

Return to Campus Guidance

September 2020



Worcester Polytechnic Institute

Welcome Back

We've missed you.

The global coronavirus (COVID-19) pandemic has caused a major shift in how the world works and, since January, Worcester Polytechnic Institute has been developing and implementing innovative and flexible new ways for our community to continue working and learning. From the very start, the WPI community has been responding swiftly and decisively to the challenges posed by the pandemic, from quickly pivoting to deliver D-Term courses remotely in the spring, to managing the resumption of on-campus research, to the phased return of campus business operations and the carefully choreographed return of students, faculty, and staff for the start of the academic year.

Led by the WPI Coronavirus Emergency Response Team (CERT), the university has developed wholly new protocols and policies aimed at keeping our community safe from illness while allowing activities to resume on campus, all in alignment with state and federal guidelines and in response to evolving public health trends.

As we progress further toward full on-campus operations and activities, we continue to rely on every individual in our community. In this document you will find a great deal of information about how we're moving forward as a university.

We know you have many questions, and very likely some concerns, and we hope this document answers them for you as it guides our behaviors and sets expectations for the "new normal" on campus. Please read it carefully and connect first with your supervisor with questions. WPI has numerous resources, included throughout this document, to help you. Every employee, every faculty member, every student, and every visitor to our campus plays an ongoing, active role in WPI's success in adapting to a new way of learning, working, and interacting. Until there is a reliable vaccine, we all must continue to follow the health and behavior guidelines from our local, state, and federal public health partners.

Thank you for your ongoing dedication to each other and to WPI.



**WELCOME
BACK**

Table of Contents

I. Looking Ahead & Overarching Principles.....	4
II. Phased Return	4
A. Training & Acknowledgement.....	5
III. Safe Campus.....	5
A. Access to Campus	5
B. Building Occupancy & Staffing.....	6
C. Workplaces & Shared Spaces	6
D. Conducting Meetings	6
E. Eating in the Workplace	7
IV. Guidelines for Research.....	7
V. Healthy Practices for Individuals.....	7
A. Daily Self-Check of Symptoms.....	7
B. Stay Home If You Are Sick & Return to Work Only When Cleared	8
i. When to Stay at Home or Leave Work.....	8
ii. When You Can Return to Work on Campus.....	9
iii. WPI's Actions After Being Notified of a Positive COVID-19 Test.....	10
C. Limiting the Spread of Germs.....	10
D. Cloth Face Coverings.....	10
E. Cleaning and Disinfecting Campus & Workplaces	11
VI. Employee Well-Being	11
A. COVID-19 Workplace Accommodations	11
B. Employee Assistance Program (EAP).....	12
VII. Resources	13
A. WPI Resources.....	13
B. International, Federal, State, and Local Resources	13

I. Looking Ahead & Overarching Principles

The WPI community showed remarkable resilience, energy, persistence, patience, and enthusiasm as we quickly shifted in D-Term to technology-enabled teaching, learning, and working. The extraordinary efforts of faculty and staff—and our students—helped us deliver more than 600 courses and projects, continue with critical research, and uphold our mission, all virtually.

As we prepare to resume on-campus activities and begin the new academic year, we are relying again on that community effort. Each and every person in our community will be asked to observe new health and behavior guidelines from our local, state, and federal public health partners.

There are several principles that will guide you as we return to work on campus:

Health & Safety – The health and safety of our community remains our top priority, and the university is deeply committed to continuing to do all we can to help mitigate the spread and the very human impact of COVID-19.

New Normal – The “new normal” on campus is different. This Return to Campus Guidance provides information on helping to providing a safe campus and how to protect the health of students, faculty, staff, and community members.

Expert Guidance – Our actions in returning to campus will be informed by society’s ability to manage the virus, science, medical and public health experts, and the guidance provided by local, state, and federal officials. We will be closely watching public health trends.

Personal Accountability – Each of us has a role to play in keeping the WPI community safe. All students, faculty, and staff working and learning on campus are expected to follow with these guidelines, including and especially personal healthy practices. This is absolutely critical to protect the health and safety of our community.

Clear Communications – We strive to provide important information about our guidelines clearly and frequently. Please submit any questions to WeAreWPI@wpi.edu.

Diversity, Equity, and Inclusion – We strive to consider the needs of all members of our community as we return to a “new normal” on campus—and always.

Our approach to returning to work on campus will be phased and deliberate and will require detailed pre-return planning on the part of everyone involved. This Return to Campus Guidance is intended to inform your actions as we return to campus. As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will be updated as appropriate.

II. Phased Return

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

We are now beginning a phased return to work on campus for all other employees as follows:

- Employees who have been working on campus continually since March 2020 should continue to do so based on their work assignment.
- A phased return of critical on-campus research has begun; researchers and graduate students are able to return to their labs following approval of their Research Lab Reopening Plans and in alignment with state and federal guidelines.
- While remote teaching and working will continue through the summer, certain teams will be needed on campus as we prepare for fall and the return of our broader community of students, faculty, staff, and service providers. Department and Division Heads will begin submitting Department Reopening Plans in mid-June 2020. Employees who can effectively work remotely must continue to do so until and unless otherwise notified by their supervisors.



To manage the phased reopening of campus, Department Heads and Division Heads will develop Department Reopening Plans specific to their operations that comply with the [Office Spaces Checklist](#) issued by Massachusetts. Department Heads and Division Heads must use the template available in [here](#) and submit their plans using the webform available [here](#).

- Department Heads and Division Heads with employees designated as emergency personnel who have been working on campus since March 2020 must develop and submit their Department Reopening Plans as soon as possible.
- All other Department Heads and Division Heads should develop and submit their Department Reopening Plans consistent with WPI's reopening pathways. Each Department or Division Head has been notified which Pathway their group falls into [here](#).
- Please note that Principal Investigators (PIs) and center directors restarting lab work on campus should continue to follow the approval process in the [Research Lab Reopening Guidance](#).

The Office Approval Committee will review submitted webforms (Department Information, Department Reopening Plans, and Personnel Lists). The Office Approval Committee is composed of representatives from the Office of Environment Health & Safety (EH&S), Talent & Inclusion, Academic Affairs, and Facilities. The Office Approval Committee will make a recommendation to approve or deny each plan and submit this recommendation to the leadership of WPI's Coronavirus Emergency Response Team (CERT).

The CERT leadership will officially approve or deny plans on a rolling basis. If a plan is approved, the Office Approval Committee will communicate this outcome to the Department/Division Head, who will be responsible for sharing their approved plans with their staff prior to returning to work on-campus. If a plan is denied, the Office Approval Committee will communicate next steps to the Department/Division Head, which may include revising and resubmitting the plan or delaying the return to work on-campus until a future date.

We know some questions remain unanswered as this process unfolds. WPI's Return to Campus Guidance will be evaluated and updated regularly to ensure compliance with all federal, state, and local guidelines and best practices.

WPI is committed to supporting you through this unprecedented challenge. If you have any questions, please check the [university's website](#) or email WeAreWPI@wpi.edu.

A. Training & Acknowledgement

Prior to returning to campus, all employees must complete an online training on COVID-19, which includes safety information and precautions, such as social distancing, hand washing, proper use of cloth face coverings, daily self-checks at home, what to do if you are ill, and more. The training is intended to support employees as they adapt to the new work environment.

Employees must complete the training and an acknowledgment that they have read and understand this Return to Campus Guidance. They must also complete the Tech Together Pledge, COVID-19 Acknowledgment Form, Broad Consent to COVID-19 Testing (Required for Testing), and a COVID19 Health Management Program Agreement & Authorization Form (Required for Testing). The training, including the authorizations, are available [here](#) (WPI login and VPN required).

B. Testing

As WPI begins its COVID-19 testing process, returning employees need to sign the necessary waivers and complete the COVID-19 training as a first step in returning to campus. If an employee is working remotely, they do not have to complete these forms. Once training is complete, the employee will receive an email from Talent and Inclusion with information to schedule their COVID-19 on-boarding test. Returning employees will not be able to come to work on campus until they have signed the waivers and obtained a negative COVID-19 on-boarding test at WPI. More information about COVID-19 Testing at WPI can be found [here](#).

III. Safe Campus

A. Access to Campus

We can help reduce the spread of illness by limiting the number of people on campus, including students, faculty, staff, and visitors.

All campus buildings are open and accessible, but with new limits and new guidelines aimed at supporting campus health and safety. WPI adheres to state health and safety guidelines regarding the capacity of rooms and uses a combination of physical reconfiguration, scheduling, and virtual connections to support campus activities.

All buildings require ID card access. Faculty and staff who need infrequent access to campus will need to notify their department head (faculty) or supervisor (employees) who will then need to grant permission and complete the main campus log with the relevant information. The faculty/staff member will need to make arrangements with someone in their department to let them into the building because their card access is inactive. They do not need to sign a waiver (as non-WPI visitors do) or receive any other sort of approval (such as CERT approval that was previously required).

Approved essential visitors and vendors are permitted in accordance with the policies available [here](#). All visitors and vendors must be logged (name, contact information) by the department.

WPI-sponsored domestic and international travel is not permitted at this time, although limited exceptions may be granted pursuant to the policy [here](#). Personal domestic and international travel is strongly discouraged. Any member of the WPI community who engages in travel outside of Massachusetts must comply with [Massachusetts' COVID-19 orders](#) and guidance related to travel upon returning to Massachusetts.

B. Building Occupancy & Staffing

WPI has limited occupancy within on-campus office spaces to no more than 50% capacity and no more than 10 persons per 1,000 square feet in alignment with state guidelines. Employees are reminded to stay within their assigned working areas, when possible, to limit movement throughout campus and contact with others.

There are several staffing options departments and supervisors should consider for maintaining social distancing among employees in the workplace and decreasing congestion in buildings on campus and at entry points:

- [Remote Work/Telework](#) – Employees who can effectively work remotely must continue to do so, unless otherwise notified by their supervisor. Other remote work arrangements should be approved by the employee's immediate supervisor and can be managed on a full or partial day/week schedule as appropriate. Employees working remotely somewhere other than their permanent residence designated in Workday must update their address in Workday as soon as possible; no additional approvals or forms are required.
- [Alternating Days](#) – Departments and supervisors should consider partial team staffing in the workplace on alternating days.
- [Staggered Work Arrival and Departure Times](#) – Departments and supervisors should consider staggering employee arrival and departure times by at least 30 minutes to reduce congestion in common areas of campus.
- [Staggered Lunch and Break Times](#) – Departments and supervisors should consider staggering the lunch and break times for employees.

Employees may also speak with their supervisors about other staffing options that achieve work goals and meets the employee's needs.

C. Workplaces & Shared Spaces

Students, faculty, and staff should always ensure social distancing of 6 feet or more between themselves and others on campus, unless this creates a safety hazard due to the nature of the work or the configuration of the space.

Follow all building-specific signage, including elevator limits, one-way hallways and stairwells, restroom limits, etc., to ensure social distancing and minimizing the number of people in one place. Cloth face coverings are required on campus, especially in close spaces such as hallways, stairwells, elevators, restrooms, control rooms, and WPI-owned vehicles.

Open workplaces and cubicles may be reconfigured (if needed), using physical partitions to increase physical distance and by opening windows and doors on a regular basis to improve ventilation where possible. Shared common spaces, such as

kitchenettes, breakrooms, conference rooms, and high-density areas have been closed or reconfigured to allow for 6 feet of physical distancing.

D. Conducting Meetings

As we resume our on-campus work, employees should continue to host meetings virtually.

On the rare occasion that a meeting must be conducted in-person, the number of attendees must be limited to no more than 10 people and attendees must sit at least 6 feet apart, with all participants wearing cloth face coverings. Others can join the meeting virtually.

E. Eating in the Workplace

To limit occasions of incidental contact, we suggest that employees bring meals from home. Water fountains should only be used as refill stations for water bottles brought from home. All on-campus dining locations (whether for seated dine-in or for grab-and-go pick up) are operating on a reservation system, to avoid crowding and allow for effective social distancing. Go to www.dineoncampus.com/wpi for details. All dining is cashless. Consider loading money on your WPI ID to get 10% off. Use the **GET app to load up**. All on campus dining locations offer takeout options. Taking it to go allows you to dine anywhere you'd like and is highly encouraged.

While it's normally a part of our community life, communal food sharing has the potential to spread illness, and we discourage sharing food at this time. Practice good hygiene by washing your hands before and after eating, and clean and sanitize food preparation surfaces and high-touch areas. Face coverings are required when moving about dining areas and kitchenettes on campus.

IV. Guidelines for Research

Research on campus is being phased in over the coming months, consistent with public health and safety guidelines and based on the access priorities designated by the Office of the Vice Provost for Research (VPR).

The Office of the VPR has created the [Research Lab Reopening Guidance](#) to help all research personnel resume on-campus lab work. Lab directors and Principal Investigators must review this guidance, develop and obtain approval for their Laboratory Reopening and Social Distancing Plans, complete training, and sign an acknowledgement before returning to the labs; each researcher must also complete COVID lab safety training and sign an acknowledgement.

V. Healthy Practices for Individuals

A. Daily Self-Check of Symptoms

Everyone coming to campus will be expected to conduct a daily self-check of their symptoms prior to coming to campus. The [Symptom Tracker](#) can be accessed via the WPI website and the WPI Mobile app. Every member of the WPI community working, taking classes, or participating in meetings or activities on campus at all during A- and B-Terms will need to use the tracker daily before they come onto campus. The Symptom Tracker connects community members with health resources, while quickly and easily providing critical information to the university.

If someone is a truly remote employee or student, with absolutely no access to campus, they do not need to use the Symptom Tracker on a daily basis. However, if an employee is working remotely and experiences COVID-19-like symptoms, they should enter those symptoms and their absence in the tracker, so WPI can track the COVID-19 related time off, ensuring their personal sick time is not used.



If you have any of the symptoms listed below, do not come to campus. Follow the guidance in the section below, “Stay Home If You Are Sick & Return to Work Only When Cleared.”

Our understanding of COVID-19 continues to evolve. People with COVID-19 have shown a wide range of [symptoms](#), including but not limited to:

- Fever and/or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of sense of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The [CDC](#) continues to update as they learn more about COVID-19.

Please seek emergency medical care immediately (call Campus Police at 508-831-5555 if you are on campus or 911 if you are off campus) if you are experiencing:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not comprehensive; please refer to the [CDC’s website](#) for the complete list of symptoms.

As with any illness, please call Health Services at 508-831-5520 (students) or your personal physician (faculty and staff) if you are experiencing symptoms that are concerning to you.

B. Stay Home If You Are Sick and Return to Work Only When Cleared

i. When to Stay at Home or Leave Work

You must stay home if:

- You are experiencing COVID-19-like symptoms (see above) – *or*
- You have tested positive for COVID-19 – *or*
- You had close contact with an individual diagnosed with COVID-19. “[Close contact](#)” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19 while that person was symptomatic – *or*
- You have been asked to self-isolate or quarantine by a medical professional or public health official.

If you feel symptoms arise while on campus, please leave campus and return home immediately and notify your supervisor of your absence.

If you stay home or leave work on campus for the reasons above, you must:

- Remain at home and not return to campus.
- Contact your supervisor and let them know you are going to be out on a COVID-19 related absence (you don’t have to be specific) so that they can arrange for coverage and track the illness and absence rate in the office. Supervisors are instructed to keep personal health information of employees confidential.

- Call your physician for telehealth services and for your physician to determine whether COVID-19 testing is needed. Student employees can call Health Services at 508-831-5520.
- Work remotely if you are feeling well enough to work.
- Contact Benefits@wpi.edu to assist with COVID-19-related medical leave.
- Report any positive COVID-19 test, for either yourself or a close contact, to WPI on the Symptom Tracker. WPI will keep the personal health information of employees and close contacts confidential.

ii. When You Can Return to Work on Campus

WPI's Testing Coordinator and Isolation/Quarantine Coordinator will oversee the implementation of isolation and quarantine protocols for employees. Employees who feel ill should call their healthcare provider—or, in an emergency, 911—or WPI Police at 508-831-5555 (if on campus).

Employees in isolation or quarantine must remain at home and not return to campus until they have met WPI's Return to Work Protocols (below) and the Testing Coordinator has cleared their return to work. WPI's Return to Work Protocols are based on CDC guidelines for [isolation](#) and [quarantine](#).

Employees are advised to contact their healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health Plan members) upon receiving a positive COVID-19 test result or being informed that they are a close contact.

Return to Work Protocols for Employees in Isolation

Employees who are diagnosed with COVID-19 will be advised by WPI's Testing Coordinator and Talent & Inclusion to isolate at home and not to return to campus until they have met WPI's Return to Work Protocols (below) and the Testing Coordinator has cleared their return to work.

If you were experiencing COVID-19-like symptoms only, you will need both a negative COVID-19 PCR test and a note from a healthcare provider clearing you to return to work.

- Call your healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health plan members) to discuss your symptoms and COVID-19 testing.
- Complete COVID-19 testing as ordered by your healthcare provider or Tufts Virtual Health Services.
- If you test positive for COVID-19, please follow the instructions below under "If you tested positive for COVID-19 and you had COVID-19-like symptoms."
- Obtain a note from your healthcare provider or Tufts Virtual Health Services clearing you to return to work.
- Present this information to the Testing Coordinator for clearance to return to work.
- If you are having difficulty obtaining a COVID-19 PCR test or a healthcare provider's note clearing you to return to work, please contact Talent & Inclusion for assistance.

If you tested positive for COVID-19 and you had COVID-19-like symptoms, you will need to complete the CDC's [isolation period](#) (described below) and a note from a healthcare provider clearing you to return to work.

- Call your healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health plan members) to discuss your symptoms and COVID-19 testing.
- Complete your isolation period. In most cases,* you can be around others after:
 - o 10 days have passed since your symptoms first appeared, and
 - o 24 hours with no fever (without the use of fever-reducing medicine), and
 - o Other symptoms of COVID-19 are improving.
- * If you have severe COVID-19 or are immunocompromised, follow your healthcare provider's instructions.
- Obtain a note from your healthcare provider or Tufts Virtual Health Services clearing you to return to work. If you are having difficulty obtaining a healthcare provider's note, please contact Talent & Inclusion for assistance.
- Present this information to the Testing Coordinator for clearance to return to work.

If you tested positive for COVID-19 and you never had COVID-19-like symptoms, you will need to complete the CDC's isolation period (described below) to return to work on campus.

- Call your healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health plan members) to discuss your symptoms and COVID-19 testing.



**DID YOU REMEMBER
YOUR MASK?**

- Complete your isolation period. If you continue to have no symptoms, you can be around others after 10 days have passed since your positive COVID-19 test.
- Present information to the Testing Coordinator that you have completed your isolation period with no symptoms arising for clearance to return to work.

Return to Work Protocols for Employees in Quarantine

- Employees who are considered “close contacts” by WPI will be advised by WPI’s Testing Coordinator and Talent & Inclusion to quarantine at home and not to go to campus until the Testing Coordinator has cleared their return to work in accordance with WPI’s guidelines and current [CDC guidelines](#).

If you have been in close contact with someone with COVID-19, you will need to complete the CDC’s [quarantine period](#) (described below) to return to work on campus.

- Call your healthcare provider or [Tufts Virtual Health Services](#) (for Tufts Health plan members) to discuss your close contact status and COVID-19 testing.
- Complete your quarantine period. You can be around others 14 days after your last contact with a person who has COVID-19.
- Present information to the Testing Coordinator that you have completed your quarantine period with no symptoms arising for clearance to return to work.

iii. WPI’s Actions After Being Notified of a Positive COVID-19 Test

Upon notice of a positive COVID-19 case on campus, WPI will notify the Worcester Board of Health and work with them to trace likely contacts on campus and advise close contacts to isolate, self-quarantine, or get tested for COVID-19, as appropriate. Please reference [Responding to Positive COVID-19 Cases on Campus](#) for full details.

WPI will also shut down areas of campus (as needed) and engage the EHS Deep Clean team, which has a specific protocol to properly deep clean and disinfect areas suspected of infection with COVID-19, in accordance with current [CDC guidance](#).

C. Limiting the Spread of Germs

Each one of us can help decrease the spread of COVID-19. Make these behaviors part of your routine:

- Stay home if you are sick or experiencing any COVID-19-like symptoms and avoid close contact with others.
- Always wear a cloth face covering or mask in accordance with the guidelines below.
- Always maintain physical distance and stay 6 feet away from others.
- Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60% alcohol if soap and water are not available.
- Avoid touching your face, eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and high-touch areas, such as your keyboard, phone, workstation, equipment, screens, doorknobs, and light switches.
- Cover your coughs and sneezes with a tissue or your inner elbow.
- Throw out used tissues immediately and wash your hands.
- Avoid shaking hands, hugging, or touching when greeting another person.

The risk of virus exposure occurs outside of the workplace as well. When at home or away from campus, we encourage you to continue practices such as thorough cleaning, hand washing, social distancing, and wearing cloth face coverings to limit the chance of virus exposure.

D. Cloth Face Coverings

Massachusetts requires cloth faces coverings in public places—both indoor and outdoor—where social distancing is not possible, including classrooms and workplaces. You are not required to wear a cloth face covering if doing so is unsafe due to your medical condition or disability. In such cases, you must practice social distancing to the greatest degree possible.



Otherwise, you must wear a cloth face covering at all times while on campus, especially when physical distancing of 6 feet is not possible or when you are in a shared or close space (e.g., conference rooms, common areas, kitchenettes, hallways, stairwells, elevators, restrooms, control rooms, and WPI-owned vehicles). You are not required to wear a cloth face covering if you are sitting alone in a private office or residence, or if you have a disability accommodation from WPI because of a medical condition or another reason that would make wearing one unsafe. Vented face masks, bandanas, and gaiters are not allowed as face coverings on campus.

Everyone on campus should provide their own cloth face covering or mask for their normal, day-to-day activity. WPI will provide masks and other Personal Protective Equipment (gloves, goggles, face shields) in specified settings, such as for Health Services employees and HAZMAT employees, when required by health and safety officials or regulatory agencies.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction, *and*
- Be able to be laundered and machine-dried without damage or change to shape.

Avoid touching your face, eyes, nose, or mouth when removing your cloth face covering, and wash your hands immediately before and after removal. When not in use, store your cloth face covering in a paper bag or Ziploc-style plastic bag, never in your pocket, purse, or briefcase. Change and launder your cloth face covering daily.

E. Cleaning and Disinfecting Campus and Workplaces

Regular cleaning with soap and water decreases the amount of the virus that causes COVID-19 on surfaces and objects, which reduces the risk of exposure.

The WPI Facilities staff cleans and disinfects all campus buildings at least daily and more frequently as needed. Facilities sanitizes frequently touched surfaces using safe but powerful hospital grade disinfectants and microfiber towels for greater surface cleaning impact, and uses a fogging machine that employs a mist to disinfect. Examples of frequently touched surfaces and high traffic areas include building entrances, door handles, elevator buttons (inside and outside), stairwells, water fountains, office doors/ knobs, light switches, classroom/lecture hall desks and tables, conference room tables, restroom facilities, etc. WPI's Facilities Department maintains all required cleaning logs.

Employees are expected to clean and disinfect their own personal workstations and shared spaces (such as conference rooms) between use. WPI has provided cleaning supplies for each workplace in centralized locations. You are encouraged to wipe down your workstation or shared space at the start and end of every work shift or organized activity. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, equipment, screens, computer keyboards and mice, phones, printers/copiers, coffee makers) is important. It is helpful to keep a checklist of the surfaces and items to clean, to avoid skipping anything.

Avoid sharing office materials and equipment, such as phones, computers, office supplies, printers/copiers, coffee makers. If you must share, remember to clean and disinfect after each use.

VI. Employee Well-Being

The well-being and health of our employees is of the utmost importance, particularly during this unprecedented time. Remember there are resources available to support you.

A. COVID-19 Workplace Accommodations

WPI encourages employees who are particularly vulnerable to COVID-19 to work remotely or arrange for an alternate work assignment.

According to the [CDC](#), some groups are at higher risk for severe illness from COVID-19:

- Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.
- People of any age with the following underlying medical conditions are at increased risk of severe illness from COVID-19:
 - o Cancer
 - o Chronic kidney disease
 - o COPD (chronic obstructive pulmonary disease)
 - o Immunocompromised state (weakened immune system) from solid organ transplant
 - o Obesity (body mass index [BMI] of 30 or higher)
 - o Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - o Sickle cell disease
 - o Type 2 diabetes mellitus
 - o Children who are medically complex, who have neurological, genetic, metabolic conditions, or who have congenital heart disease
- People with the following conditions might be at increased risk of severe illness from COVID-19:
 - o Asthma (moderate-to-severe)
 - o Cerebrovascular disease (affects blood vessels and blood supply to the brain)
 - o Cystic fibrosis
 - o Hypertension or high blood pressure
 - o Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
 - o Neurologic conditions, such as dementia
 - o Liver disease
 - o Pregnancy
 - o Pulmonary fibrosis (having damaged or scarred lung tissues)
 - o Smoking
 - o Thalassemia (a type of blood disorder)
 - o Type 1 diabetes mellitus
- People whose medical provider deems them at higher risk

If you have a disability or an underlying health condition, or live with someone with an underlying health condition, and you believe you are at risk coming to campus for work, please contact the [Division of Talent & Inclusion](#).

B. Employee Assistance Program (EAP)

As the COVID-19 pandemic continues, it is common to experience a wide range of thoughts and feelings. Support is available through the Employee Assistance Program (EAP) for WPI employees. More information is available [here](#). For questions about the EAP Program, you may also contact the [Division of Talent & Inclusion](#).

VII. Resources

A. WPI Resources

We Are WPI Website

www.wpi.edu/we-are-wpi

Questions

WeAreWPI@wpi.edu

Responding to Positive COVID-19 Cases on Campus

www.wpi.edu/we-are-wpi/health-and-safety/responding-to-positive-covid-19-cases

WPI Symptom Tracker

www.wpi.edu/we-are-wpi/health-and-safety/symptom-tracker

WPI's Guidance for Research

www.wpi.edu/news/coronavirus/guidance-research

Division of Talent & Inclusion

www.wpi.edu/offices/talent

B. International, Federal, State, and Local Resources

City of Worcester

www.worcesterma.gov/coronavirus

Worcester Board of Health

www.worcesterma.gov/public-health/board-of-health

Commonwealth of Massachusetts

www.mass.gov/info-details/covid-19-updates-and-information

Massachusetts Department of Public Health

www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19

Massachusetts Mandatory Safety Standards for Workplaces

[/www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces](http://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces)

Massachusetts Safety Standards for Office Spaces

www.mass.gov/lists/safety-standards-for-office-spaces

Massachusetts Safety Standards for Laboratories

www.mass.gov/lists/safety-standards-for-laboratories

Centers for Disease Control & Prevention Covid-19

www.cdc.gov/coronavirus/2019-ncov/index.html

World Health Organization

www.who.int/emergencies/diseases/novel-coronavirus-2019

Adapted from: Boston University's Back to On Campus Work, Phase 1 Re-Entry