

JHU Return to Campus Guidance for Phase 1

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Executive Summary and Operational Status

Our COVID-19 plans have relied on a phased approach beginning with the resumption of low-density activities (labeled broadly as ‘Phase 1’). **This document is intended to serve as guidance for activities while the university remains within this phase.** The first version of this guide was published in June 2020 alongside the resumption of on-campus research and has been updated significantly. **This version includes new or expanded sections regarding childcare and caregiving resources; health and safety guidance including those related to symptom monitoring, COVID-19 testing, smoking/vaping, and influenza vaccination; use of facilities; and policies/procedures for support for vulnerable faculty and staff.** If the university decides that public health conditions warrant resumption of higher-density activities (e.g., Phase 2A/B activities including return of on-campus instruction, residential living, and other activities), revised guidance will be distributed.

During Phase 1, on-campus activities will be restricted to mission critical functions. Broadly, this means that most JH affiliates will not be on-campus on a full-time basis and services will continue to be offered virtually. Individuals who are on-campus need to be aware of the following requirements that are detailed in this guidance:

- Daily health check using Prodensity
- Use of appropriate face coverings and adherence to other health/safety guidance including physical distancing
- No smoking/vaping
- Mandatory influenza vaccination (by December)
- For the limited number of undergraduate residential students, COVID-19 testing will be conducted upon arrival and on an ongoing basis throughout the semester

In addition, individuals engaging in on-campus research must comply with [Research Guidelines](#) and individuals engaging in on-campus instruction must comply with [Instructional Guidelines](#).

The operational posture for several major areas of activity within the university, as well as key changes from previous guidance, are summarized below:

Research: On-campus research activities will continue to proceed as per the Phase 1 Return to Research Guidelines. This will include maintaining the occupancy rule in Hopkins laboratories at 400 gross square feet per person, or down to 200 gross square feet per person with an approved plan. Researchers who do not work in a lab, such as humanists, social scientists, and computational researchers, can apply for approval to work on campus as was announced on July 16. Plans must be approved by divisional vice deans for research who will ensure density requirements continue to be met.

Remote undergraduate research opportunities, campus employment, and paid internships will be available to students who are currently in the U.S. If public health conditions improve during the semester, incremental expansion of on-campus research to include undergraduate participation may be explored.

Instruction: Most instruction is expected to remain in an online/remote modality but the standards and expectations for teaching will be determined by each school individually. For example, schools may ask faculty and TAs to use campus studios for remote instructional purposes. These will be sanitized and set up with measures to protect users as described in this document and in the Instructional Guidelines.

As previously announced, all undergraduate students will take their courses online or remotely, including labs. Graduate schools will make determinations about their instructional modality individually, but most graduate student instruction is also expected to remain in an online/remote modality. Graduate schools will be permitted, with Provost Office approval, to offer limited, in-person activities. In addition to allowing an opportunity for in-person instruction for specific student cohorts, this allows for in-person

clinical, internship, or practicum experiences (such as for medical or nursing students). Undergraduate students enrolled in graduate courses that will meet in-person must take those classes online or remotely.

Residential Housing & Dining: Residential housing will not be an option for undergraduate students except for those who petition and demonstrate hardship in their current environment. Criteria for hardship may include one or more of the following circumstances:

- Students experiencing housing or food insecurity;
- Students with safety and security concerns in their current living environment;
- Students with extraordinary living conditions;
- Students with significant financial burdens;
- Students with disability-related needs that require them to live on campus

Limited campus dining options will be open only to residential students, restricted to grab-and-go.

Campus Facilities: Libraries will be operational but access will be significantly limited (as detailed below). Most other campus facilities, including recreational centers, will remain closed. If public health conditions improve during the semester, incremental expansion of library operations may be considered.

PART I: Introduction and General Operational Issues

Johns Hopkins University is working hard to resume on-campus activities, as quickly as is prudent, in light of the ongoing COVID-19 pandemic in a way that protects the health, safety, and well-being of the Johns Hopkins community. Consistent with Maryland's Roadmap to Recovery, JHU is planning for a [phased re-sumption](#) of in-person on campus activities. It is intended to apply to all members of our university community—Johns Hopkins affiliates (faculty, staff, students, post-doctoral fellows, and trainees), as well as contractors, vendors, visitors and guests—while on campus or in university facilities. This guidance is based on detailed recommendations and analysis from numerous JHU 2020 Planning workgroups including *Return to Campus*, *Health & Safety*, *Academic Programs*, and *Student Life*.

The guidance also reflects valuable input from the Health Advisory Group, University Pandemic Academic Advisory Committee, and the Student Advisory Committee as well as feedback from the many faculty, staff, and students who have participated in virtual town halls or submitted comments and questions about the planning process. The guidance will be revised based upon state and local regulations, public health guidance, and community input. Additional guidance documents published on the [JHU Coronavirus Information website](#) provide more detail about how the issues presented in this document apply in specific contexts such as the research lab, classroom, etc. Ultimately, each school, department, and program will develop local plans and protocols for carrying out their research, educational, and support activities going forward.

Guiding Principles

As with every aspect of the 2020 planning process, this Return to Campus Guide is informed by the guiding principles shared in a message from President Daniels and Provost Kumar in early May 2020:

- We will fulfill our mission and meet our standard of excellence.
- The health and safety of our community is paramount.
- Science, evidence, and pragmatism will guide our decisions.
- We will be flexible and innovative in the face of evolving circumstances.
- We will provide inclusive and equitable solutions.
- We will heed our responsibility to ensure the university's financial strength and stability.

Phases for Resuming On-campus Activity

The university is proceeding through a phased resumption of select on-campus activities in accordance with state and local regulations and its own assessment of the public health status of, and risks to, its community. That approach involves a phased return of individuals to campus over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), and, as determined by public health experts, appropriate testing capabilities for COVID-19. JHU will assess expanded resumption of on-campus activity based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through deans, vice presidents, vice provosts, divisional business officers, or other senior leaders.

As a reminder, progress through the phases of recovery may differ across the university and may be halted or reversed if conditions demand it.

Maintaining Our Inclusive Community

Johns Hopkins University is committed to maintaining an educational, working, and living environment that is free of all forms of discrimination, harassment, and sexual misconduct. For every member of our community to thrive—especially as we continue to navigate life and university operations during a global pandemic—each institution must seek to foster mutual respect, support, and inclusion.

During this public health event, where there are many unknowns, taking care of each other is just as important as taking care of ourselves. Making assumptions about or engaging in negative treatment of others based on perceived symptoms, medical conditions or abilities, national origin, racial and ethnic characteristics, or any other protected status hurts our community. Every person's care, compassion, and empathy for each other makes a positive difference.

Acts of discrimination, harassment, and sexual misconduct run counter to university values and policies, including our [Discrimination and Harassment Policy and Procedures](#) and [Sexual Misconduct Policy and Procedures](#). The Office of Institutional Equity (OIE) remains open and available to the entire community. To learn more about the work of OIE; to file an online discrimination, harassment, or sexual misconduct report; or to request disability, religious, or pregnancy/nursing parent accommodations through our online forms, affiliates may visit oie.jhu.edu or sexualassault.jhu.edu. They may also get in touch with OIE by phone (410-516-8075), fax (410-367-2665), or email at oie@jhu.edu, titleixcoordinator@jhu.edu or OIEdisability@jhu.edu.

Mental and Emotional Well-being

The university recognizes that the situation with COVID-19 may be stressful for members of the Johns Hopkins community and provides access to resources that can be of support in this time. Through the [mySupport program](#), JHU employees and their household family members have free 24/7 access to confidential counseling and referral services for help with stress at work or at home, emotional distress, a difficult life transition, or other challenges. The program offers other referrals and daily life assistance as well.

When an individual calls mySupport, a clinician will listen, provide support, and help identify resources and next steps. If they choose to arrange a video or in-person appointment, mySupport will provide referrals to licensed clinicians in their area. The first five in-person counseling sessions are free and won't require use of insurance. To access this support 24x7, individuals should contact mySupport at (443-997-7000) or TTY: 711. For online access, the username is JHU and the password is JHU.

Students also have a wide array of free well-being and mental health resources available 24/7. For a complete list go to wellness.jhu.edu/covid.

Child Care and Caregiving

Employees are encouraged to work with their managers to determine whether or not their positions are eligible and appropriate for [Workplace Flexibility](#). The university is providing a number of resources and services to assist Johns Hopkins affiliates with finding and paying for child care during the COVID-19 crisis.

Finding Child Care

The JHU Family Support Services team is maintaining [a list of up-to-date childcare resources](#) during the COVID-19 crisis. Employees can reach them through the Benefits Service Center at 410-516-2000 or by email at Benefits@jhu.edu.

All university employees, full-time doctoral students, full-time post-docs, residents, interns, and medical students have [free premium Care.com memberships](#), which allow individuals to perform self-directed searches for a variety of caregiving needs. In addition to allowing employees to post jobs and perform detailed searches for providers, the service now includes expert assistance by Care@Work, which provides one-on-one support for a care search. In addition, a keyword search for “Hopkins” on the Care@Work platform can be used to narrow search to caregivers specifically interested in working with the university community. Individuals who are interested must register through JHU’s portal or call 855-781-1303. In addition, individuals can use the Care.com digital portal to post a position for an in-home provider on their own. Care.com’s website also has information about child care safety during COVID-19.

Johns Hopkins partners with three high-quality Baltimore-area child care centers that give admission and wait list priority to JHU employees. In addition, the university maintains relationships with other quality centers that offer wait list priority to employees. For more information, please see the [Child Care Center Partners webpage](#).

Johns Hopkins provides subsidized backup care through Care@Work, up to 20 days per year, to support child care or elder care when regular arrangements are unavailable. These services can be accessed by all university employees, full-time doctoral students, full-time post-docs, residents, interns, and medical students. They can come through care centers or individuals, and we are working to provide more flexibility in the network of providers. We have also provided all JH affiliates (including students) with access to Komae, an innovative co-op-style parent network platform on which Hopkins families can find each other to pool resources for caregiving. The platform allows you to join with trusted friends and family in a “Sitter Village” and schedule care.

Maryland Family Network also offers personalized child care resources and referrals for families seeking center-based child care in Maryland through their LOCATE service. All students are eligible for these resources.

Employees are encouraged to visit the Johns Hopkins University Human Resources [Finding Child Care website](#) for a current expanded list of child care resources and services available.

Employees who are required to return to work on-site and cannot find child care should refer to the [Sick and Safe Leave policy](#) and JHU’s general sick leave policy. Also, FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. For specific questions regarding leave, contact HR Business Services at 443-997-2157 or HRBusinessServices@jhu.edu.

Paying for Child Care

Johns Hopkins University offers two primary ways to help employees cut the cost of child care: dependent care vouchers that offer money from the university and dependent care flexible spending accounts, which allow parents to set aside pre-tax dollars to pay for care. See the [Johns Hopkins University Paying for Child Care website](#) for additional details. In addition, employees can find savings on family-focused products and services, including 10% savings at KinderCare Learning Centers through the [LifeMart employee discount program](#).

Employees may qualify for Johns Hopkins–sponsored child care vouchers of up to \$5,000 per year, with eligibility and maximum benefits determined by the family’s adjusted gross income. The vouchers can be used for any legal child care, either in a home or child care center. In addition, employees earning less than \$50,000 per year are eligible for a benefit of up to \$1,000 to cover needs resulting from COVID-19, including caregiving. Funds in this program are limited but still available.

University-sponsored Travel

University-sponsored travel includes all travel funded by the university or its sponsors, including discretionary funds, and all travel sponsored or organized by student organizations, regardless of the funding source. All non-essential university-sponsored travel (both international and domestic) is suspended. Essential travel may include time-critical research, clinical care delivery, and/or clinical trials, as determined by the dean or his/her designee. Personal travel should be undertaken with a sense of the risks. Before making personal travel plans, review the [CDC’s travel guidance](#).

Addressing Noncompliance

Failure to comply with this guidance places our community at risk for spreading the virus which could endanger community health and result in further disruption of research and educational activities. Health, Safety and Environment (HSE) has the authority to shut down facilities and activities that are noncompliant with these health and safety precautions. Every member of our community is empowered to request compliance with guidance set forth here and in other university communications. Those who encounter noncompliance with guidance, may notify the university through:

- The JHU Hotline at Speak 2 US 844-SPEAK2US (844-773-2528) or johnshopkinsspeak2us.com

Repeated or serious noncompliance with current COVID-19 workplace safety guidance will result in suspended facility access for a period of time and corrective and/or disciplinary action dependent on the severity and frequency of the infraction. Human Resources and/or Student Affairs must be consulted regarding any proposed corrective and/or disciplinary action for employees or students, respectively. Department chairs and/or the respective Vice Dean for Faculty must be consulted regarding any proposed corrective and/or disciplinary action for faculty members.

PART II: Health and Safety Guidance

COVID-19 is a highly communicable disease and the SARS-CoV-2 virus is thought to spread mainly from person-to-person contact. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about the virus and transmission. The best way to prevent illness is to avoid being exposed. The CDC has important information to help [prevent people from getting sick](#), including [guidance for people living together in close quarters](#) and [caring for someone who is sick](#).

All JH affiliates (students, trainees, staff, and faculty) are strongly encouraged to use Johns Hopkins resources when symptomatic or concerned about exposure. Anyone who feels ill or is concerned about exposure is encouraged to call the Johns Hopkins COVID-19 Call Center at 833-546-7546, seven days a week, between 7 a.m. and 7 p.m. Employees should also use the call center (not Occupational Health) if they need clearance to return to work after being tested or recovering from COVID-19.

The call center is staffed by Johns Hopkins nurses and physicians and specially trained nursing and medical students. When an affiliate calls, a representative will instruct them about next steps depending on the circumstances. The call center will arrange for testing if needed, assist in transmitting information to Occupational Health, and conduct contact notification as detailed below.

As has always been the case, individuals who have symptoms of COVID-19 or have tested positive for infection with SARS-CoV-2 should self-isolate at home except to get medical care until it's safe to be around others.

Daily Health Check and Prodensity Mobile App

The university will provide a mobile app/website called [Prodensity](#) that community members will use to satisfy daily health check requirements as well as, when required, tools to assist with density management (i.e., scheduling of resources and check-in/check-out functionality).

Required Daily Health Check

Beginning August 26, 2020, individuals returning to campus will be required to complete a daily health check on Prodensity. The short questionnaire will ask specific questions to assess a user's actual symptoms and/or exposure risks. Answers will yield a status to a campus pass, which will be used to grant/deny campus access. The campus pass expires after 12 hours. People may not report to campus unless they have a green campus pass (see examples to the right).

At this time, and subject to change, the symptom questions are:

1. Do you currently have any of these symptoms: fever, cough, sore throat, shortness of breath, acute loss of taste or smell, headache, diarrhea/vomiting, new fatigue/muscle aches or runny nose/congestion that began in the last 72 hours?
2. Do you live with someone who was diagnosed with COVID-19 (coronavirus) within the last 14 days?

If the user answers "No" to BOTH questions, they are issued a green campus pass, which does not limit access to JHU facilities. If the user answers "Yes" to EITHER of the questions, they are issued a red campus pass, which limits access to Johns Hopkins facilities. Users who receive a red campus pass receive a message in the app that says "Please do not proceed. Please self-isolate and contact the Johns Hopkins COVID-19 Call Center (833-546-7546)."

The Campus Pass expires after 12 hours, at which point the employee will be asked to answer the COVID Health Check questions again to renew their green pass. If the user is not currently on campus, they will not have to renew their campus pass until the next time they intend to return to campus.

A resources section in the app provides quick access to important websites, phone numbers, and other tools for navigating campus.

Individuals should not access a JHU location without first downloading the Johns Hopkins Prodensity mobile app and completing the health check. And they should not disregard the instructions presented within the Johns Hopkins Prodensity mobile app. If the app presents a red campus pass, the user is required to self-isolate and contact the JHCCC.

Any person covered by this policy who fails to comply with the COVID Health Check requirement and provide accurate responses to the questions may be denied access to Johns Hopkins property and elec-



tronic resources. Those people may also be subject to the relevant disciplinary procedures established by their respective institutional entity, as it relates to conditions of employment, appointment, student enrollment, or campus access.

Enforcement of compliance with the Johns Hopkins Prodensity mobile app includes:

- **Spot-checks:** Safety Ambassadors monitor common areas to verify compliance with face covering and physical distancing policy. Safety Ambassadors may also be tasked with checking campus pass compliance via Prodensity.
- **Reporting and Monitoring:** As users access on-campus resources their activity will be cross-referenced with completion of daily symptom checks. Users failing to comply with health checker usage will receive reminders of university policy and how to comply.
- **Restricting access:** Non-compliance could result in reduction of access to university resources, including but not limited to Wi-Fi or JCard access.
- **Disciplinary action:** Non-compliance could ultimately lead to disciplinary action in accordance with university codes of conduct, policies, or applicable laws, and/or the applicable collective bargaining agreements. Sanctions may include one or more of the following: verbal or written warnings, suspension or termination of access, disciplinary action up to and including termination of employment, student discipline in accordance with applicable university policy.
- **Data captured in the COVID Health Check will be retained for 30 days and may be used to initiate a COVID-19 health investigation with the JHCCC.** De-identified aggregation of data (number of users engaging with system, response rates, etc.) will be used for system monitoring and improvement. The Johns Hopkins Prodensity mobile app will also follow basic security guidelines such as:
 - **Storage of data** resides within an IT@JH managed environment either on-site or within the Microsoft Azure platform. Johns Hopkins has previously negotiated data privacy terms to utilize Azure for hosting of sensitive data (including HIPAA and FERPA).
 - **All data are protected** as other sensitive data are protected, which includes (but is not limited to): encryption of data in transit and at rest, strong authentication to access data, regular network scans to identify potential vulnerabilities, and data backed up securely in the event of an outage or other interruption of service.

Optional and As-needed Features

- **Check-In and Check-Out:** There are campus spaces (e.g. labs and research areas) that may elect to manage density using a check-in and check-out process. When entering or leaving one of these spaces, users may need to scan QR codes to ensure compliance with capacity limits. Please refer to individual laboratory policy for specific requirements.
- **Alerts and Notifications:** Users can opt in to receive device notifications.

Alternate Access

For users unable to use Prodensity (e.g., they do not have access to a smartphone), the COVID Health Check tool is available through a webform on [myJH](#). On their [myJH Profile](#), users may opt in to receive reminder emails. Users identified as on-campus without completing the COVID Health Check will be automatically enrolled in reminder emails.

COVID-19 Testing, Investigation, and Contact Notification

There are three distinct uses and corresponding objectives of COVID-19 testing:

Medical management: This involves nucleic-acid tests (NAT) testing of those with symptoms and using the test results to help guide optimal medical treatment and management. This use of NAT allows clinicians to better treat infected people and allows public health officials to trace and quarantine their close contacts.

Epidemiologic surveillance: This involves NAT testing of a random sample of the population who do not present with symptoms to estimate the true prevalence of the disease in that population in addition to testing those with symptoms. This use allows public health officials to gain a better understanding of the extent of the outbreak and identify variations across different characteristics of the population.

Public health management: This involves NAT testing of all those with symptoms and as many without symptoms as possible, very rapidly, in order to isolate all COVID-positive individuals and quarantine their contacts. This use is a public health strategy known as “containment” and is used as a complement to distancing and masking measures.

Testing for Medical Management and Follow-up

As noted above, anyone who feels ill or is concerned about exposure should call the Johns Hopkins COVID-19 Call Center at 833-546-7546, seven days a week, between 7 a.m. and 7 p.m. Callers to JHCCC who are ill or are concerned they may be infected with SARS-CoV-2 will be asked a series of questions regarding their symptoms and possible exposure to others who have COVID-19. For those individuals who meet the criteria set by the Johns Hopkins Infection Control Team in collaboration with Occupational Health, the JHCCC will arrange an appointment for a COVID-19 test. The caller will be given instructions regarding quarantine before a test can be secured. The criteria for testing are updated on a regular basis, and the most current criteria will be used when there is an assessment over the phone.

Individuals who test positive will be contacted by a health care worker to receive guidance regarding self-isolation, monitoring of symptoms, and general health advice. Positive test results will be reported (as required by law) to the Maryland Department of Health, which will be responsible for the associated broad contact tracing. In addition, the JHCCC will conduct a short interview with the test-positive affiliate regarding their on-campus activity and contact with other JH affiliates as part of our own investigation, contact analysis, notification process (ICAN), to help determine if other JH affiliates may have been exposed by a JH affiliate or in a JHU-associated environment.

The ICAN/JHCCC team will do everything in its power to maintain the anonymity of the test-positive affiliate. JH affiliates who may have had meaningful exposure to a COVID-19-positive affiliate will be notified, without being told the identity of the COVID-19-positive affiliate unless consent is provided. These additional affiliates will be advised to self-quarantine for a period determined by the date of the potential contact and exposure. If affiliates are not contacted by the JHCCC, it means the JHCCC has determined that no meaningful contact with or exposure to a COVID-19-positive affiliate has taken place. Other notifications include:

Employees (faculty, staff, post-docs): Supervisors of test-positive employees will not be notified of an employee’s COVID-positive status unless the employee gives consent to do so; the supervisor will simply be notified that the employee is off-duty. Test-positive employees must secure clearance for return to work from Occupational Health prior to returning to campus.

Students: Students who have a test ordered and are asked to quarantine will be reported to their respective school’s student affairs representative as being ‘off-duty.’ If a student provides consent, additional information will be provided. If the student tests negative, the school will be notified that the student is cleared. If consent is not provided by the student, a committee will review and evaluate the potential public-health risk to others. The committee can recommend and the university can elect to report the student’s COVID-positive status to the school’s student affairs representative without consent should the public

health risks warrant such action. This will be a very rare circumstance. Test-positive students must secure clearance for return to class/campus from the Student Health Center prior to return.

Testing for Epidemiological Surveillance

The university will be testing a cohort of asymptomatic affiliates for the purpose of surveillance of the prevalence of COVID-19 on campus, under the auspices of an IRB-approved research study. This is not on-demand testing but will give specific JH affiliate groups the opportunity to volunteer to participate in a research study, provided they meet eligibility requirements and are willing to commit to the research protocol which will require routine testing. The university anticipates that surveillance testing will be done throughout the fall semester. Details of the protocol and information about how to volunteer will be forthcoming. Individuals who test positive will follow the protocol described above.

Testing for Public Health Management

All undergraduate students who will be residing in university housing will be tested upon arrival to campus and on an ongoing basis throughout the semester. Details for testing procedures, including campus testing locations and return of results, will be communicated directly to students. Individuals who test positive will follow the protocol described above.

Universal Face Coverings

Face coverings must be worn by everyone (including all faculty, staff, students, postdoctoral fellows, other trainees, guests, vendors, and visitors) indoors and outdoors, on campus and in university buildings and in and around leased spaces. Face coverings are worn to protect others in the event someone is unknowingly transmitting the virus. Face coverings offer minimal protection for the wearer, and so physical distancing must also be maintained even while using face coverings.

Face coverings that comply with CDC guidelines are preferred. The university will provide face coverings for JHU affiliates, and they may also elect to use their own face coverings. Others are expected to use homemade or commercially manufactured cloth face coverings or disposable masks. **Due to recent studies and in alignment with Johns Hopkins Medicine, the following are not acceptable as face coverings:**

- Any face covering with an exhalation valve
- Neck ‘gaiter’ coverings
- Bandanas

Face coverings worn by JHU employees and trainees not engaged in providing medical care should not be medical grade PPE in order to maintain supplies for those engaged in providing medical care.

Cloth face coverings must only be worn for one day at a time and must be properly hand washed or laundered before subsequent use. At minimum, cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured (e.g., with ties or ear loops)
- Cover the nose and mouth and allow for breathing without restriction
- Be able to be laundered without damage or change to shape

Health, Safety and Environment staff have the authority to determine if face coverings comply with minimum standards. Individuals who wish to seek an accommodation for the face covering requirement should engage with the Office of Institutional Equity (OIE) about the process.

Exceptions to the requirement for universal face coverings indoors are:

- Limited to time spent in a single-occupancy office with a closed door;
- While eating or drinking at a physical distance of at least six feet from any other person; or
- In specific situations described below in the Guidance for Use of Campus Facilities.

Outdoors, exceptions may be made for individuals whose employment requires they work outside full-time (e.g. security, some facilities staff, etc.). They will need to wear face coverings when interacting with, or working in proximity of, others. Individuals in this group will be specifically notified of their exception.

Additional information regarding face covering use and care can be found in Appendix A

Smoking and Vaping

Smoking and vaping are prohibited on all university campuses and properties for the duration of the pandemic in order to ensure universal face coverings and avoid the known negative effects on individuals with COVID-19. The Human Resources Department has information on smoking cessation support programs for employees [on its website](#). Students can take advantage of the state of Maryland's smoking cessation program, accessible online at <https://mdquit.org/quitline>.

Physical Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms. **Physical distancing is important for everyone—and required by the university—especially to help protect people who are at higher risk of getting very sick.** Everyone on campus is expected to follow physical distancing practices. They should:

- Stay at least 6 feet (about 2 arms length) from other people whenever possible
- Not gather in groups
- Stay out of crowded places and avoid large gatherings
- Engage in noncontact methods of greetings that avoid handshakes
- Stagger breaks and mealtimes during the day
- When eating or drinking indoors or outside, maintain at least 6 feet of separation

Additional information about physical distancing related to use of shared campus facilities and shared transportation is provided below in the “Use of Campus Facilities” and “Transportation” sections.

Handwashing

Everyone should wash their hands often with soap and warm water for at least 20 seconds, especially after they have been in a public place or used the bathroom, and after blowing their nose, coughing, sneezing, or touching their face. It is also suggested that everyone wash their hands as they enter and leave various on-campus spaces and before eating. People should also avoid touching their eyes, nose, and mouth.

If soap and water are not readily available, people can use a hand sanitizer that contains at least 60% alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Hand sanitizer stations will be available across campus.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. If a task or on-campus area DID NOT require gloves prior to the pandemic, gloves are not required now. If a task or on-campus area (e.g. laboratory) required a specific type of gloves as PPE prior to the pandemic, those requirements remain in place. Lab gloves should not be worn in common areas. Washing hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

The university is monitoring evolving guidance related to the use of face shields and may provide them where advisable. Face shields are permitted and may be required as a complement but not substitution to face coverings. JHU affiliates do not need to wear goggles or face shields as part of general activity on campus. Laboratories may require specific PPE, and guidance must be followed. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

All Other Personal Protective Equipment (PPE)

All other types of personal protective equipment (PPE) required for a specific task or specific on campus area (e.g. laboratory) should not be altered or substituted due to the pandemic without consultation with the Office of Healthy Safety and Environment (HSE). For labs, rules remain in effect to remove all PPE prior to leaving the lab.

Coughing/Sneezing Hygiene

Those in a private setting who do not have a cloth face covering on should remember to always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Then throw used tissues in the trash. After sneezing, individuals should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, they should clean their hands with a hand sanitizer that contains at least 60% alcohol. If a person has been sneezing/coughing into a cloth face covering and it becomes contaminated with mucus, they should change the mask and launder it.

Influenza Vaccination Requirement

All faculty, staff, contract workers and vendors who will be performing on-campus duties and all enrolled students returning to campus must receive the annual influenza vaccination for the duration of the pandemic. For the 2020-21 academic year, individuals must have received the influenza vaccine, which will be provided free of charge by Johns Hopkins to Johns Hopkins affiliates, in order to be on campus as of November 20. Employees must provide Occupational Health Services (OHS) or students to Health Services with proof of immunization if vaccinated through services other than OHS or Walgreens agreements (e.g., private physician office, public clinics, etc.). Proof of immunization must include a copy of documentation indicating the vaccine was received. Vendors will submit certification of compliance and will be responsible for collecting and documenting employee compliance. Please see the Mandatory Influenza Vaccination policy for additional details regarding exceptions and compliance. Individuals who wish to seek an accommodation for the vaccination requirement should engage with the Office of Institutional Equity (OIE) about the process for seeking a reasonable accommodation and if they are spending time on a JHU campus, they must request an exception by Nov. 10.

Details can be found at <https://covidinfo.jhu.edu/health-safety/covid-19-policies/>.

Disinfection and Ventilation

Custodial crews will clean common areas, lobbies, restrooms, classrooms, and conference rooms daily based on CDC guidance. Several times daily, custodians will provide additional cleaning of high-touch points (stairwell railings and room door handles, elevator buttons, etc.). Individual affiliates will be expected to clean areas of tables, surfaces, or labs with which they made contact and wipe down personal workspaces. Before starting activity in a space, and before leaving any room in which they have been working, individuals must wipe down all areas with a cleaning agent and clean their hands before touching shared equipment. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, conference tables, light switches, door-knobs, etc.). People should avoid using other affiliates' phones, desks, offices, or other tools and equipment and should clean and disinfect them before and after use. Options include but are not limited to:

- Bleach solution containing at least 1,000 ppm sodium hypochlorite
- 70% ethanol or isopropyl alcohol
- Quaternary ammonium disinfectant provided by Environmental/Custodial Services

Follow label directions for safe and effective use, including directions for contact time (surface visually wet).

If an occupant is diagnosed with COVID-19, please refer to Return to Research Guidelines or contact HSE for cleaning protocols.

In all buildings, HVAC systems have been modified to increase air exchange and add filtration that was not at recommended levels. All air exchange systems will be operational 24/7.

PART III: Use of Campus Facilities

Elevators

Affiliates should limit density to a maximum of four per elevator, with each person occupying a corner. While using the elevator, face coverings must be worn, and individuals should press elevator buttons with another object, their knuckle, their elbow, etc., if possible. Everyone should wash hands or use hand sanitizer with at least 60% alcohol upon departing the elevator. Elevators are an area designated for more frequent cleaning.

Public Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Capacity will be limited to 50% of fixtures to support physical distancing requirements. Individuals should wash their hands thoroughly after use to reduce potential transmission of the virus. Electric hand dryers will be disconnected and paper towels provided in all public restrooms.

Meals

Before and after eating, everyone should wash their hands thoroughly to reduce the potential transmission of the virus. If dining on campus, individuals should wear a mask or face covering until they are ready to eat and then replace it afterward. Affiliates are encouraged to eat outside if possible or in a break room or shared office and maintain 6 feet distance between themselves and others. Individuals should not sit facing one another. They should only remove their 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 physical distancing practices between employees. Individuals should wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. before and after using them in common areas.

Transportation and Parking

JHU Buses and Shuttles

Everyone who rides JHU buses and shuttles must wear a face covering while on the bus/shuttle and avoid touching surfaces with their hands to the maximum extent possible. Upon disembarking, individuals should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask. Vehicle capacity for JHU buses and shuttles will be set to ensure appropriate distancing and in consultation with public health experts and regulatory guidance. The current limits are set at 24 passengers per JHU bus and 6 passengers per van. For buses, passengers will be asked to enter via the front door only. Buses and Blue Jay Shuttle vans are cleaned each driver shift using HSE-approved, hospital grade products. Drivers also will clean high touch points several times per shift using Lysol® or Clorox® wipes. Note: Door opening and closing is controlled by the operator in all vehicles. Please see Appendix C for additional Bus and Blue Jay Passenger Tips.

Public Transportation

Everyone who takes public transportation should wear a face covering while on the bus/shuttle/metro and avoid touching surfaces with their hands to the maximum extent possible. Upon disembarking, individuals should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

Individuals are encouraged to visit city and state transportation websites for the most up-to-date information regarding public transportation.

- [Maryland Transit Administration](#)
- [Washington Metropolitan Area Transit Authority](#)

Parking

Monthly parking fees were waived for all university affiliates for the months of April, May, June, and July 2020 and resumed in August 2020. Affiliates who wish to cancel monthly parking because they will not be on-campus should use the [online form](#) to make that request.

Individuals using JHU parking garages should give other users 6 feet physical distancing space to enter/exit their vehicles before entering their own. Individuals should also use face coverings while in the garage and/or while paying in-person or at a booth.

Classrooms

Generally, instruction will remain online/remote for Fall 2020 and most classes will not be held in-person within classrooms unless they are determined to be 'essential' by school leadership.

For any courses that do utilize classrooms, physical distancing of 6 feet will be maintained. Overall capacity will be determined by classroom size with standard classroom planning guidance considering a 7.5 feet diameter (6 feet distance plus 1.5 feet for chair/person). Tiered, fixed-seat classrooms may be able to use less than 7.5 feet and still maintain minimum distance of 6 feet. Designated seating locations will be appropriately marked.

Face coverings will be required, including the instructor, unless specific mitigations or accommodations are approved. There will be daily cleaning of chairs, tables, knobs, A/V remotes. Several times a day, there will be additional cleaning of high touch points such as building stairwell and room door handles and elevator buttons. In each classroom, there will be available either disinfecting wipes or cleaning cloths/disinfecting spray.

For instructional laboratories, general cleaning and disinfection will be coordinated between custodial

services, lab instructors and HSE for specific cleaning needs. Instructional lab cleaning will be performed using a ‘community approach’ with all occupants participating. As instructional lab settings vary, each teaching lab will develop and tailor additional lab cleaning protocols as needed. Overall cleaning guidance includes:

- **Flooring & trash removal.** Custodial service will dust mop and spot mop and remove trash as needed (daily).
- **High tactile contact points inside the lab.** Casework handles, sink & handle, specialized equipment, etc. will be cleaned by lab staff (instructor/TAs) before and after each class/section.
- **Student Workstation Counter Surfaces.** Custodial service will provide sufficient supply of wipes and cleaning product. Each user (student/instructor) will wipe before and after every class/section.

Individuals should consult the [Return to Campus Instructional Guidelines](#) for further information.

Libraries, Archives, and Museums

JHU libraries and archives will be open for limited activities; students will not be able to use the libraries as study spaces or to browse open collections. Hours of opening will be more limited than they were pre-COVID-19 to ensure ample time for daily cleaning, will vary from facility to facility, and will be modified as necessary to contain COVID-19. Hours of opening, and conditions specific to each facility, will be posted on each facility’s website.

All persons entering these spaces must wear a face covering, maintain physical distancing, fully comply with the policies, protocols, and guidance outlined in the university’s Return to Campus guide, and follow the directions of trained safety ambassadors. There will be no spaces for visitors to eat and drink.

Library books and materials from JHU libraries may be returned through contactless drop-off points at the Milton S. Eisenhower Library, Welch Medical Library, Arthur Friedheim Library and SAIS Library.

Books and other circulating materials may be requested through the online catalog for pickup at the Eisenhower Library, Welch Medical Library, SAIS Library, Friedheim Library and APL Library (APL staff only). This service is available only to JHU students, faculty, and staff.

Limited access to non-circulating materials from the Sheridan Libraries Special Collections, Alan Mason Chesney Medical Archives, the Historical Collection of the Institute of Medicine, Homewood Museum, and Evergreen Museum & Library is available for JHU graduate students, postdoctoral fellows, faculty, and staff researchers only. Hours for access to these collections at all locations are limited and by appointment only; reservations may be made online. JHU graduate students, faculty, and staff may make such reservations only upon clear demonstration that their research cannot be conducted from online resources.

Custodial crews will clean all common research spaces daily based on CDC guidance. Researchers admitted to spaces with non-circulating collections are responsible for cleaning their own workspace after use with cleaning supplies provided by JHU.

Books and other materials will be quarantined for 24 hours between users. Library patrons should not re-shelve books when browsing the open stacks and should, instead, return them to the designated carts where they can be quarantined.

Physical library, archive, and museum locations will reopen only after facilities personnel have reviewed the spaces and floorplans, posted maximum occupancy for each space, removed furniture as necessary to enforce physical distancing, and ensured that ventilation and other key features for health and safety are functioning appropriately. Each space will be equipped with appropriate and sufficient cleaning supplies.

Homewood Museum, Evergreen Museum & Library, and the George Peabody Library will remain closed for *public* access, tours, and third-party events.

On-campus Recreational Facilities

All on-campus recreational facilities will remain closed for Fall 2020.

Office Environments

All JHU affiliates working or learning on the premises must maintain physical distancing practices (e.g., be sure to maintain at least 6 feet distance from co-workers). Overall capacity is determined by usable floor/workspace with adequate distance or physical separation. Divisions will identify maximum occupancy for each space including breakrooms and conference rooms. Occupants must wear a face covering unless in a single office with closed door or when eating in designated locations. Safe physical distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms. Refrigerators, microwaves, coffee machines, etc. may be used, but they are an individual responsibility, and hand cleaning before and after use is required. While daily cleaning of high contact touch points will be completed by custodial staff (with additional cleaning of high touch points such as stairwell and room door handles and elevator buttons), everyone is responsible for their own work and/or learning environments including equipment that they use. Cleaning cloths and approved disinfectants will be made available.

Meetings

Convening in groups increases the risk of viral transmission. **Virtual meetings should be the norm at this time using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, VOIP, telephone).** In-person meetings are limited to the restrictions of local, state, and federal orders and should maintain a minimum of 6 feet of separation for physical distancing requirements. Divisions will provide guidance on maximum capacity per room.

Visitors

Only mission critical Johns Hopkins affiliates will be permitted on campus during Fall 2020. **Non-mission critical visitors and guests, family members, and pets are prohibited.** Visitors associated with K-12 partnerships, including participants, are also prohibited for Fall 2020

Events

No external (commercial, community, etc.) events will be held on-campus during Fall 2020. Internal (JH affiliate attendees) events will be limited as follows:

- All events deemed mission critical during Fall 2020 shall be reviewed by HSE and Risk Management and require permission from the appropriate Dean's office or University Administration department. Mission critical activities include activities that cannot be effectively conducted virtually and are directly related to critical research or other activities deemed essential.
- **Event capacity is a maximum of 10 people unless exceptions are approved by HSE/Risk Management.** JHU guidance will not exceed local regulatory public health rules in restricting group sizes.
- All participants are expected to wear face coverings and maintain 6 feet physical distancing.

PART IV: Support for Vulnerable Individuals

The university is keenly aware that some members of our community face a greater risk from COVID-19 than others and encourages faculty, staff, and students who have concerns about their individual circumstances to consider consulting with the Office of Institutional Equity (OIE) or Human Resources (HR) about the process for seeking an accommodation or adjustment as warranted.

Accommodations Through OIE/Disability Services

Based upon CDC guidance, some people may be at higher risk of experiencing negative COVID-19 outcomes due to their individual circumstances. Faculty, staff, students, and other trainees who fall within the CDC's definition of a "vulnerable person" for COVID-19 (as outlined below) may request reasonable accommodations to their work or learning environment. Currently this includes:

- a. People 65 years and older;
- b. People of all ages with underlying medical conditions, particularly if not well controlled, including those:
 - i. with chronic lung disease or moderate to severe asthma;
 - ii. who have serious heart conditions;
 - iii. who are immunocompromised (including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications);
 - iv. with severe obesity (body mass index of 40 or higher);
 - v. with diabetes;
 - vi. with chronic kidney disease undergoing dialysis; and
 - vii. with liver disease.

Note that these categories may change based on evolving circumstances around the virus as well as public health and regulatory guidance.

Information for faculty, staff, and postdoctoral fellows on the accommodations process may be found on the [OIE website](#) or accessibility.jhu.edu, or by phone (410-516-8075) or email (oiie@jhu.edu or OIEdisability@jhu.edu).

Concerns can be disclosed to whomever they are most comfortable (Department Chair/Head/Manager, Central/Divisional HR, OIE) but the review will be organized by OIE. OIE will work with the Chair/Head/Manager and Central/Divisional HR to maintain equity across the university. Students should contact the [Student Disability Services Coordinator](#) at their respective school to begin the process. In addition, as always, anyone with a documented disability or who needs a religious accommodation, pregnancy or nursing parent adjustment may pursue accommodations as well.

Adjustments Through Human Resources

Individuals who do not fall within the CDC's COVID-19 guidelines for a "vulnerable person" but have other concerns about returning to campus due to their individual circumstances (such as household members who may be at higher risk or a need to care for household members) should contact their departmental or divisional human resources manager to discuss their concerns and whether adjustments to their work environment may be made to address them. Concerns can be disclosed to whomever they are most comfortable (Department Chair/Head/Manager or Central/ Divisional HR) but the review will be organized by HR. Students with similar concerns should contact the dean of students or equivalent at their school.

Confidentiality Expectations

Faculty/staff who are expressing concerns regarding their own health condition, do not need to disclose any details of the health condition that is prompting them to seek temporary COVID-19 accommodations to their department chair/head/manager. In addition, department chairs/heads/managers should not seek details when the faculty/staff indicates the potential need for a COVID-19 accommodation. OIE will follow HIPPA and other confidentiality guidelines related to private health information when reviewing requests for COVID-19 accommodation.

Faculty/staff who express concerns about returning to campus due to a circumstance other than their individual health (e.g. household members who may be at higher risk, need to care for household or family member, etc.) may be asked to disclose some details of the reasons for their concern to HR as part of the adjustment review process. HR engages its work in a way that attempts to maintain confidentiality to the greatest extent possible, however these circumstances do not encompass the same protections of private health information.

APPENDIX A: Face Coverings/Mask Use and Care

When putting on and wearing a face covering/disposable mask, people should:

- 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.
- Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.

When taking off a face covering, people should:

- If the face covering is reusable, wash their hands before removing so as not to contaminate the mask.
- Avoid touching their eyes, nose, or mouth
- Loop their finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- People should keep face coverings/disposable mask stored in a paper bag when not in use.
- 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 hand washed or laundered with regular soap or clothing detergent before first use and after each day.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.

APPENDIX B: Additional Resources for Support of Faculty and Staff

Central University Resources

Resource	Contact Information
Central University Employee & Labor Relations	Cherita Hobbs, Executive Director, ERLR or EmployeeRelations@jhu.edu
Office of Institutional Equity (OIE)	410-516-8075; email OIEdisability@jhu.edu),
mySupport	443-997-7000 or TTY: 711

Divisional HR Resources

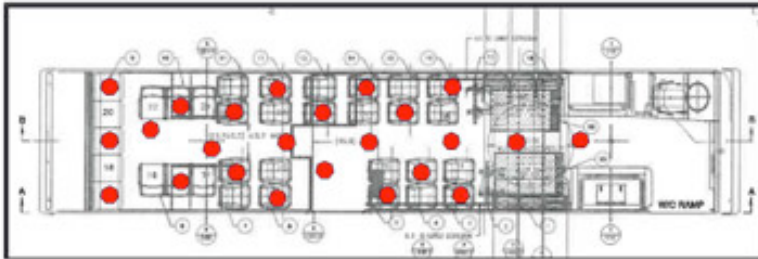
Resource	HR Contact Name
Bloomberg School of Public Health	Virginia Herring
Carey Business School	Karen Sentementes
JHPIEGO	Manju Badlani
Krieger School of Arts and Sciences	John Kunz
Libraries	Marie Polymise
Peabody	Laura Brooks
School of Advanced International Studies	Jose Caldera
School of Education	Latoya Patterson-Spencer
School of Medicine	Julie Thomas
School of Nursing	Debbie Morris
University Administration	Heather Mason
Whiting School of Engineering	John Kunz

APPENDIX C: Bus and Blue Jay Shuttle Passenger Tips

Johns Hopkins Buses

- Door opening and closing is controlled by operator in all vehicles. Use front doors for entry. Please let disembarking passengers exit before boarding begins.
- All passengers and drivers are required to wear face coverings at all times. Non-compliance will lead to delays and/or discipline.
- Queues awaiting buses should maintain physical distancing guidance of at least 6 feet separation. Please be respectful and board in order.
- Windows should remain open unless weather (heavy rain or extreme heat) makes this untenable.
- Please face forward when possible. Even those using side-facing seats should turn and face forward as much as possible.
- If standing, face forward, hold onto railing and try to spread out from others.
- If seated, unless traveling with another person, please sit every other seat and not directly in front of or behind another passenger.
- Capacity limited to 24 passengers. Please spread out amongst seats and provide space between standees.
- Please wash or sanitize hands upon arrival.
- Shuttles@jhu.edu for questions, comments, feedback, complaints.

24 passengers ● = one passenger



Blue Jay Shuttles

- Door opening and closing is controlled by operator in all vehicles. Use side doors for entry. Please let disembarking passengers exit before boarding begins.
- All passengers and drivers are required to wear face coverings at all times. Non-compliance will lead to delays and/or discipline.
- Unless traveling with another person, please sit every other seat and not directly in front of or behind another passenger.
- Capacity limited to 6 passengers. Please spread out amongst seats, not directly beside or in front/behind other passengers.
- Please wash or sanitize hands upon arrival.
- Shuttles@jhu.edu for questions, comments, feedback, complaints.

BJS Seating: 6 passengers plus driver

