# TABLE OF CONTENTS

**EXECUTIVE SUMMARY**
- About the Cover .................................................. 2
- Returning to Rutgers ............................................. 2
- Guiding Principles ................................................ 3
- Emergency Operations Plan – Pandemic Recovery Task Force ....... 3

**INTRODUCTION**
- Ready-for-Return Essentials ....................................... 6
- Working *Together* to Return to the Campus ................. 6

**PREPARING THE BUILDINGS AND CAMPUSES** .......... 7

**PREPARING THE PEOPLE** ........................................ 8
- Training .................................................................... 8
- Phased Staffing ..................................................... 8
- Staffing Options ................................................... 9
- Mitigating Workforce Anxiety ..................................... 10
- Updated Policies and Practices .................................... 10
- Shared Responsibilities ........................................... 11
- Employee Screening .............................................. 11

**ENACTING AN OPERATIONS PLAN** .................... 13
- Screening, Testing, and Contact Tracing ....................... 13
- Community Safety Practices ..................................... 13
- Guidance for Specific Workplace Scenarios ................. 16

**CONTROLLING ACCESS AND CIRCULATION** .......... 18

**COMMUNICATING TO COMMUNITY** ................. 19

**REVISION OF GUIDELINES** ................................. 22

**TOOLKIT** ............................................................ 23
- Links to COVID-19 Related Resources ......................... 25
- Self-Screening Information ....................................... 26
- Visitor Log Information and Form ................................ 28
- Socially Distant Seating Plans .................................... 30
- Face Covering Types and Handling Instructions ............ 46
- Directional Signage, Floor Markings, and Space Dividers Examples and Sources .......................... 50
- Public Service Announcement (PSA) Posters ................. 62
- Telecommuting Work Station Recommendations .......... 74
- For Residents - Laundry and Cleaning ....................... 79
RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

EXECUTIVE SUMMARY

About the Cover

Rutgers looks forward to a time where full population of campuses is again possible, with virus precautions of social distancing and face coverings things of the past.

Returning to Rutgers

Over the course of the next several months, as New Jersey and the tri-state area stabilize from the COVID-19 pandemic and stay-at-home restrictions are eased or lifted, Rutgers University will begin to increase the number of employees, students, and patients on its campuses and associated properties. The increase will occur in a planned and careful manner, with a close eye kept on regional public health considerations, with a goal of balancing on-campus activities with public health and safety concerns.

The migration of a remote workforce and student body back to campuses will be a challenge for the university, as operating in the current times has no precedent. However, Rutgers is committed to operating in a manner that is meaningful for its students, effective for faculty and staff, and safe for all who come to campus. The mix of returning employees and students will vary, and in some cases, a segment of the workforce may continue to telecommute and some delivery of education may be remote.

Rutgers has prepared this How-to Guide for repopulating university spaces to address many pressing questions. How can the university most effectively prepare its assets for an increased population in and around buildings? How can Rutgers ensure it is prepared to receive employees, students, and patients—and that its people are prepared for the return—so that the transition is safe, efficient, effective, and aligned to the needs of the university and the needs of its constituents?

The intent of this document is to serve as a framework of ideas and recommendations upon which Rutgers can build—in collaboration with in-house experts and external agencies and authorities—an increasingly useful resource. To that end, this Guide outlines some principles, practices, and protocols that are applicable throughout the university. This concise document cannot provide for specific operational details at every location at Rutgers, but it does offer information and details common to many locations. As the university’s understanding of the public health concerns continues to evolve, this and other documents will be updated as appropriate.
To develop this Guide, Rutgers formed a team comprising subject matter experts representing a wide variety of interests at the university – academic, administrative, financial, healthcare, human resources, operations, planning, research, safety, student life, and technology. In addition to internal expertise, information from state and federal resources, peer institutions, and facilities, higher education, and environmental health groups was considered.

Given that new information about the COVID-19 virus is discovered each day, this Guide will be a living document, subject to regular updates.

**Guiding Principles**

As our planning efforts have progressed, a number of guiding principles have been identified:

- To ensure a safe working and learning environment for all faculty, staff, and students alike.
- To instill recognition that the health and safety of all members of the Rutgers community is a shared responsibility.
- To reimagine all facilities, programs, and services to include social distancing measures, personal hygiene practices, and expanded cleaning and disinfecting protocols that are compliant with public safety guidelines.
- To implement measures designed to reduce direct and indirect forms of physical contact between all members of the campus population and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.
- To leverage self-service, online, and remote access to instructional resources and academic support.
- To implement additional safety measures for programs and services that traditionally include a component of physical interaction (swipe access for ID’s and other high touch processes). Such measures may include the alteration, suspension, elimination, and/or creation of new processes or services.
- To implement appropriate control measures to identify individuals (employees and students) who exhibit, self-report, or reside with someone who has tested positive or presents with signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to isolate, test, and treat such individuals and mitigate spread of the virus.

**Emergency Operations Plan - Pandemic Recovery Task Force**

This living document and the ideas contained herein would not have been possible without the extraordinary efforts of many. Task Force members include those individuals listed below, and it must be recognized that many people not listed below were instrumental in the behind-the-scenes efforts.
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<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Chair:</td>
<td>Antonio Calcado</td>
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<tr>
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RETURNING TO RUTGERS
A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

INTRODUCTION

Ready-for-Return Essentials

As Rutgers moves toward repopulation of its campuses and facilities, a number of primary focus areas will be applicable in most types of campus spaces. The university has a wide variety of space types, and spaces with research, healthcare, housing, and other specialized activities may have additional requirements and secondary areas of focus. But, for the university as a whole, the following Ready-for-Return Essentials have been identified:

1. **Prepare the Buildings and Campuses:** Many buildings and campus locations have had limited occupancy, or perhaps no occupancy, since late March 2020. Maintenance has not stopped, but may have been reduced to essential operating protocols. What needs to be checked and changed to allow for an increase in occupancy?

2. **Prepare the People:** The pandemic and its effects have created anxiety, confusion, and fear. Will there be a phased approach to increased occupancy? What can the university do to help its employees and students engage in a culture of cooperation and safety when at Rutgers?

3. **Enact an Operations Plan:** Public health concerns drive the need for social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. What policy and protocol changes are required to meet the needs?

4. **Control Access and Circulation:** How will access for employees, students, visitors, and deliveries be managed?

5. **Communicate to the Community:** With all these changes thrust suddenly upon the Rutgers community, the need for clear communication is more important than ever. How will the university effectively manage communications?

**Working Together to Return to the Campus**

The health and safety of the people who come to Rutgers is a shared responsibility. The university will establish guidelines, assess policies, and communicate requirements and recommendations to employees and students, and in order to maximize health and safety, all involved must work collectively to take precautions, practice safe behavior, and observe social distancing measures. As recommended by the Centers for Disease Control and health professionals, each member of the Rutgers community needs to stay home if and when sick. **Each member of the Rutgers community needs to be a part of the solution.**
Returning to Rutgers
June 18, 2020

community has an obligation to protect his or her own health and welfare and that of the people they encounter.

PREPARING THE BUILDINGS AND CAMPUSES

The decision to significantly reduce occupancy of buildings came quickly, as epidemiological data and projections came into focus. While some buildings had occupancy levels dropped significantly, and other buildings were closed entirely, maintenance of facilities was never fully curtailed. Therefore, refilling utility lines and start-up of essential equipment and systems are not necessary prior to increasing on-campus presence.

University Facilities will undertake inspections, cleaning, and maintenance of buildings and grounds in the weeks leading up to repopulation of the campuses. Generally speaking, this will include the following work:

- Building tours to ensure that major systems are in working order and ready for increased occupancy
- Maintenance assessments and repairs incorporating Centers for Disease Controls, New Jersey public health, and ASHRAE guidance where practical and feasible thereby assuring that:
  - HVAC systems are in proper working order
  - Lavatory ventilation systems are in proper working order
  - Dormant water systems are flushed
  - Plumbing drainage systems are in proper working order
- Preventative maintenance measures in accordance with established schedules
- Grounds tours to ensure that sites and parking lots are in conditions suitable for increased occupancy
- Cleaning of public and high-traffic areas in buildings, including building lobbies, elevators, conference rooms, and lavatories
- Provision of hand sanitizer stations in selected locations in buildings
- Implementation of signage and graphics to promote health and safety measures, including social distancing measures, as described in the Operations Plan section of this Guide.

Department heads are responsible for assessing their respective spaces and noting what may need to be accomplished prior to return of employees. Department heads should:

- Ensure that equipment used for telecommuting is returned to the office, as people return
- Replenish/restock essential office supplies that may be needed
- Ensure that all spoiled/dated food from break room refrigerators is placed in appropriate trash receptacles
• Develop seating strategies that will support social distancing (see Social Distancing information in this Guide)
• Assess office environments and the potential need for guidance, signage, or other support from Institutional Planning and Operations (see Working in Office Environments in this Guide)
• Implement a visitor sign-in protocol, using the sign-in sheet template provided by REHS (see Visitors in this Guide) or an electronic file or method that captures the same information in the template

Additionally, department heads may purchase materials and supplies for use by employees to enhance separation, distancing, and cleaning efforts within departmental spaces. These materials are available through the University Warehouse (see Toolkit) in this Guide.

PREPARING THE PEOPLE

As stated previously, the health and safety of the people who come to Rutgers is a shared responsibility. Rutgers will communicate revised policies, protocols, and practices, and all employees and students are expected to comply with requirements published. Information regarding appropriate sanitization and social distancing practices and protocols and communications regarding limiting the spread of COVID-19 will continue to be shared with all employees and students. Compliance is a key factor in maintaining acceptable levels of public health and Rutgers community safety.

Training

Prior to the resuming in-person instruction, Rutgers will provide training for students and employees that will:
• Describe medical concerns regarding COVID-19
• Explain how the university has updated procedures and protocols in response to public health concerns caused by the virus
• Describe safety protocols and behavioral changes that will reduce the spread of the virus.

Phased Staffing

Rutgers will phase in a return of employees over time in a carefully considered and coordinated manner. The university will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and the need to access on-site resources.

The need to maintain a controlled number of people on campus to meet social distancing requirements will continue for some time. Staff who can continue to effectively work remotely will continue to do so until restrictions are eased for larger gatherings or increased density.
Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees and students, as well as the communities served by Rutgers. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the appropriate dean, vice president, or chancellor. Once decisions to expand on-site staffing in certain areas have been made, staff must follow the policies and protocols detailed in this Guide for returning to work on campus.

As on-site population increases and operations expand, the university will continue to closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing may be a critical part of assessing the impact of increased staffing. If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.

**Staffing Options**

Once employees have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures.

**Remote Work:** Those who can work remotely to fulfill 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 by the department head, can be done on a full or partial day/week schedule as appropriate.

**Alternating Days/Flexible Work Hours:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days, or allow flexible work hours. 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. Staggering reporting and departure times will reduce traffic in common areas to meet social distancing requirements.

**Reasonable Accommodations:** According to the Centers for Disease Control, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Asthma, moderate-to-severe
- Being immunocompromised
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- HIV
- Older adults (aged 65 years and older)
- Serious heart disease
- Severe obesity
Employees who are expected to return to the workplace and who have a medical condition that place them in a higher risk group or those who are pregnant who wish to seek a reasonable accommodation related to returning to the workplace should speak to their supervisor to review telecommuting options that may be available. If there are no telecommuting options suitable, the employee should contact University Human Resources’ Office of Employment Equity.

**Mitigating Workforce Anxiety**

While phased staffing, workplace design, and revised policies and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work—the readiness of the workforce physically, emotionally, and psychologically. Mitigation of employee fears and concerns is important, as people are worried about their personal health and the health of those they care about; they have anxieties about their jobs and perhaps even the future of higher education.

Rutgers is committed to supporting employee and student overall health and well-being, and offers many resources for employees and students. In the immediate future University Human Resources will release a survey to employees to better understand specific concerns of faculty and staff. Survey responses will inform and guide existing programs and resources.

Section 1 of the *Toolkit* included with this Guide provides links to a number of web-based resources available to Rutgers employees.

**Updated Policies and Practices**

Policies are important in setting the expectation for employees. In response to the emergent and evolving pandemic Rutgers allowed flexibility in some requirements of policy and protocol, especially those related to time off, remote working, and flexible work schedules. Upon determining the new framework for returning to the campuses, Rutgers must consider what policies need to be revisited. Communicating the importance of university policies, including any recent updates, and how they map back to the organization’s vision will be critical in establishing a climate of employee awareness and compliance.

The following considerations will be reflected in updated policies and practices:

- **Telecommuting/Working remotely**
  - When employees should return to work
  - Considerations around at-risk groups
  - Exceptions and processes for parents/caregivers when schools are closed or other caregivers are unavailable
- **Policies related to remote work environments**
May include ergonomic instructions, accommodations for remote work tools and equipment

- Employee screening
  - Daily self-screening
  - Onset while at work
  - Reporting requirements

- Guest and visitor policies
  - Limiting access to certain categories of site visitors such as vendors, contractors, and consultants with specific business purpose
  - Restricting the general public’s access to the worksite
  - Restricting access to only certain workplace areas
  - Requiring guests and visitors to adhere to face covering and social distancing requirements

- Employee travel policies

Shared Responsibilities

The health and safety of the people who come to Rutgers is a shared responsibility. All employees will now play an even more important part in ensuring high levels of safety in the workplace. Employees must understand the contents of this Guide, know where to turn for resources, and know what to do in the event that a worker or student in the workplace presents with signs or complains of symptoms of COVID-19.

Also, supervisors and managers will need to be cognizant of the need to monitor space use for appropriate distancing, coach employees to critically evaluate the requirement for in-person meetings, and advocate for personal safety practices described in this Guide.

Employee Screening

The shared responsibility for the health and safety of the Rutgers community during the pandemic begins each day with every employee undertaking a self-assessment – monitoring for signs and symptoms of COVID-19 before reporting to work. If an employee does not feel well or is sick, the employee must stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these signs and symptoms may have COVID-19:

- Cough
- Shortness of breath and/or difficulty breathing
- Fever
- Chills
- Muscle pain
• Sore throat
• New loss of taste or smell

This list is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. See https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for details.

If signs and/or symptoms are identified through the daily self-assessment, the employee must not come to the workplace. If signs and/or symptoms develop while at work, the employee must leave work and notify their supervisor. In either case, employees should continue to monitor their condition and seek consultation with their primary care physician or local urgent care center.

It can be anticipated that some people could exhibit signs of illness while at work – coughing or sneezing, for example. It must be understood that these signs could be caused by allergies, the common cold, a pre-existing condition, and perhaps COVID-19.

If an employee is ill and/or displaying signs of COVID-19 and the signs are a new onset and not attributable to a known existing condition (e.g. allergies) or are different from the usual presentation (e.g. “I have allergies but this cough feels different”), the employee should leave the workplace immediately and contact their personal physician. A supervisor or manager who notices a potentially ill employee, or who is informed of symptoms exhibited by an employee, should speak to the employee, contact Occupational Medicine if guidance is needed, and, if the signs/symptoms are of new onset or are different than the usual presentation, then the employee should leave the workplace immediately and contact their personal physician.

If any person on campus or in a Rutgers building presents in significant medical distress, University Public Safety should be called using 9-1-1.

If an employee is diagnosed with COVID-19 (physician-diagnosed or laboratory-confirmed positive), or is out sick with signs and symptoms of the virus, the employee will be required to provide clearance by a medical provider to UHR OneSource to return to the workplace.

If an employee or supervisor has any questions about an employee with symptoms at work, self-assessment for COVID-19 symptoms, or return to work after COVID-related illness, they should contact the Occupational Health office for their respective campus/school below:

Rutgers University New Brunswick, Newark, and Camden Campuses:
848-932-8254

RBHS Newark Campus:
973-972-2900

RBHS New Brunswick/Piscataway Campus and UCHC:
ENACTING AN OPERATIONS PLAN

Public health concerns drive the need for screening, testing, and contact tracing in addition to social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. The Guide provides general requirements that shall be adapted for specific buildings.

Screening, Testing, and Contact Tracing

Development of a program for self-screening, testing, and contact tracing continues. Self-screening is an important component of keeping members of the Rutgers community healthy, and details can be found in the Toolkit section of this Guide. The university will partner with local and State officials in this effort.

Testing protocols are currently being developed by medical teams at RBHS and will be designed to maximize impact of this important function.

The university will partner with public health officials to support contact tracing. Contact tracing is part of a comprehensive strategy being developed and enacted by the state Department of Health.

Community Safety Practices

Employees should note that Personal Protective Equipment (PPE) is not required to practice community safety in the fight against COVID-19. Certain positions and environments at Rutgers require use of PPE (i.e. medical-grade masks, gloves, goggles, gowns). However, use of a face covering to protect others from the employee must not be confused with use of PPE, which protects the employee from others.

Face Coverings: Face coverings must be worn by all persons on campus when in the presence of others (within six feet) and in buildings in non-private enclosed settings (e.g., common work spaces, workstations, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not self.
There are four types of Face Coverings/Masks – see the table below for use and care. Note that medical-grade masks and N95 respirators are reserved for healthcare workers, employees in specific environments, or employees performing specific job duties.

If a cloth face covering is used, the material, use, and cleaning must comport with recommendations of the Centers for Disease Control – see https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.

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<th>TYPE</th>
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<tbody>
<tr>
<td>CLOTH FACE COVERING</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions.</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where social distancing cannot be consistently maintained) Must be replaced daily. (May be removed when working alone in an office.)</td>
<td></td>
<td>DISPOSABLE MASK</td>
<td>Commercially manufactured face coverings that are not washable and help contain wearer’s respiratory emissions.</td>
</tr>
<tr>
<td>MEDICAL-GRADE SURGICAL MASK</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions.</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by RHS.</td>
<td></td>
<td>N95 RESPIRATOR</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions.</td>
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A number of cloth face coverings will be made available to employees by Rutgers, or employees may choose to provide their own cloth or disposable face coverings. Disposable masks may only be worn for one day and then must be placed in the trash; cloth face coverings must be cleaned as described below. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines, and no mask exhaust valves are permitted.

Use and Care of Face Coverings:

- Putting on the face covering/disposable mask:
  - Wash hands or use hand sanitizer prior to 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:
  o Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
  o 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.
  o Wash hands immediately after removing.

• Care, storage and laundering:
  o Keep face coverings/disposable mask stored in a paper bag when not in use.
  o 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.
  o Disposable masks must not be used for more than one day and must 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. Do not place disposable masks in recycling receptacles.

**Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

**Gloves:** Employees do not need to wear gloves as part of general activity on campus areas. Gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

**Handwashing:** Employees must wash hands often with soap and water for at least twenty (20) seconds after being in a public place, after blowing nose, coughing, sneezing, or touching the face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth at all times.

**Coughing/Sneezing Hygiene:** Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, even if wearing a mask. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least 20 seconds, or if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Personal Work Area Cleanliness:** Custodial crews will focus efforts on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and other gathering areas. In accordance with
CDC recommendations, University Facilities has increased routine cleaning of frequently touched surfaces in all buildings, including doorknobs, elevator buttons, and other surfaces. Employees should be mindful of cleanliness in their individual work areas, including frequently touched surfaces such as light switches, door knobs, drawer handles, phone sets, and keyboards.

**Social Distancing:** Keeping space between individuals is one of the best tools 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 sick. Employees and students on campus should follow these social distancing practices:

- Maintain a minimum of six feet of space between people whenever feasible
- Do not gather in groups
  - When in a meeting or gathering, ensure that the room used allows for adequate distancing
  - See the Workplace Scenarios section of this Guide for additional information
- Stay out of crowded places and avoid mass gatherings

**Guidance for Specific Workplace Scenarios**

**Getting to Work:** Employees who use public transportation to get to work, or those who use ride-sharing services, should wear a mask prior to entering the vehicle, bus, or train and avoid touching surfaces with hands. Upon disembarking or arrival, wash your hands or use hand sanitizer as soon as possible. Follow occupancy recommendations and other requirements as posted on web site of the ride provider.

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least six feet distance from co-workers. In areas of open or unassigned seating have at least one workspace separating you from another co-worker. You must wear a face mask or face covering at all times while in a shared work space/room.

Department heads must assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space, if there is a substantial number of employees in the space.
If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings must be worn at all times. Masks/face coverings must be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any area where others are present, including walking in hallways and stairs where others travel and in break rooms, conference rooms, and other meeting locations.

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations. On-site consultation will be provided at no cost. Safety measures covering public areas will be provided at no cost to building occupants. The cost of additional materials and supplies that may be ordered will be borne by the requestor.

To request assistance, call the University Facilities Service Call Center at 848 445-1234 (this number covers all university locations) or visit https://ipo.rutgers.edu/facilities and click on Submit a Maintenance Request.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Toilets with standard height partitions can be used simultaneously, but urinal areas with side-by-side fixtures should be used on an “every other in use” basis. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

**Using Elevators:** When possible, avoid elevators and use stairs. When elevator use is unavoidable, no more than two people should be in an elevator at a time; the two people should be facing forward and at opposite corners to maximize distance between people, and speaking/sneezing/coughing should be avoided. In high-rise buildings or high-traffic buildings where very limited use of the elevator is not practical, do not crowd into the elevator cab and be aware of social distancing requirements while waiting for the elevator. If you are using the elevator, wear your mask or face covering, face forward, do not speak/sneeze/cough, and avoid touching the elevator buttons with your exposed hand/fingers. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Using Stairs:** Where possible, designate stairs for “up” traffic or “down” traffic to minimize crossing traffic. Where this is not possible, wait on a floor or landing and allow cross traffic to pass.

**Meetings and Events:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using available collaboration tools.

In-person meetings are strongly discouraged and shall not exceed 50 percent of a room’s capacity, assuming individuals 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.

The number of people at and procedures associated with indoor and outdoor meetings and events are, at time of publication, governed by Executive Order(s) and are subject to change. Meetings and events must comply with requirements of current Executive Orders or other applicable regulations.

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.

**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. While eating, individuals should not sit facing one another.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. If in an open area, only remove your mask or face covering in order 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, microwave, coffee machine, etc. after using in common areas.

**CONTROLLING ACCESS AND CIRCULATION**

**Access Control System:** Buildings will continue to be secured given the reduced on-campus population. See the Planning for Public Safety section of this Guide for details.

**ID Cards:** Given that face coverings will be commonplace, Rutgers ID cards must be worn at all times while on campus and/or in Rutgers buildings.

**Visitors:** Visitors with no legitimate business purpose and guests are not allowed in workplaces; this includes visitors who may be friends or family of employees. Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All visitors must sign in using the host department’s sign-in log.

Department heads must implement a visitor sign-in log, using the template provided in the Toolkit section of this Guide or an electronic version that captures the necessary information. Records must be retained and be readily accessible.
Building Entry/Reception, High-Traffic Buildings: Where crowding of entrances may occur, departments and building coordinators should be flexible on employee arrival and departure times to reduce congestion during typical “rush hours” of the business day.

Some high-traffic buildings may have designated building access and egress doors, and floor markings designating travel routes and/or distance markers, and employees shall obey all directional signage that may be in place.

Reception areas in high-traffic buildings may have clear screening materials installed between the security/reception staff and the traffic area. Seating in lobbies or waiting areas may be removed to promote social distancing and clear lanes of travel.

Building lobbies may have signage installed describing required face covering use, social distancing, and gathering protocols. Building lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as added trash receptacles to encourage appropriate mask disposal behavior.

Shipping and Receiving Areas: In buildings that have designated shipping and receiving areas, the area shall be limited to deliveries and appropriate staff, to minimize cross-circulation and to ensure that employees use the appropriate building entrance.

Lobbies/Common Areas/Amenities: Elevator lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as floor markings to encourage social distancing when queuing. Seating in lobbies, amenity spaces, or waiting areas may be removed or rearranged to promote social distancing and clear lanes of travel. Amenities spaces such as fitness facilities will remain out of service. Cafeteria and dining areas may have tables and chairs removed, to restrict the number of people in the room and encourage social distancing. Medium- and large-sized conference and meeting rooms may have revised maximum occupancies posted, and furniture removed or rearranged accordingly.

COMMUNICATING TO COMMUNITY

The measures described in this How-to Guide will certainly change over time, as additional information becomes known and as the public health situation in the tri-state area changes. However, the overall theme and importance of clear messaging will not change – the details behind Returning to Rutgers will need to be shared with a wide range of internal and external constituents.

Goals:
• Instill confidence in the university’s ability to responsibly manage the ongoing operations of the institution and the safe return of our community to campus.
• Convey that Rutgers is committed to the health and safety of all members of its community.
• Convey that Rutgers is committed to providing the best possible educational experience.

Strategy:
• Communicate timely and accurate information through multiple sources and at all levels to ensure audiences receive consistent and useful information about operations, academics, and personal safety.
• Link communications under an overarching university-wide theme that can be customized locally and easily adapted for messaging by units and departments across the institution.

Primary Audiences:
• Students
• Parents
• Faculty
• Staff
• Alumni
• Governing Boards
• Government leaders
• Visitors (vendors, contractors, etc.)

Messages:

All messaging will evolve as the situation demands. The following are examples:

• Health & Safety
  o Rutgers is committed to providing students, faculty staff and visitors with the safest environment possible to work, learn, and visit.
  o Our health and safety is a shared responsibility and we will help you meet that responsibility by practicing safe habits: washing hands; wearing face coverings; social distancing.

• Facilities
  o University facilities will be inspected and cleaned before staff, faculty, and students return to campus.
  o Constant and continued cleaning and sanitizing will occur at Rutgers. Custodial crews will focus on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and gathering areas. Employees should take care to clean their individual work areas.
• Employees
  o Rutgers will phase in a return of employees to safe working environments over time based on mission-critical operations and the ability to control and manage specific work environments.
  o If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.

• Visitors
  o Only visitors on campus for a legitimate business purpose and invited guests are permitted in workplaces.

Messages associated with instruction, student life, research, and Athletics will be closely coordinated with appropriate departments.

Channels and Tactics:

1. Email
  o University-wide email messages will convey the broad messages and overall approach and will direct audiences to the web site or other information locations.
  o Tailored emails from chancellors, deans, and leaders of units (i.e. student affairs, residence life) will provide details and area-specific information and guidance.

2. Web
  o The existing university-wide COVID-19 web site will be reoriented to provide information about Fall 2020 operations. It will continue to be the primary source for university-wide information.
  o Campus-level and unit-level webpages will provide additional information and details.
  o The Rutgers.edu homepage will continue to maintain a vibrant sense of place and strength of the Rutgers brand.

3. Social Media
  o Targeted communications on university-wide social channels and local channels that reach students and other key audiences

4. News Media
  o Maintain transparency about university efforts through proactive engagement with targeted news outlets.
  o Engage them as partners in reaching target audiences.

5. Rutgers Today
  o Human interest stories; news about the return to Rutgers; info on health and safety
6. Interior and exterior campus message boards
   o Info for students to aid in their return to Rutgers and about health and safety

7. Signage
   o Health & safety – reminders about hand washing, face coverings, etc.

REVISION OF GUIDELINES

These guidelines will be reviewed regularly to respond to changing conditions and new information. These guidelines may be revised, suspended, or terminated as the COVID-19 pandemic permits. Suggestions for revisions and questions may be sent to EOC@rutgers.edu with “Returning to Rutgers” in the Subject line.

Ver 1.1
TABLE OF CONTENTS

General Toolkit Items

1. Links to COVID-19 Related Resources
2. Self-Screening Information
3. Visitor Log Information and Form
4. Socially Distant Seating Plans
5. Face Covering Types and Handling Instructions
6. Directional Signage, Floor Markings, and Space Dividers Examples and Sources
7. Public Service Announcement (PSA) Posters
8. Telecommuting Work Station Recommendations

Toolkit Items Specifically for Residents

9. Laundry and Cleaning
Section 1

Links to COVID-19 Related Resources

There is a wide variety of resources available on the Web. The following resources may be of interest to members of the Rutgers community.

University wide COVID-19 Information

OneSource Rutgers Faculty and Staff Service Center

COVID-19 Guidance

Emergency Family and Medical Leave Expansion Act (E-FMLA) and Emergency Paid Sick Leave Act (EPSLA)

COVID-19 Psychological Services Network

COVID-19 Telecommuting and Wellness Site – Resources for Working Virtually and Maintaining Wellness
Self-screening is an important component of keeping members of the Rutgers community healthy. The following Daily Self-Checklist should be consulted prior to traveling to Rutgers.

See Employee Screening in the Guide for additional information.
Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply YES to any of the questions below, STAY HOME and:

- Contact your supervisor and
- Contact OneSource at (732) 745-7378

Contact a healthcare provider for guidance to determine if testing is warranted. Individuals can call:

- Their primary care provider.
- NJPIES for further evaluation 1-800-962-1253 (24/7 Medical COVID-19 Questions).
- Student Health

If you start feeling sick during your shift, follow steps above.

**COVID-19 Daily Self Checklist**

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

- [ ] Yes
- [ ] No

Loss of Smell/Taste?  
- [ ] Yes  
- [ ] No

Muscle Aches?  
- [ ] Yes  
- [ ] No

Sore Throat?  
- [ ] Yes  
- [ ] No

Cough?  
- [ ] Yes  
- [ ] No

Shortness of Breath?  
- [ ] Yes  
- [ ] No

Chills?  
- [ ] Yes  
- [ ] No

Headaches?  
- [ ] Yes  
- [ ] No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?

- [ ] Yes  
- [ ] No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- [ ] Yes  
- [ ] No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- [ ] Yes  
- [ ] No
Section 3
Visitor Log Information and Form

Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively.

All Visitors must sign in using the host department’s sign-in log. The log must contain:

- Date and time
- Name, affiliation, cell number and E-mail address of visitor
- Name of person hosting visitor
- Reason for visit

The records must be retained and be readily accessible.

The template included in this toolkit may be used, or an electronic version may be used provided that the required information is captured.
Visitor Log

Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All Visitors must sign in using the host department’s sign-in log. The records must be retained and be readily accessible.

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<thead>
<tr>
<th>Date</th>
<th>Print Full Name</th>
<th>Affiliation</th>
<th>Cell Phone Number</th>
<th>E-mail</th>
<th>Person Visiting/Reason for Visit/Room Number</th>
<th>Time In</th>
<th>Time Out</th>
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Section 4

Socially Distant Seating Plans

Social distancing is key in controlling spread of the virus. Institutional Planning and Operations can assist in determining appropriate room seating and occupancy. Examples of socially distant seating plans follow.

RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE

EXISTING SEATING LAYOUT

CHEVRON (NON-FIXED CHAIRS)

CLASSROOM (NON-FIXED CHAIRS)

LECTURE WITH AISLE (FIXED SEATING)

SEMICIRCLE OF CHAIRS (NON-FIXED CHAIRS)

CIRCLE OF CHAIRS (NON-FIXED CHAIRS)

UTILIZED SEATS (EXISTING SEATING)

CHEVRON (NON-FIXED CHAIRS)

CLASSROOM (NON-FIXED CHAIRS)

LECTURE WITH AISLE (FIXED SEATING)

SEMICIRCLE OF CHAIRS (NON-FIXED CHAIRS)

CIRCLE OF CHAIRS (NON-FIXED CHAIRS)

SYMBOL LEGEND

〇 UNOCCUPIED SEAT

〇 OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

〇 6'-0" DIAMETER CIRCLE

DATE: 06/18/2020

SHEET CODE: 002

GUIDELINES

MINIMUM REQUIREMENTS

SOCIAL DISTANCING GUIDELINES

INSTITUTIONAL PLANNING AND OPERATIONS PLANNING, DEVELOPMENT, AND DESIGN
EXISTING SEATING LAYOUT

CONFERENCE (NON-FIXED CHAIRS)

OPEN SQUARE (NON-FIXED CHAIRS)

U-SHAPE (NON-FIXED CHAIRS)

STANDARD LOUNGE (NON-FIXED CHAIRS)

UTILIZED SEATS (EXISTING SEATING)

CONFERENCE (NON-FIXED CHAIRS)

OPEN SQUARE (NON-FIXED CHAIRS)

U-SHAPE (NON-FIXED CHAIRS)

STANDARD LOUNGE (NON-FIXED CHAIRS)

SYMBOL LEGEND

☐ UNOCCUPIED SEAT  ☐ OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE  ☐ 6'-0" DIAMETER CIRCLE
TYPICAL MAIN WAITING AREA

TYPICAL SUBWAITING AREA

SYMBOL LEGEND:
- CIRCLE INDICATES PATIENT
  SEAT (ADJACENT SEAT(S) ARE
  FOR FAMILY MEMBERS ONLY)
- ACRYLIC BARRIER TO
  EXTEND TO 6'-6" ABOVE
  FINISHED FLOOR
- 6'-0" DIAMETER CIRCLE

SCALE: 1/16" = 1'-0"
DATE: 06/15/2020

SOCIAL DISTANCING STUDY:
PATIENT WAITING ROOMS

INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

THE STATE UNIVERSITY
OF NEW JERSEY
CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)

SYMBOL LEGEND:
- CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)
- ACRYLIC BARRIER TO EXTEND TO 6'-6" ABOVE FINISHED FLOOR
- 6'-0" DIAMETER CIRCLE

NOTE: INSTALL ACRYLIC BARRIERS AT RECEPTION WINDOWS AND STATIONS IF NOT ALREADY PRESENT

SOCIAL DISTANCING STUDY: PATIENT WAITING ROOMS

SCALE: 1/8" = 1'-0"
DATE: 06/18/2020
TYPICAL ADMINISTRATIVE OFFICE

PROPOSED OCCUPANCY = 27 PEOPLE
ACTUAL OCCUPANT COUNT = 46 PEOPLE

SYMBOL LEGEND:
- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

SCALE BAR 1:16

DATE: 06/18/2020

SOCIAL DISTANCING STUDY: ADMINISTRATIVE OFFICE
TYPICAL ADMINISTRATIVE OFFICE

PROPOSED OCCUPANCY = 23 PEOPLE
ACTUAL OCCUPANT COUNT = 42 PEOPLE

SYMBOL LEGEND:
- Occupied seat to maintain 6'-0" min distance
- 6'-0" diameter circle

SOCIAL DISTANCING STUDY: ADMINISTRATIVE OFFICE

SCALE: AS NOTED
DATE: 06/18/2020

THE STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

Page 37 of 83
INSTRUCTOR SEMINAR ROOM

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

SYMBOL LEGEND:

- 6'-0" DIAMETER CIRCLE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 9 OCCUPANTS (INSTRUCTOR + 8 STUDENTS)

ACTUAL OCCUPANT COUNT = 26 PEOPLE
PROPOSED OCCUPANCY = 60 OCCUPANTS
(INSTRUCTOR + 59 STUDENTS)

ACTUAL OCCUPANT COUNT = 248 OCCUPANTS
TYPICAL CLASSROOM

SCALE BAR 1:8

SYMBOL LEGEND:

- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 17 OCCUPANTS (INSTRUCTOR + 16 STUDENTS)

ACTUAL OCCUPANT COUNT = 54 PEOPLE

DATE: 06/18/2020

SOCIAL DISTANCING STUDY: 50 PERSON CLASSROOM
TYPICAL LECTURE HALL

SCALE BAR 1:16

SYMBOL LEGEND:
- Occupied seat to maintain 6'-0" MIN distance
- 6'-0" Diameter Circle

PROPOSED OCCUPANCY = 84 OCCUPANTS
(INSTRUCTOR + 83 STUDENTS)

ACTUAL OCCUPANT COUNT = 500 OCCUPANTS

SOCIAL DISTANCING STUDY:
500 PERSON LECTURE HALL

SCALE: AS NOTED
DATE: 06/18/2020
PROPOSED OCCUPANCY = 19 OCCUPANTS
(INSTRUCTOR + 18 STUDENTS)

ACTUAL OCCUPANT COUNT = 54 PEOPLE
TYPICAL TEACHING LABORATORY SUITE

SCALE BAR 1:32

ONE OCCUPANT PER BAY TO MAINTAIN 6'-0" MINIMUM DISTANCE

6'-0" DIAMETER CIRCLE

SYMBOL LEGEND:

SCALE: 1/32" = 1'-0"
DATE: 06/18/2020

SOCIAL DISTANCING STUDY:
TYPICAL TEACHING LABORATORY SUITES

RUTGERS THE STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS PLANNING, DEVELOPMENT, AND DESIGN
TEACHING LABORATORY

INSTRUCTOR

SCALE BAR 1:8

0 5 10

SYMBOL LEGEND:

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 10 OCCUPANTS
(INSTRUCTOR + 9 STUDENTS)

ACTUAL OCCUPANT COUNT = 24 OCCUPANTS

SOCIAL DISTANCING STUDY:
TEACHING LAB

SCALE: AS NOTED
DATE: 06/18/2020

THE STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

Page 44 of 83
Section 5

Face Covering Types and Handling Instructions

Face coverings go hand-in-hand with social distancing for controlling spread of the virus.

See Community Safety Practices in the Guide for detailed information regarding face mask use and care. The following infographics may be downloaded and printed for use in the workplace.
## Face Coverings

<table>
<thead>
<tr>
<th>Cloth Face Covering</th>
<th>Procedure or Surgical Face Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="cloth_face_covering" /></td>
<td><img src="image" alt="procedure_or_surgical_face_masks" /></td>
</tr>
<tr>
<td>Commercially made or homemade 2-ply cotton face coverings help people who may be unaware that they have the virus from transmitting it to others.</td>
<td>Loose-fitting, disposable masks that cover the nose and mouth prevent droplets, splashes, sprays or splatter from being spread by the person wearing them.</td>
</tr>
<tr>
<td><strong>Acceptable for use as Face Covering (CDC recommended)</strong></td>
<td><strong>Acceptable for use as a Face Covering</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dust Masks</th>
<th>Respirators (N95)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="dust_masks" /></td>
<td><img src="image" alt="respirators" /></td>
</tr>
<tr>
<td>Loose-fitting, disposable masks that cover the nose and mouth prevent droplets from being spread by the person wearing them. A Dust Mask is not a N95.</td>
<td>Tight-fitting, NIOSH-approved respirators are in limited supply and should be reserved for healthcare staff. Medical clearance, fit-testing and training is required by OSHA regulations.</td>
</tr>
<tr>
<td><strong>Acceptable for use as a Face Covering</strong></td>
<td><strong>NOT RECOMMENDED for use as a face Covering</strong></td>
</tr>
</tbody>
</table>
Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping
- Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering.
- Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS
- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
Section 6

Directional Signage, Floor Markings, and Space Dividers Examples and Sourcing

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations.

Examples of materials available for use follow. Some may be downloaded and printed for use in the workplace; some materials are available from the Institutional Planning and Operations (IP&O) Warehouse within Marketplace.

DON’T FEEL WELL? STAY HOME

WASH HANDS OFTEN

PRACTICE SOCIAL DISTANCING
6 Feet Minimum

WEAR A FACE COVERING

TOGETHER, BUT SIX FEET APART.

IT’S UP TO US!
It’s Up to Us!

PRACTICE SOCIAL DISTANCING
6 Feet Minimum

WEAR A FACE COVERING

WASH HANDS OFTEN

LIMIT OCCUPANCY

TOGETHER, BUT SIX FEET APART.
It’s Up to Us!

BEFORE USING THE ELEVATOR, PLEASE KEEP THE FOLLOWING IN MIND:

- **Practice Social Distancing**: 6 Feet Minimum or Opposite Corners
- **Take the Stairs When Possible**
- **Use Your Elbow or an Object to Press Buttons**
- **Wear a Face Covering**

Together, but six feet apart.
UP ONLY
Please maintain 6 feet of social distancing.

Thank you for observing 6 feet of social distancing.
Section 7
Public Service Announcement (PSA) Posters

The following infographics may be downloaded and printed for use in the workplace.

Center for Disease Control (CDC) PSAs
   a. How to Protect Yourself
   b. Hand washing
   c. Stop the Spread
   d. Important Information About Your Cloth Face Covering

Rutgers Student Health PSAs
   a. Wear Face Covering
   b. Wash Your Hands
   c. Social Distancing
   d. Social Distancing Household
   e. COVID-19 Asymptomatic Carrier
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- 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, or sneezing.
- 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 with unwashed hands.

Avoid close contact

- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)
Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- 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.
- 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.

Clean and disinfect

- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. You can see a list of [EPA-registered household disinfectants here](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html).
Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don’t kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

### When should I use?

#### Soap and Water
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

#### Alcohol-Based Hand Sanitizer
- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do NOT use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.
How should I use?

**Soap and Water**
- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

**Alcohol-Based Hand Sanitizer**
Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.
- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before it’s dry; it may not work as well against germs.

For more information, visit the CDC handwashing website, [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing).
CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least 20 SECONDS.

LIFE IS BETTER WITH
CLEAN HANDS

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
Help prevent the spread of respiratory diseases like COVID-19.

- **Stay at least 6 feet (about 2 arms’ length) from other people.**
- **Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.**
- **When in public, wear a cloth face covering over your nose and mouth.**
- **Do not touch your eyes, nose, and mouth.**
- **Clean and disinfect frequently touched objects and surfaces.**
- **Stay home when you are sick, except to get medical care.**
- **Wash your hands often with soap and water for at least 20 seconds.**

[cdc.gov/coronavirus]
Public Health Reminder: Wear a face mask when out in public.
Public Health Reminder: Wash your hands frequently.
Public Health Reminder: Practice social distancing.
Only socialize with people in the same household as you.
Did you know you can be an asymptomatic carrier of COVID-19?

That means you can have the virus but show no symptoms and don’t get sick. BUT you can still spread the virus to other people and THEY can get sick and also spread to others.
Section 8
Telecommuting Work Station Recommendations

a. Computer Set Up
b. Do’s and Don’ts
c. Ergonomic Considerations/Safety
How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere

- Raise the top of your monitor to eye level or below
- Screen distance should be an arm’s length away (18-30”)
- Keep elbows at your sides and rest gently on armrests
- Maintain neutral wrists and forearms parallel to ground
- Rest feet flat on the floor with knees at or below hip level
- Leave 1” to 2” space between calves and the seat’s edge

Using A Laptop?

- Raise your laptop to eye level
  - Try a stand, box, or step stool
  - And use a separate keyboard and mouse

- Or use a monitor and type on your laptop
  - If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors

Sinking In Your Deep Couch?

- Use a pillow to shorten the seat
  - A pillow or towel roll can also be used for lumbar support

Work Surface Too High?

- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table

Prefer To Stand?

- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat
## Telecommuting Tips

### Do’s

- **Do sit in a neutral posture** – Sit with hips, knees, elbows, and ankles at a 90° angle and feet flat on the floor.

- **Do have a designated work area** – move items that are frequently used close by to reduce overreaching.

- **Do avoid glares while looking at a computer** – position the screen perpendicular to windows or close the blinds. Avoid working under bright lights.

- **Do visit the OSHA Computer Workstation eTool for other ergonomic related topics** - [https://www.osha.gov/SLTC/etools/computerworkstations/index.html](https://www.osha.gov/SLTC/etools/computerworkstations/index.html)

### Don’ts

- **Don’t hunch over your workstation** – raise the top of the screen at or slightly below eye level. Sit with lower back supported and shoulders straight.

- **Don’t turn a bed or couch into an all day workstation** – having your legs or full body in a vertical position all day can lead to muscle numbness and discomfort.

- **Don’t rest wrists, arms, or elbows on surfaces while typing** – reduce contact stress by floating wrists, arms, and elbows while typing and resting them while reading or viewing.

- **Don’t forget to take breaks** – take a 1 to 2 minute microbreak every 20-30 minutes to reduce strain and repetitive motions.
Ergonomic Considerations for Telecommuters

Proper workstation design is important in maintaining comfort, increasing productivity, and preventing injuries. When telecommuting from home, set up your workstation by utilizing the following recommendations.

**Workstation**
- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrist and hands in-line with forearms and in a neutral position (not bent upwards or downwards)
- Keyboard/mouse directly in front of you at approximately elbow height
- Adequate room for keyboard and mouse
- Feet flat on the floor or footrest

**Monitor**
- Keep the monitor in line with the keyboard
- Set the monitor at a distance between 18-30 inches from your eyes
- The top of the screen should be at or just below eye height
- The monitor should be in a location that reduces glare

**Chair**
- Solid five castor based legs, a soft supportive seat with rounded edges
- Move easily across the floor
- Provide adjustable height, lumbar support, and padded armrests (optional)

**Laptop Computers**
- Position the laptop at elbow height, and keep your wrists straight while typing
- If possible, add an external keyboard and mouse and follow the same recommendations as above
- If possible, in conjunction with adding an external mouse and keyboard, place the laptop on a stand, book or other surface that raises it to a height that you can see the screen without having to bend or rotate your neck

For additional information:
- Contact REHS at (732) 445-2550
Electrical Considerations for Telecommuters

Computer and office equipment should be installed properly. To help reduce the risk of fires, electric shocks, and other safety hazards, employees should ensure the following:

**Equipment Cords and Plugs**

- Check cords for damage. If the cords are worn, frayed or cracked, replace them immediately.
- Ensure all equipment is Underwriter's Laboratory (UL) approved.
- If an appliance has a three-prong plug, use it only in a three-slot outlet. Never force it to fit into a two-slot outlet or extension cord.

**Outlets, surge protectors and extension cords**

- Never overload extension cords, wall sockets, or circuits. Avoid using "octopus plugs" which allow many cords to be plugged into a single receptacle.
- Never put cords under carpeting, over ceiling tiles, or through wall or door openings.
- Use an appropriate surge protector. Never plug a surge protector into an extension cord or another surge protector.
- Ensure the breaker and outlet have sufficient amperage to handle installed equipment. Nuisance tripping of the circuit breaker indicates overloaded outlet or other electrical problems.

**Other Considerations**

- Prevent tripping hazards by keeping cords out of walkways and away from your feet and chair. Neatly secure the cords under your desk.
- Allow room for air circulation for the computer or laptop.
- Make sure all electrical appliances are turned off when unattended or when you leave the house.
- Immediately unplug any piece of equipment that gives even the slightest shock (i.e. tingling sensation) and have it checked by a qualified electrician.

For additional information, Contact REHS at (732) 445-2550 or contact a qualified electrician.
Section 9

Information for Residents - Laundry and Cleaning
Laundry

Maintain Social Distancing:

- Stay at least 6 feet (2 meters) apart
- Wear your face covering

For clothing, towels, linens and other items:

- Launder items according to the manufacturer’s instructions.
- Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a sick person can be washed with other people’s items:
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Wash hands with soap and water as soon as you remove the gloves
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers.
How to Clean Your Room, Apartment or Suite for COVID-19 Virus

To help reduce the chance of spreading the COVID-19 virus, the CDC recommends frequent cleaning of commonly touched surfaces in your shared rooms (i.e. keyboards, remotes, counters, bathrooms, desk, utensils, micro-fridges, etc)

Q: What Cleaner or Disinfectant Should I Use:

A: Many commercially available household cleaning and disinfecting products are adequate to kill bacteria and viruses, including, Lysol, Mr. Clean, Pine Sol, Windex, or Clorox cleaners and disinfectants. A list of products with an Environmental Protection Agency (EPA)-approved for emerging viral pathogens is available at Novel Coronavirus (COVID-19) Fighting Products ([https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf](https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf))

All cleaners and disinfectants must be used in accordance with the directions on the product label

Q: What cleaner is Rutgers using in common spaces in dormitory and apartments common spaces?

A: Rutgers is using a disinfectant that will also adequately kill the virus in accordance with its labeling.

Q: How should I clean my clothes and dishes?

A: Wash sheets, towels, and other linens using household laundry detergent and dry on a hot setting. Eating utensils should be washed either in a dishwasher or by hand with soap and water. Linens, eating utensils, and dishes belonging to those with flu-like illness do not need to be cleaned separately, but these items should not be shared without washing thoroughly first.

Q: How do I dispose of trash:

A: Use lined trash can. Place used disposable gloves, facemasks, and other contaminated items in a lined trash can. Use gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.
Q: How else can I protect myself?

A: Cover your nose and mouth with a tissue when you cough or sneeze and dispose of the tissue in the trash. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Wash your hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizers that contain at least 60% alcohol, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.

Avoid touching your eyes, nose or mouth.

Avoid contact with individuals who have flu-like symptoms. COVID-19 and flu are spread from person to person by coughing and sneezing and by touching contaminated surfaces.

If you get sick, stay home or in your room and limit contact with others to avoid infecting them.

Q: If I do not feel well or have other questions, who should I contact?

A: For medical concerns, please contact your respective Student Health Office at:

- Rutgers University – New Brunswick 848-932-7402
- Rutgers University – Camden 856-225-6005
- Rutgers University – Newark 973-353-5231
- RBHS - Camden/Stratford 856-566-6825
- RBHS - Newark 973-972-8219
- RBHS - New Brunswick/Piscataway 732-235-8993

Q: Where can I find additional information regarding responses or updates for our Nation, State, and/or Rutgers?

A: Please regularly check the Rutgers CoVOID-19 website for updates at: https://academichealth.rutgers.edu/coronavirus

or the NJ Department of Health or CDC COVID-19 websites:
- NJ DOH: Communicable Disease Service
  https://www.nj.gov/health/cd/topics/ncov.shtml
- Center for Disease Control and Prevention

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