

SPHTM Repopulation Status

Updated 8/11/2020

The following plan for repopulation of SPHTM buildings has been created in conjunction with the University's Return to Campus at: <https://tulane.edu/covid-19>.

The overall goal of repopulating SPHTM buildings is to ensure the safety of our employees and students while also providing an on-ground educational experience and meeting our operational needs. **Your safety comes first.** SPHTM repopulation planning takes into consideration limitations of our vertical building. Considerable time and thought have been put into planning and preparing for the repopulation of our buildings with regular input from faculty and staff. However, this is a new challenge with few precedents to guide us, so we will need to be responsive and adjust the plan as the COVID-19 pandemic continues to unfold.

Current Guidelines and Details

*****This is ever-changing working guidance that may need to be modified as the situation evolves.**

Accommodations:

Employees who are notified to return to work on-site but have concerns about returning should contact their supervisor to discuss the general category of their concern. If their concern is health-related or if it involves caring for a family member who has challenges that require your assistance, the employee should be advised to contact their HR Business Partner (for staff) or the Tulane ADA/504 Coordinator (for faculty) to determine available options to address the employee's concern. Concerns regarding issues such as routine childcare that do not fall under the categories of ADA, FMLA, or Workman's Comp should be addressed by the employee's supervisor in consultation with Associate Dean for Faculty Affairs Patty Kissinger (for faculty) or in consultation with the Dept. Senior Administrator and Assistant Dean for Finance and Administration, Susan Barrera (for staff). Flexibility by supervisors and employees is important in these circumstances. An option for temporary remote work arrangements may be provided by the supervisor and/or the HR Business Partner or the ADA/504 Coordinator to address an employee's concerns such as self-quarantine, current positive status for COVID-19/other illness, or childcare/eldercare. Additionally, the Family and Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for qualified medical reasons. The Americans with Disabilities Act may be considered as well.

Testing:

Tulane University is requiring testing for COVID-19, which is performed using a RT-PCR method approved by the Food and Drug Administration (FDA) under an Emergency Use Authorization (EUA). The test is performed by the Molecular Pathology Laboratory at the Department of Pathology and Laboratory Medicine of Tulane University School of Medicine. The laboratory is certified under the Clinical Laboratory Improvement Amendments (CLIA) and accredited by the College of American Pathologists (CAP) to perform high-complexity testing. The laboratory has been conducting COVID-19 testing since the beginning of the pandemic and has served a broad range of customers in the Tulane community and beyond.

This surveillance testing program is for asymptomatic individuals (people without symptoms of or exposure to COVID-19). The program is **NOT** for drop-in testing for those who are sick or who may have

been exposed. If you are feeling ill, experiencing symptoms of COVID-19, or have been exposed to a known case, please contact the Student Health Center to be assessed and tested there (students) or call your healthcare provider for evaluation (employees).

Employees and students will receive a request via email to schedule their COVID-19 test. There are two testing sites, one downtown and another on the uptown campus. Downtown Testing is at the LaSalle Garage exit located at 226 South Villere Street, New Orleans 70112. Uptown Testing is at Tulane Paterson House, aka, Tulane Paterson Hall. Test results are provided via email within 24-36 hours. Employees and students are not to return to campus unless they have a negative test result.

For the latest details on Tulane's COVID-19 testing program, visit the University's Health Strategies page at: <https://tulane.edu/covid-19/health-strategies>.

Employees who test positive for COVID-19 should do the following:

If an employee is confirmed positive for COVID-19, they must immediately notify their supervisor and complete the [COVID-19 Reporting Form](#) so that contact tracing can be implemented and the workspace can be cleaned. If the employee is unable to complete the form due to illness, a supervisor can complete it on their behalf. Additional resources may be triggered following submission of the form.

Symptom Screening:

All employees and students will be expected to self-monitor for COVID-19 symptoms by completing a brief daily COVID-19 symptom questionnaire prior to coming to campus for class or work or participating in a Tulane sponsored event off campus. Each of us needs to be familiar with symptoms of COVID-19 and are expected to self-monitor to help protect one another from possible exposure.

The purpose of the daily COVID-19 check is for you to self-monitor your health prior to coming on campus for class or work. If you answer "yes" to any of the questions, you should contact Campus Health or your medical provider and NOT come to campus.

The responses to the questionnaire will be provided to Campus Health. In addition to the above, the questionnaire responses will be used for limited purposes, e.g. for COVID-19 exposure contact tracing through Campus Health, identification of trends or for Workers' Compensation claims. Tulane is committed to protecting your privacy. Questionnaire responses will not be maintained in personnel or student files. Responses to the daily check are completely confidential and will be stored in a secure, HIPAA-compliant server.

If you do not receive the questionnaire via text message to your mobile phone, make sure your phone is listed in Gibson Online. Employees can determine whether their mobile phone is registered to receive Tulane Mobile Alerts, by following [these instructions](#). Students are asked to update their emergency contact information when registering for classes.

Students and employees who are not on campus consistently but make occasional visits on-site, must complete the questionnaire for each instance that they come to campus. Employees working remotely and students learning remotely do not need to complete the questionnaire.

Contact Tracing: Campus Health has implemented a Tulane community contact tracing program. This program utilizes in-person staff in addition to technology to notify people who were potentially exposed. For students, appropriate isolation of the positive student and quarantine for their contacts

will be necessary. Consistent with HIPPA policies, confidentiality of employees and students with confirmed tests will be maintained. This protocol is based on CDC best practices and will be coordinated with City and State efforts.

If a positive test is confirmed, Campus Services will deploy a team to sanitize the person's primary touchpoints (workspaces, classrooms, etc.) within 4 hours.

For additional information see <https://tulane.edu/covid-19/health-strategies>. For questions about contact tracing, email CHContactTrace@tulane.edu.

Physical (Social) Distancing: SPHTM has established physical distancing protocols and reduced capacity utilizing CDC, OSHA, and State Fire Marshall policies for all areas (classrooms, labs, clinics, dining venues, res halls, offices, elevators, etc.). People should maintain a minimum six feet of distance from the nearest person as a normal practice and decrease in-person contact by utilizing phone conference or video conferencing instead of in-person meetings. If in-person meetings are necessary, maintain physical distancing. Masks or face coverings must be worn at all times when you may encounter other people, except when you are by yourself in a room. Eliminate contact with others (handshakes, hugs, embracing, etc.). Avoid touching common surfaces in public and wash your hands or use hand sanitizer immediately after you do contact a public hard surface. Avoid persons appearing to be sick (coughing, sneezing, wheezing).

Meetings should take place via video/phone conference whenever possible. Face covering and physical distancing policies must be followed at all times during in-person meetings. Meeting rooms will be wiped down with disinfectant after each use.

Personal and Community Responsibility: For the safety of everyone, all occupants, students, vendors, contract workers, and visitors in Tulane's buildings will be expected to wear face covering when around others and maintain physical distancing. We are adopting a "Speak Up" stance encouraging everyone to be vocal but not confrontational. If you see someone who is not following the guidelines, please remind them in the kindest way you can. It may be that they just forgot; it takes a little while for behaviors to become habits. If you see someone who is continuously not following the guidelines and, you have spoken to them already, you are encouraged to inform their supervisor (if you feel comfortable with this) or inform your supervisor (Student Affairs if the person is a student). If the behavior continues, Human Resources will be informed and there will be consequences.

Patience will be essential upon returning to the building. It will generally take longer to get to where you are going due to elevator lines, hand washing, etc. Plan on the extra time needed to get where you are going, but don't get stressed if it takes longer than you expected. Supervisors are asked to be understanding and flexible with start and end times, those clocking-in from lunch, and arrival times at meetings and classes.

Sanitation and Cleaning Supplies: Each department will be provided with hand sanitizer and disinfectant cleaning supplies by the Dean's Office. Department staff should setup a schedule to wipe down their own high touch points periodically during the day.

Building and Facilities: Tulane has contracted with JS Held, a global consulting firm with expertise in environmental health and safety, to assess all Tulane buildings. JS Held has assessed the Tidewater building and provided a 16-page report with recommendations on classroom setup, shared office

restrictions, limitations for high touchpoint items such as coffee pots, signage in common areas, HVAC filtration and air turnover minimums, and much more. Crews from Campus Services, Emergency Preparedness, Occupational Health and Safety, the Dean's Office, and individual departments have been working hard to prepare our buildings to meet and often exceed the JS Held recommendations.

On Monday, August 3, an in-depth audit was conducted to ensure the JS Held recommendations have been implemented. The SPHTM was given high marks for preparation and we received approval to move forward with repopulating the Tidewater building and the return to on-ground classes.

Tulane University has contracted with another vendor who has performed a building-wide sanitization. Custodial staff will be wiping down high touch areas within the buildings on a regular basis, this includes elevators, elevator lobbies, primary door handles, handrails and restrooms. Faculty, staff and students will be responsible for disinfecting their own work and living areas frequently and clean frequently touched surfaces, such as computer keyboard, mouse, and phone. Department staff should setup a schedule to wipe down their own high touch points periodically during the day.

To allow for physical distancing, graduate classes have been moved to the first floor of Tidewater and the New Orleans Bioinnovation Center (NOBIC) which is directly across Canal Street. Additional measures such as HEPA air purifiers have been added to classrooms to reduce microscopic particles in the air. Physical distancing of 6 feet must be maintained and face masks must be worn at all times when in the classroom. Students and instructors will follow a wipe down procedure upon entering the class, wiping down their space upon entry to and exit from the classroom. Students may still access the 12th and other floors of Tidewater building but should avoid doing so in large groups.

Elevators are limited to two persons at a time. Those waiting for elevators should maintain spacing of 6-ft apart. Stairwells are marked as either up or down to avoid cross-traffic. Stairs should be utilized when feasible and when traveling one to three floors. Campus Services is committed to closely monitoring elevators for outages but personnel who notice an outage are also asked to call Customer Engagement at 504-865-5441 to ensure outages are addressed immediately.

Where safe distancing cannot be maintained due to the design of the workplace, arrangements such as flex or rotating schedules must be made to achieve separation. Shared offices will have a maximum capacity. The Dean's Office is working with departments on the installation of physical barriers such as plexiglass in open areas such as reception desks.

Kitchens should be limited to the use of refrigerators and microwaves in accordance with JS Held recommendations. There should be no common use items kept in refrigerators; all items should be removed by the end of the day. If using kitchens, adhere to the maximum capacity posted, wipe down any items used and wash hands frequently. High-touch items such as water coolers and coffee pots should be taken offline until further notice. Breakrooms (departmental eating areas) should be taken offline until further notice.

Copy rooms should be limited to one person at a time and instruct users to wipe equipment after each use including regular wipe down by department staff.

Hand sanitizer units have been added to building entrances and elevator lobbies on each floor. Additional hand sanitizers will be added near classrooms.

Vendors and Contractors: Tulane has developed protocols with the Office of Environmental Health and Safety (OEHS) for vendors and contractors working on our campuses or making deliveries. The following site provides additional information: <https://risk.tulane.edu/node/2529>. The expectation is that vendors and contractors will follow risk reduction methods including health and safety training, physical distancing, wearing facial covering, and more.

Visitors: Visitors to the Tidewater building must wear face coverings at all times and will be provided with a mask at the security desk if they do not have one. For the protection of our students and employees, visitors to the campus should be limited to only those related to essential business of the Tulane units within the buildings.

DRAFT SPHTM Operational Guidance for Flex Work and Adjusted Schedules

[This guidance is interim during COVID-19, currently through December and subject to change]

SPHTM recognizes that flexible work schedules for staff (start/end times) are needed to alleviate elevator overcrowding issues/wait times going up and down and, also to de-densify building occupancy for public health reasons. When job responsibilities allow for remote work, we will implement remote work for staff of one or two days per week and staggered start and stop work times for staff members, to keep density in building down and to alleviate elevator issues once students return. Remote work schedules need be coordinated with the department's needs to ensure on-ground operational needs are still met. Clustering of remote work in departments/units should not take place on Mondays or Fridays but should be well distributed through the week. Staff are expected to be in the office the other days of the week. Staff who are working remotely should be available to work with faculty and on-site staff members as they would be when working in the office.

Chairs/Dept. Heads in coordination with supervisors will be expected to work out the flexible work schedules and remote workdays – based on the needs of the job, and then provide that information to the Dean's Office once established.

Fall 2020 Teaching and Classes:

See separate draft document "SPHTM FALL 2020 Reopening Academic Plan"

Stay Tuned: Additional details on repopulation are being developed in conjunction with actions being taken by the University.