



June 5, 2020

Dear Members of the Faculty and Staff:

On June 5, Lackawanna County is expected to move to the “yellow phase” of Pennsylvania’s reopening plan. Assuming that incidents of COVID-19 continue to decline, Lackawanna County could move into the green phase before the end of June.

Many members of the University staff will continue to work remotely in accordance with recommendations from Pennsylvania and the U.S. Centers for Disease Control. Pennsylvania businesses, for example are permitted to operate at 50% capacity in the yellow phase and 75% capacity in the green phase. Employees who do return to campus-based work will do so gradually during the yellow and green phases as outlined below:

Preparing Campus: June 8 June 21

In order to allow time for Facilities Operations staff to complete cleaning and preparations, faculty and staff should continue to work as they have done since March, with most work accomplished remotely, except as noted below:

- Facilities Operations: Beginning on Monday, June 8, Facilities Operations staff will return to campus in steadily increasing numbers to undertake the following essential tasks:
 - deep cleaning all campus, academic administrative and residential buildings;
 - regular summer repairs and maintenance;
 - essential campus maintenance and improvement projects; and
 - installation of protective shields and other safety measures.
- Information Technology staff will return to begin essential maintenance and upgrades to our campus technology infrastructure.
- University Police will increase staffing on shifts.
- A limited number of faculty will be granted access to laboratories to resume campus-based research. Faculty members and any necessary students will be authorized access through their respective dean.

To be clear, we still intend to limit personnel to campus as much as possible prior to June 22. Out of respect for the health and safety of your colleagues, please do not come to campus unless it is necessary for your work.

Your access will remain if you already have access to your office because it was deemed essential during the spring semester. Please check with your supervisor or divisional VP if you have questions.

A Gradual Reopening: Begins on June 22

By June 15, University administrative departments must submit to their divisional vice president a staffing plan that limits, when possible, the number of staff on campus, while ensuring that necessary work is completed. Plans can, for example, include remote work, alternating schedules, and changes in work hours and shifts. Plans must address the social distancing requirements noted below. Human Resources will provide a process tool for supervisors to facilitate and document planning. Staff with concerns about returning to campus should speak with their supervisor.

Staff with serious underlying medical conditions may follow the disability accommodation process for a reasonable accommodation through the Office of Equity and Diversity (OED). Please contact Elizabeth Garcia at Elizabeth.garcia2@scranton.edu or call (570)941-6645. It is the policy of the University to provide reasonable accommodations in employment to qualified individuals with known disabilities unless the accommodation would impose an undue hardship on the operation of the University's business or would change the essential functions of the position.

Faculty members will be granted increased access to offices as needed to support summer courses and to prepare for the fall. Faculty members should request access through their dean's office. Research activities that involve students will be permitted to resume during this period so long as students also adhere to the general guidelines noted below. Faculty members should notify their dean's office of any students participating in research.

Please note the following during this period:

- Royal card swipe access will be required to enter campus buildings.
- Campus will remain closed to visitors and the general public except by appointment (e.g. admissions visitors).
- Masses will not be offered in University chapels.
- Employees should remain within their designated work areas as much as possible.
- Food service will not be available on campus immediately, but we will be assessing when the opportune time will be to open up food service.
- Daily campus mail delivery to departments will resume with possible changes to timing to accommodate social distancing.

General Guidelines on Social Distancing and Masks

In both the yellow and green phases, all employees working on campus must abide by the following, as required by the Pennsylvania Department of Health:

- Adhere to hand washing and hygiene [guidance](#), including the following:
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Maintain social distancing of at least six feet in their workspaces.
- Wear a mask at all times in the workplace and on campus, except in the following circumstances:
 - An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.
 - Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask. However, when the employee leaves their individual office or has invited a colleague into their office, they must wear a mask.
 - Employees do not need to wear a mask while eating or drinking. At those times, social distancing techniques should be applied.
 - University employees can use their own cloth masks so long as they comply with Department of Health [guidelines](#). Any employee in need of a mask should contact Human Resources at hr@scranton.edu.

Conclusion

While we are excited to gradually begin to open up campus again, we proceed with caution and much concern for the safety and health of our university community. We will continue to provide updates as we gather more information. We are so grateful for the perseverance and patience of our entire university community throughout these times.

Sincerely,

Jeff Gingerich, Ph.D.
Provost & Senior Vice President for Academic Affairs