


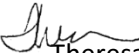


EMORY
UNIVERSITY

Human Resources

MEMO TO: Emory University faculty and staff

FROM:  Del King
Vice President, Human Resources

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SUBJECT: Return to Research at Lower Density

DATE: May 26, 2020

As you know, Emory University has initiated a multi-phased plan to gradually return to campus to support our missions of research and teaching. The plan begins with a return to research at lower density. Over the past month, the various schools and colleges, as well as research, academic, and administrative support units have worked very hard to prepare for the first wave of researchers to return to campus. We want to provide you with an overview of where we are.

The target date for metered, small-scale research activity to resume is **May 28, 2020. Only those faculty and staff who are identified as part of the selected research efforts, as well as those who had previously been identified as essential to work on campus, will be approved to return to campus. All others should continue to work remotely.** It is critical to maintain a low density of people on campus at this time to protect the health and safety of those whose work requires them to be on campus. Do not come to campus unless you have received prior approval to do so and have completed the required clearance process described below.

Over the next month, other functions and services may also be approved to return. As these plans are completed and if you are needed to return to campus, you will be notified by your supervisor and HR.

During the initial ramp up phase, visitors to campus will be prohibited, and our buildings will remain card-access only. Suspension of all university-sponsored travel will remain in effect, except as approved by the Office of the Provost for research purposes.

Emory is implementing health and safety measures to protect faculty, staff and students who will be returning to work on campus. Each of the individuals who will be working on campus has a critical role to play in keeping the campus safe.

Health and Safety Measures

Working with the Office of Critical Event Preparedness and Response (CEPAR), the Environmental Health and Safety Office (EHSO), the Office of Injury Management (OIM), Student Health Services (SHS), Emory Healthcare colleagues, and Emory medical and public health experts, and in compliance with state and local public health and regulatory guidance, Emory has taken a number of actions to protect the health of our community. These actions include:

- Development of a mandatory confidential screening questionnaire to assess the health of faculty and staff prior to their return to campus.
- Implementation of mandatory physical distancing, hygiene, and face covering protocols.
- Implementation of a testing and contact-tracing process with clear guidance for anyone working on campus who develops symptoms of COVID-19.
- Implementation of random temperature checks.
- Installation of signage to support physical distancing requirements.
- Rearrangement of physical spaces, where possible, to support physical distancing.
- Escalation of frequent cleaning and disinfection of all public spaces, including Emory shuttles.
- Provision of supplies for cleaning, face coverings, and other necessary PPE.

It is important to note that maintaining the health and safety of those working on campus is highly dependent on each of us rigorously observing the required individual behaviors. These behaviors are outlined in the [Return to Campus Guidelines](#). This guide also contains helpful information about working on campus.

It is critical that those of us who are returning, and those of us who have already been working regularly on campus, follow certain steps as part of the return process. This requirement applies even if you are only working occasionally on campus. You will receive a separate communication that gives you specific instructions about this, but the required steps include:

- Review and acknowledge an understanding of the expectations and guidelines as you return to campus.
- Complete necessary training that gives guidance about physical distancing, face covering and other PPE, hygiene, self-monitoring for symptoms, and other important health and safety aspects.
- Complete a confidential health screening questionnaire online that asks about your exposure to COVID-19, contact with persons who have tested positive, travel, and symptoms.
- Ensure your mobile phone number is up to date in the Emergency Notification System in PeopleSoft Self Service. If you have not enrolled in the Emergency Notification System, you will be required to do so. **This is a key part of the contact tracing process.**
- Provide a list of “close contacts” through a PeopleSoft Self Service module. **This is a key part of the contact tracing process.**

Clearly, we have a shared responsibility for implementing the practices that will support our community’s safety during the return to research at a lower density. Whether you are returning to campus or continuing to work remotely, we thank you for your commitment to Emory during these challenging times.