



Return to Campus Guidelines

Emory Graduate and Professional Students

Summer 2020



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Introduction

These guidelines were created to assist Emory University graduate and professional students who are returning to on-campus activity, specifically for the purposes of research in June and July, as well as for those who are continuing critical research and other campus engagements.

These guidelines are only for those students who are already on campus and those who have been instructed to return to campus by their dean, department or program director, or academic program. Note that undergraduate students are not permitted on campus, and that graduate and professional students in clinical fields may be required to observe additional protocols.

No one should come to campus until they are notified by the school or academic unit where they are enrolled that they can do so. It is very important that all students who are able to work remotely continue to do so unless otherwise instructed by their dean, department or program director, or academic program.

Our priority is to protect the health and safety of all members of our community and campus visitors. All students are expected to fully comply with the policies, protocols and guidelines outlined in this document.

Please retain this information for reference, but be aware that guidance may evolve. Your health and safety are of the highest importance to Emory. Thank you for your cooperation in helping keep our community safe.

Before Returning to Campus

Onboarding Process

Before returning to campus, you will be **required** to complete a series of onboarding tasks to help you understand what is expected of you in order to keep our campus safe. You will receive an email notification when it is time to complete these required tasks which will include:

- Completing a *Health Screening Questionnaire*;
- Signing a *Return to Campus Expectations Agreement*;
- Enrolling in and completing required health and safety training modules;
- Enrolling in the Emergency Notification System in OPUS/PeopleSoft if you have not previously done so. This will be used for contact tracing in the event of COVID-19 exposure;
- Providing a list of close contacts you regularly interact with at Emory (faculty, staff or students) for contact tracing in the event of COVID-19 exposure.



Guidelines for on Campus Activity

All students **are required to adhere** to the following guidelines for being present on campus. Failure to do so puts the entire community at risk and may result in disciplinary action.



Self Monitoring

You must confirm that you do not have signs/symptoms of COVID-19 before coming to campus each day. According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and include new:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell (without a stuffy nose)

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. For the most up-to-date information on COVID-19 symptoms, check the CDC's website: <https://www.cdc.gov>.



Temperature Checks

At this time, Emory University will not conduct daily temperature checks at designated locations. You are asked to self-monitor by taking your own temperature each day before entering campus. The university **will conduct random temperature checks** at various locations across campus.

NOTE: Any student engaging in activities in medical buildings or at healthcare sites (e.g. Cancer Center) will be required to **abide by the Emory Healthcare daily temperature checking** and health monitoring guidelines.



What to do if Symptoms Develop

If any symptoms develop, you must:

- Stay home (do not enter campus, and go home if you are already on campus).
- **Immediately** inform your dean, program director, department chair, or academic program supervisor;
- Call the COVID-19 hotline at 404-712-6843 for consultation. The COVID-19 hotline will instruct you on your next steps which may require testing.



If you Test Positive for COVID-19

If you are directed to get a test after calling the COVID-19 hotline and you test positive for COVID-19, you will be advised of next steps.

If you test positive for COVID-19 from another testing facility (i.e. public health facility, doctor's office, etc.), you are required to report the positive test result by calling the COVID-19 hotline at 404-712-6843, where you will receive further instructions about next steps.



Isolation or Quarantine Status

If you are instructed to isolate or quarantine, you must stay home. If you feel well enough and are able to engage with your research or academic projects, you may work remotely and stay in contact with your academic program supervisor or director.



Contact Tracing

Emory is launching its own Case Investigation and Contact Tracing Program using current Emory employees. Case investigators and contact tracers will:

- Track and call the contacts of anyone diagnosed with COVID-19
- Determine exposure and assess symptoms
- Refer for testing according to established protocols
- Provide instructions for isolation or quarantine

Contact tracers will comply with all regulations regarding confidential and personal information.

For the purposes of this program, you are required to provide a baseline list of close contacts you regularly interact with at Emory (faculty, staff or students) as part of your return to campus onboarding tasks. In the event of illness, you will be asked to update your close contact list specific to the relevant period. A close contact is defined as anyone who has been within 6 feet of a person for 15 minutes or more of time.



Physical Distancing

PHYSICAL DISTANCING IS MANDATORY! Guidelines for physical distancing include:

- Staying at least 6 feet (about 2 arms' length) from other people. Observe the 6 feet distance at all times unless your activity requires physical spacing closer than 6 feet. Face coverings must be worn at all times in shared spaces;
- Do not gather in groups;
- Stay out of crowded places and avoid mass gatherings;
- Observe all signage for directions, elevator use, and conference room capacity.



Face Coverings

Wearing a face covering will protect others in case you're infected but do not have symptoms. Remember, you can spread COVID-19 to others even if you do not feel sick or have symptoms.

- Face coverings must be worn by anyone working on campus and in public settings where other physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, buses/shuttles, etc.).
- Face coverings must be worn in common spaces even if you are the only person in the space.
- Face coverings must be worn in both indoor and outdoor settings.
- You may only remove your face covering if you are alone and in a private space (such as a private office).
- The face covering is not a substitute for physical distancing. You must still stay at least 6 feet away from others, even if you are wearing a face covering.
- Emory will provide **two washable, cloth face coverings** for students who are required to be on campus. You can also wear your own face covering (you do not need to use those provided by Emory). It is recommended that you bring your own to conserve supplies.
- Do not forget to bring your face covering to campus. You will not be permitted to stay on campus without one.
- Those who are in a facility which requires the use of specialty masks (such as N95), should follow the proper protocols of the facility.



How to Care for and Use Face Coverings

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.
- Be able to be laundered and machine dried without damage or change to shape.

Putting on the Face Covering

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering 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.

Taking off the Face Covering

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your 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 of Face Coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings should be washed regularly (daily is recommended). Launder cloth face coverings with regular clothing detergent, dry them completely in a hot dryer, and store in a clean container or bag.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- If using a disposable face covering (not a cloth one), it must not be used for more than one day and should be placed in the trash after your work day.



Covering Coughs and Sneezes

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Emory will provide hand sanitizer stations at convenient locations.



Hand Washing

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Wash your hands for 20 seconds throughout your time on campus and before you leave to go home. Aim for washing your hands 10 times per day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Emory will provide hand sanitizer stations at convenient locations.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Cleaning & Disinfecting

Cleaning Personal Spaces

You are responsible for cleaning your personal campus spaces (desks, doorknobs, phones, computer keyboards, etc.).

- Clean AND disinfect frequently touched surfaces daily.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

The following cleaning supplies will be provided by Emory:

- Wipes OR disinfectant and paper towels
- Hand sanitizer (sanitizer stations will be set up in work locations)

Cleaning & Sanitization of Common Areas

Common areas will be cleaned and disinfected by Campus Services periodically throughout the day. This will include cleaning high touch surfaces such as building entryways, elevator lobbies, break rooms, etc. Each night, classrooms, congregate areas and restrooms will be sanitized.

Campus Related Scenarios

Transportation, MARTA/Cliff Shuttles & Emory Vehicles

Avoid using mass transit if at all possible (e.g., walking, biking, driving or riding by car- alone or with household members only). If you must take public transportation, be sure to wear a face covering before entering and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your face covering.

For information about receiving parking permits, or to view current Emory shuttle schedules, visit: <http://transportation.emory.edu>.

Use of Emory Vehicles

No more than two people may ride in an Emory vehicle at one time. Each person must wear a face covering and the passenger must sit in the back seat to maintain physical distancing.

Office Environments

While engaging in activity in an office environment, you must maintain physical distancing (staying at least 6 feet away from others present). If possible, have at least one working area vacant, separating you from another individual. You should wear a face covering at all times while in a shared office space/ room.

Units should assess open space environments and meeting rooms to institute measures to physically separate and increase distance between people such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where people should stand.
- Placing one-way directional signage for large open spaces with multiple through-ways to increase distance between employees moving through the space.

Signage has been developed by Emory to aid in physical distancing.

No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings must be worn at all times.

Face coverings should be worn by any staff in a reception/receiving area.

Face coverings should be used when inside any facility where others are present, including walking in hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

Using Elevators

- Use the stairs whenever possible.
- If you must use the elevator, avoid touching the elevator buttons with your exposed hand/fingers.
- Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.
- Follow any instructions, signage or decals that are posted about using the elevators such as how many individuals may be in the elevator at one time, and where you should stand directionally.

Meetings

- Avoid convening in groups of any size as this increases the risk of viral transmission.
- Whenever possible, meetings and communications with colleagues should be held using virtual collaboration tools (Zoom, Microsoft Teams, telephone, etc.) rather than face-to-face.
- In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Units should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices.

Meals & Common Areas

- Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.
- You are encouraged to avoid dining out as much as possible. Bring your lunch or order food to go and take it back to your office or eat outside.
- When dining at an eating establishment, you should wear a face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.
- If you are eating in a break room or shared office space, maintain 6 feet distance between you and others. Do not sit facing one another. Only remove your face covering in order to eat, then put it back on.
- Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas, Emory will provide wipes and/or paper cloths and disinfectant for this purpose.
- Bring your own water and coffee to minimize use and touching of water fountains, ice machines, water coolers, and community coffee areas.
- Bring your own lunch and store it in a personal cooler. If you must use a community refrigerator or a microwave, use a paper towel to open the door and throw the paper towel away.
- Avoid sharing food and utensils with others.

Policies for Students

Those at Higher Risk/Vulnerable

According to the CDC, people with certain conditions may have a higher risk for COVID-19 infection. These conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Liver disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- People who are Immunocompromised

If you are unable to return to campus because you are in the vulnerable/high risk category OR you are living with an individual who is in a vulnerable/high risk category, you will need to make arrangements with your program director, academic supervisor, department chair or dean so that you can continue to make progress toward your degree.

Unable to Engage Academic Activity Due to Personal Responsibilities

If you are unable to engage in your academic work on campus due to personal responsibilities (such as lack of childcare), you will need to discuss a plan for your program progress with your academic supervisor, program director, department chair, or dean.

Fearful of Coming to Campus

Emory is putting new policies and guidelines in place to protect the health and safety of the community, and we will abide by the directions and recommendations of all public health authorities. We understand that despite these measures, some may remain fearful. If you are afraid to come back to campus:

- Talk to your academic supervisor, program director, department chair, or dean to express your concerns.
- If you have been diagnosed with a condition such as anxiety and receive a medical certification, you may be entitled to accommodations. Contact [Accessibility Services](#).
- If you need help, Counseling and Psychological Services provides a range of services to help with your emotional health. Call (404) 727-7450.

Remote Study

It is very important that all students who are able to study and continue to make academic progress remotely continue to do so unless otherwise instructed by their academic supervisor, program director, department chair, or dean. No one is permitted to come to campus unless they have received prior approval to do so.

Training

Mandatory Training Modules

Before returning to campus, you are required to enroll in and attend an online training module. Students who have been on campus as part of the critical research infrastructure effort are also required to complete the training. You will receive an email notification when it is time to complete your training.

