Return to Campus

COVID-19 Return to Campus Employee Guide
Message from Human Resources

Dear Babson Community Members,

As we continue to navigate through the challenges the COVID-19 pandemic has placed upon our personal and professional lives, we also recognize that at the some point we will begin to transition back to an on campus format.

Guided by the Governor’s recent announcement on the four phases of reopening the Commonwealth of Massachusetts, we have embraced those provisions and are guided by the governmental and public health advisories in our planning. Our priority has been and will remain the health and safety of all Babson community members. Therefore, we will remain in remote operation through Phase 1.

In the upcoming phase when you do return to campus, you will notice some changes in the way our workplaces look and also see new practices and protocols, all designed for your protection and to enhance your wellbeing. Our goal is to collaboratively ensure you feel safe and secure while at work and to help you navigate the complexities of these challenging times.

Some of these actions include:

- More frequent cleaning and sanitizing
- Signage on social distancing
- Limitations to the use of elevators
- Suggestions for increased hand-washing
- Requirements for wearing facial covering
- More frequent communications on our operations, projections, practices and any new measures we are taking to support you and our community

The following guide has been developed to assist you in your transition and inform of your requirements as we return to campus. As the information and knowledge of managing this pandemic is evolving, please continue to check our HR intranet and the Babson College COVID-19 Response page for updated information.

Thank you for your continued efforts, collaboration and commitments to our academic and business continuity.

Best,

Donna Bonaparte
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Business Operations

• Many operations have successfully been performed in a remote format since March, and as such we will continue in this mode as we transition into the summer.

• Managers are asked to assess if essential functions must be conducted on campus, and in consultation with their senior leader will make plans for business and academic continuity.

• If a manager plans an increase in on-campus employees, please submit your team’s work schedule to our Facilities Department via a Work Order one week prior to your planned on-campus increase. This will facilitate adequate cleaning of the impacted areas.

• It is recommended that a phased approach be utilized as we return to campus. The establishment of work teams (i.e. Team A, Team B) or similar work groups, or staggered hours will support continuation of operations while minimizing contact of the entire team.
Visitors (internal and external)

- Each department will establish a visitor protocol. It is encouraged that scheduling appointments be used when engaging with others, and only emergent interactions occur without previous planning. Limiting face-to-face interactions with Babson community members is advised, in addition to external visitors.

- External visitors are to be instructed to follow campus signage and check in with Public Safety upon arrival on campus. Public Safety will notify the recipient of the visitor who will inform of the designated location to meet the visitor and escort to the designated location.
The Work Environment

• In keeping with social distancing protocols, our workspaces should allow for distancing of six feet. Consider propping open doors to eliminate touching and cleaning surfaces during hours of occupancy or regular business hours. The last employee to leave the office must close doors.

• Conference rooms are to be reserved using the on-line EMS system. Use of conference rooms on an ad-hoc basis is discouraged, given the need for Facilities staff to clean surfaces and other areas of the room. In the event an unscheduled room has been used, please submit a work order through Facilities to request cleaning.

In addition, we recommend that you adhere to the following recommendations:

• No handshaking

• Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol

• Bring food and beverages from home when possible

• Avoid using any other person’s phones, offices, equipment

• A "No Congregation" protocol is in effect, therefore individuals must implement social distancing by maintaining a minimum distance of six feet from other individuals.
Meetings & Communications

• 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 (i.e. WebEx, WebEx Teams, telephone, etc.).

• In person meetings should be limited and when essential must be in accordance with state and federal guidelines, and ensure participants can still maintain six 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 campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face interaction.
Social Distancing Protocol

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

• Stay at least six feet (about 2 arms’ length) from other people at all times
• Do not gather in groups
• Stay out of crowded places and avoid mass gatherings
If you feel sick or if you are experiencing any symptoms of COVID-19, please inform your manager or supervisor, go home immediately, and contact your healthcare provider for additional guidance.

Employees who have been instructed to return to the campus must conduct symptom monitoring daily before reporting to work. You must be free of ANY symptoms potentially related to COVID-19.

At this time, these symptoms include one or more of the following:

- 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
- New GI symptoms

### Protocol for Sick and Family Illness Time

In terms of time reporting, if an employee is sick, they should use available sick time for the period of absence.

Employees who are out of work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms should use available Family Illness time for the duration of their absence. If the employee does not have available sick or family illness time, please contact the Benefits Department.
Mental, Physical and Emotional Well-being Resources

Our Employee Assistance Plan (EAP) is offered through Katherine Greer Associates (KGA) and includes resources to help you and your family members on your wellness journey.

The EAP counselors provide assessments and counseling on matters such as:

- Nutrition
- Financial counseling
- Work life resources
- Parenting resources and
- Stress reduction.

You have access to the EAP, 24 hours a day, 7 days a week. You may call KGA at 800-648-9557, or visit KGA's website. Once at the website, you may visit as a guest or create an account.

- The CDC also offers resources and recommendations if you are dealing with stress and anxiety during this time. Please follow this link to access their resources.

- Join our Athletics staff online for free, daily workouts and exercises that you can do from home! Athletics has also provided the Babson community with recommendations on external virtual workouts.
We continue to monitor safety measures based upon guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of face coverings to prevent the spread of COVID-19.

All Babson College employees will be provided 2 cloth face coverings. You are responsible for the care and cleaning of these items. You are required to wear a face covering while at work when you are in the presence of others or traveling on campus. Should you lose or damage your face covering, you are required to replace it with a suitable alternative at your own cost.

If you possess a face covering that provides coverage according to CDC guidelines, you are free to utilize your personal covering.

Sneezing & Coughing 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.
Hand-washing

Wash your 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.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Personal Disinfection

While our Facilities Department colleagues will continue to clean office and work spaces based upon CDC guidelines, additional care should be taken to ensure the cleanliness of work stations and commonly used surfaces.
What must we all do to support and protect each other?

• Follow social distancing requirements

• Be conscientious and understanding of your colleagues who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.

• No handshaking.

• No food sharing.

• Avoid touching eyes, nose, and mouth with your hands.

• Ensure contact-free deliveries (mail, supplies).

• Disinfect frequently used equipment (keypads on copiers, doorknobs, telephones, printers and other surfaces).

• Feeling unwell? Please inform your manager and stay home.

Please continue to check the Human Resources intranet and read all community-wide communications from President Spinelli and other members of College leadership. Finally, as stated at the beginning of this document, we recognize this is an evolving situation. Therefore, as we receive information which may impact our timing, protocols or operations, we will make the required modifications and communicate to you.
Contact Information

**Human Resources**
781-239-4128
Employee support, referral to Employee Assistance Program (EAP)

**Public Safety**
781-239-5555

**Facilities**
781-239-4444

**EAP through KGA**
800-648-9557

**COVIDMA Text Alerts**
To get up-to-date alerts, text COVIDMA to 888-777
Get the latest info about the Coronavirus in Massachusetts sent right to your phone in Spanish-language text alerts Envíe COVIDMAESP al 888-777

**Newton-Wellesley Urgent Care Center - Waltham**
9 Hope Avenue (located in the Children’s Hospital Building)
Waltham, MA 02453
617-243-5590

**Carewell Urgent Care, Needham**
922 Highland Avenue, Needham, MA 02494
781-400-1383

**CVS Pharmacy - Minute Clinic**
188 Linden St. (located in Linden Square)
Wellesley, MA 02481
781-235-0219