:

- At least 10 days since the onset of symptoms AND
- 3 days consecutive days (72 hours) without a fever and without the use of fever-reducing medications AND
- Significant improvement in respiratory symptoms (e.g., cough, shortness of breath);

Such employees will also be required to provide a return to work order from their primary care physician or other treating physician stating they are cleared to return. For employees who tested positive for COVID-19 after being sent home while working on campus, Human Resources will notify the local board of health and a representative from the local board of health will follow up directly with the employee for contact tracing protocols.

**If I call out sick for COVID-19 related symptoms, am I required to provide a doctor's note before returning to work?**

Yes, the College will require such employees to get tested for COVID-19 and should follow up with their medical provider.

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Such employees will also be required to provide a return to work order from their primary care physician or other treating physician stating they are cleared to return.

**Will I be able to work remotely if I am self-quarantining?**

Depending upon the essential functions to be performed, you will need to speak to your supervisor regarding your ability to work remotely for the time period in self-quarantine.

**If I am sick and unable to work remotely, will I be required to use any available paid benefit time?**

Yes. If you are out of work for more than three (3) consecutive days, the College's FMLA policy requires that paid leave be substituted for unpaid leave. If you are sick and unable to work remotely, Sick, Personal, and Vacation benefit time will be charged, in that order, until exhausted. Any leave beyond that will be unpaid while on FMLA.

**What if I do not have any leave time available and I am not eligible for FMLA?**

The College can advance five vacation days to an employee per the Employee Handbook. If you are unable to return to work after leave time is exhausted, you should contact your supervisor and the Office of Human Resources to discuss the individual situation.

**As the College continues to phase in employees returning to campus, will I be able to work remotely?**

Given the current status of COVID-19, remote work will continue for employees that have not been directed by a supervisor to return to campus or are alternating on-site workdays to meet the State of Massachusetts building occupancy and social distancing requirements.

If an employee requires an accommodation based upon age, underlying own medical condition(s) or serving as a primary caregiver or living with an individual identified by the CDC as being at high risk for serious complications from a COVID-19 infection, they need to complete and submit the [COVID-19 Special Request for Workplace Adjustment or Reasonable Accommodations form](#). These accommodations will be reviewed by Human Resources, by the division head in consultation with the

hiring manager. Human Resources will then notify the employee by email whether or not the accommodation can be granted.

If employees need accommodation because of childcare reasons, employees should complete and submit the [Temporary Workplace Adjustments Policy for COVID-19 Related Childcare Needs](#).

**Will I be required to have my temperature taken by my supervisor every day?**

No. Employees will be expected to self-monitor and submit a COVID-19 Daily Self-Certification screening questionnaire by Qualtrics each day before arriving to campus. You are also expected to stay at home and call your manager if you are experiencing any COVID-19 related symptoms. Managers and Department Chairs will need to report any COVID-19 related absences of employees in their department to the Office of Human Resources.

**Do I have to complete the COVID-19 Daily Self-Certification screening questionnaire every day?**

At this time, we are only requiring employees who have been notified directly by their supervisor to return to campus to complete this survey each day they are scheduled to report to campus. If you have NOT been notified to report to campus, you are not expected to complete this daily certification.

**Where can I find the COVID-19 Daily Self-Certification screening questionnaire?**

Emails with the survey will be generated to send at 5:30 am each morning to employees Curry College email address, and will be from 'Human Resources, [noreply@qemailserver.com](mailto:noreply@qemailserver.com)' with the subject, 'COVID-19 Daily Screening.' McGarr staff and Sodexo staff will also receive the daily screening electronically. The daily screening form is available in English, Spanish and Portuguese.

If you do not see the Human Resources daily survey email in your inbox or daily response from 'noreply@qemailserver.com' in your inbox, please check your 'spam', 'clutter' and 'other' inboxes. If the email still isn't there, please contact your supervisor directly to answer the questions and send Molly DeQuinzio, Human Resources Representative, an email at [molly.dequinzio@curry.edu](mailto:molly.dequinzio@curry.edu).

**After taking the COVID-19 Daily Self-Certification Survey, will I get an automatic notice confirming whether or not I am allowed on campus that day?**

Yes. Once the survey is submitted, if all answers are satisfactory, employees and their managers will receive an email with confirmation they will be allowed on campus that day. If any answers indicate exposure or symptoms, both employees and their managers will receive an email informing the employee that they will not be allowed on campus that day due to their answers on the survey. Employees should then contact their manager to discuss alternative work plans for that day, if possible. Please be advised that completing the survey is mandatory for every returning employee every day, in order to ensure the continued health and safety of our entire community.

**If I have a pre-existing condition that shares the same symptoms as COVID-19, how should I answer the COVID-19 Daily Self-Certification Survey?**

If you know your symptoms are from a pre-existing condition, please indicate on the survey that you are not experiencing those symptoms.

**The COVID-19 Daily Self-Certification Survey has me enter in my supervisor's email. What should I do if my supervisor is out of the office, either taking benefit time (sick, personal, vacation), on vacation or on a leave of absence?**

You need to work with your supervisor and your Senior Staff member or Division Head to assign an alternate person to receive these notification emails while your direct supervisor is taking benefit time (sick, personal, vacation) or while on a leave of absence.

**Will I be allowed to work staggered schedules and shifts?**

The College is following the State of Massachusetts' reopening phases for building occupancy capacity. Therefore, supervisors will communicate directly with their departments the schedules that may include alternating days or weeks or staggered arrival and departure times. Exceptions may be allowed to the maximum occupancy level based on demonstrated need for relief, and public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services.

**My department frequently has visitors, can we still have visitors come onto campus?**

If an external guest is on campus, they will be expected to adhere to all social distancing guidelines at all times. Below is the process for any visitors on campus according to the Workplace Safety Policy:

In cases where visitors are essential, a simple screening questionnaire will be sent to them in advance of their visit. Completing this precautionary measure enables us to help protect employees and visitors. College departments and offices should share this section with visitors who express an interest to come onto our campus so they will be aware of the College's visiting protocols.

In order to ensure the safety of employees on campus, all visitors need to be pre-approved by the Senior Staff member of the department. Once the visitor is approved, the Curry contact person will email a link to the screening questionnaire to the visitor. Visitors will be required to type in their own name and email along with the email of the Curry contact employee. Each visitor in the party will need to complete the screening questionnaire. For the Plymouth campus, CE/Grad Studies administrative office will follow up with visitors.

When the visitor arrives to campus they will need a confirmation that they have been approved (this will be an email that the visitor has been approved). A sign is placed at the front gate with the phone number of who to call if the visitor has any questions. We are asking that visitors call to minimize face to-face interaction. Visitors should wear face masks while on campus, while entering any campus building(s), and as otherwise required by this Policy (see above).

If a visitor has positive COVID-19 symptoms within two days following a visit to campus, or within two days prior to the campus visit had close contact with an individual that tests positive for COVID19, the College request that the visitor follow DPH contract tracing protocols as soon as possible, and contact Erin Simmons, the College's Director of Health Service at (617) 333-2394 so that the College can implement proper testing, tracing, isolation and sanitizing protocols for the affected area(s) and individual(s).

**Will there be signage indicating social distancing protocols and traffic direction?**

Yes, Buildings & Grounds has, and is continuing to work on placing the appropriate signage throughout campus regarding this information.

**Will I be allowed to travel for work?**

The College has temporarily suspended all business travel until further notice. Exceptions may only be permitted by a supervisor for employees in positions where travel is necessary in order to perform functions that are essential for College business objectives

**Am I still allowed to travel to conferences?**

See Above answer.

**Do staff need to quarantine for 14 days after out of state travel?**

Most employees who have traveled outside of the Commonwealth of Massachusetts will be asked to remain off-site for a period of 14 days following their return. This does not include:

- Employees that live out-of- state;
- Employees who have traveled to from one of the seven neighboring Northeast states, New York, New Jersey, Massachusetts, Rhode Island, New Hampshire, 4 Maine, Connecticut, or Vermont, as noted in Governor Baker's June 30, 2020 announcement.

If your position is defined as an "essential worker" (i.e. CECC Staff, Buildings and Grounds Staff, Public Safety etc.) you are exempt from the 14 day quarantine requirement unless during the travel you came in contact with an individual who is presumed to have COVID-19 or are confirmed to have COVID-19 yourself.

**Can I still have student employees work in my department?**

Yes. Student employees must follow the Workplace Safety Policy for COVID-19 protocols and wear masks. Please review these protocols with student employees that work in your department.

**Is there any risk with shared HVAC vents?**

At the present time there is no awareness of COVID-19 being spread through the HVAC vents.

**How is mail/inter-office mail being sanitized?**

We recommend that all employees continue to follow the posted handwashing / sanitization guidelines, outlined in the Colleges Workplace Safety Policy, throughout the day, and particularly after handling any interoffice or outside mail / packages.

**What is the contact information for our Employee Assistance Program?**

Curry provides all of our full-time employees and their household family members with access to [Guidance Resources](#), an Employee Assistance Program (EAP) managed by CompPsych. The EAP provides confidential services, support and guidance to address a variety of daily challenges.

**Where can I go to get a COVID-19 test?**

The link below provides a listing of the available COVID-19 testing centers in Massachusetts:

<https://www.mass.gov/doc/ma-covid-19-testing-sites/download>