


Hamilton


RETURN TO CAMPUS GUIDE
FOR EMPLOYEES

June 1, 2020






ON MARCH 22, 2020, NEW YORK STATE (NYS) ordered all non-essential businesses closed due to the COVID-19 pandemic. New York adopted the PAUSE program, and Hamilton College began Minimal Operations Status, moving to remote instruction and asking employees to work from home. Only a small number of employees continued to work on campus to ensure security, maintain facilities, and perform other essential functions.



On May 11, 2020, Governor Cuomo announced the NY Forward Reopening Plan. The State is reopening by region, and by phases within each region. Higher education is in Phase Four of the plan. The Mohawk Valley Region, which includes Oneida County where Hamilton College is located, met the criteria to be one of the first regions to reopen.



The health of the broader community and Hamilton College's ability to reopen and stay open depend on our ability to operate safely. We must do our part to keep not just ourselves but our community healthy.

THE PLAN FOR RETURN TO CAMPUS

HAMILTON WILL BEGIN PHASING EMPLOYEES back to on-campus work starting June 15, 2020, moving from [Minimal Operations Status](#) back to [Reduced Operations Status](#). To limit risk, the College's plan lags behind the NYS reopening plan by at least two weeks. *Hamilton's plan is subject to change, and reverting to a previous operating status is possible if circumstances in the region or on campus do not evolve as anticipated or New York State changes its guidance.*

Not everyone will return to campus at once. Employees who can successfully work from home should continue doing so. The targets for on-campus staffing levels listed below are maximums for the campus as a whole. Some departments may be able to continue accomplishing their work remotely. Each department will need to evaluate its operational needs while minimizing on-campus office staffing. Departmental plans should be developed in consultation with the appropriate vice president who will develop a plan for the division.

Hamilton hopes to resume in-person instruction on schedule and with full on-campus attendance by students in August. The College is doing everything possible to achieve that goal, but must be guided by advice from public health experts and directives from state officials. Accordingly, the College will continue studying alternatives and making contingency plans for other scenarios.

Hamilton will continue paying all benefits-eligible employees according to their normal schedule through at least July 31 and will continue providing regular updates on this status.

PHASES FOR RETURN TO CAMPUS

PHASE ONE: JUNE 1-14

Minimal Operations Status

- Campus Safety staff, as appropriate
- Facilities Management staff, as appropriate to maintain buildings and grounds and to support students moving out of the residence halls
- Limited LITS staff for support of remote learning
- Limited access to administrative offices for essential functions

June	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PHASE TWO: JUNE 15-JULY 26

Reduced Operations Status

- Administrative, academic, and athletics departments may increase on-site staffing to no more than 25 percent of normal office staffing per building
- Facilities Management staffing may increase to support residence hall turnover and preparation

July			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PHASE THREE: JULY 27-AUGUST 14

Modified Operations Status

- Administrative, academic, and athletics departments may increase on-site staffing to no more than 50 percent of normal office staffing; the right balance will depend on the operational needs of the department, the physical layout of the department, and whether the office can stagger schedules to prevent close contact between employees

August							1
2	3	4	5	6	7	8	
9	10	11	12	13	14		

PUTTING SAFETY FIRST

Unfortunately, returning to work in these phases will not be “business as usual.” Changes include:

- Offices must limit contact risk, which might include restricting hours in the office, mandatory face coverings, and installing protective barriers in areas where close contact is likely
- Group meetings should continue to be held virtually via Zoom and not in person
- Non-essential travel will continue to be restricted
- Planning and implementation by departments must adhere to the Employee Safety Plan

Employees who are at higher risk for serious illness from COVID-19 according to [CDC guidance](#), or who are concerned about returning to work, should talk with their physician or consult with their supervisor and Human Resources about the possibility of working from home.

CARING FOR YOURSELF AND PROTECTING OTHERS: Guidance for Employees

- Employees must perform daily self-checks for any symptoms of illness and **must not come to work when sick**. The College is exploring a self-screen survey tool and may require submission of a daily health survey starting at some point this summer (more information will follow).
- Employees who come in contact with a person who is lab-confirmed to have COVID-19 should plan to quarantine at home for 14 days and speak with their supervisor about working from home during that period.
- Hamilton recognizes that these can be stressful times. Employees seeking support are encouraged to talk with their supervisor, Human Resources, or visit the [Hamilton Employee Assistance Program webpage](#).

Personal Protection on Campus



- Protective face coverings, either surgical or cloth masks, are required inside all campus buildings, except in private offices and research labs when others are not present
- The College will offer up to two cloth masks for each employee; employees may use their own work-appropriate face covering
- Surgical masks are available for each work area and will be distributed by Facilities Management upon request
- Face coverings are not required when outdoors on campus, unless appropriate physical distancing is not possible
- Indoor and outdoor gatherings on Hamilton College property may not exceed 10 people, even if state limits are higher



- Employees must maintain rigorous hygiene practices, especially frequent hand washing and cough etiquette, on campus

CARING FOR TEAMS AND THE COLLEGE: Guidance for Departments

Departmental plans for staff returning to campus must be approved by the vice president for that area in consultation with the COVID-19 Task Force. The plan must be communicated to every employee in the area to ensure they understand the date they are to return to on-campus work and the new practices for working safely.

Plans should address:

SCHEDULING:

- Staggered schedules to reduce the number of people in the office
- Continued work from home unless it is impossible to perform duties there
- Flexible scheduling to allow employees to accommodate special family circumstances (in consultation with appropriate vice president)
- Employees should consult with their appropriate vice president about essential travel

PHYSICAL SPACE:

- Departments should assess their workspace and workflow to promote physical distancing. Where necessary, some departments that share space may need to coordinate planning and assessment. Offices, hallways, elevators, conference rooms, common rooms, and break rooms must all be considered. A team comprised of members from Environmental Health and Safety, Facilities Management, and Human Resources is available to assist with this process, and Facilities Management will coordinate the installation of physical barriers where appropriate. Contact [Brian Hansen](#) or [Mark Kinne](#) with questions
- Employees are discouraged from sharing desks or equipment
- Each department should determine the signage needed to encourage good hygiene and physical distancing in the office. Signage will be developed by Communications and Marketing, in coordination with Environmental Health and Safety and Facilities Management, and distributed to each work area. Offices should NOT create their own signage; it is important that COVID-19 signage is consistent across the campus

Symptoms

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe illness. [The CDC reports](#) the following symptoms may appear two to 14 days after exposure to the virus:

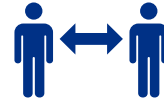


- Chills, feeling feverish, or temperature at or above 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who have symptoms should contact their health provider. Hamilton's Human Resources Office can also provide information about facilities in the region where employees can obtain a COVID-19 test. Authorization from a health provider may be required by the testing site.

MEETINGS:

- Zoom or similar technologies will continue to be used for meetings and similar gatherings
- Meetings in conference rooms or common areas should be kept to a minimum, and must include physical distancing of six feet between each person and appropriate cleaning of common-touch surfaces by attendees after use



VISITORS:

- The campus is not inviting visitors until further notice (except students with reserved times to pick up their belongings), but anticipates allowing visitors in limited numbers in a later phase
- Contractors and service providers must comply with PPE, face covering, and distancing requirements and must provide company and project-specific CV-19 safety plans, including routine symptom assessments



CLEANING:

- Facilities Management has implemented enhanced cleaning and disinfectant protocols and is cleaning all public areas that are in active use
- Departments will be provided with cleaning supplies for use in personal work areas, and employees are expected to clean personal desk surfaces, keyboards, phones, and other equipment
- Facilities Management will coordinate the procurement, allocation, and replenishment of all disinfectant wipes and other cleaning products for departmental use; a staff member should be designated to monitor supply levels and place orders through the Facilities Management work order system. Departments should not hoard critical cleaning supplies
- Questions about cleaning supplies and protocols should be directed to [Brian Hansen](#) or [Mike Strong](#); specific guidance on cleaning computer equipment can be obtained from LITS



BUILDING HOURS AND ACCESS THROUGH AUGUST 14

- All dining halls and cafés are closed for the summer; dining services are limited to meal delivery for the few students residing on campus
- Limited Mail Center hours continue; office mail deliveries occur on Thursdays and will increase as appropriate to support Reduced and Modified operations
- The Wellin Museum, Burke Library, and the College Bookstore remain closed; the College Bookstore will continue online sales
- Athletics facilities, including the Blood Fitness Center, remain closed. The outdoor tennis courts are available to faculty, staff, and emeriti effective June 1, but those using the courts must maintain physical distancing at all times. The Simon Golf Center may be used with physical distancing

