Health & Safety Guide for
RETURNING to WORK
on CAMPUS
Baylor’s Health & Safety Guide for Returning to Work on Campus

The nation’s response to COVID-19 is an ongoing pursuit and Baylor is monitoring information from outside medical and emergency experts from the Centers for Disease Control (CDC), the State of Texas, and the City of Waco. Accordingly, policies, expectations, guidelines, and best practices will be updated as appropriate. Baylor is taking reasonable actions to help employees remain healthy while engaging in our higher education mission.

Guidance from the CDC and other agencies can change quickly. It is the responsibility of each employee to monitor CDC and Baylor guidance for updates or changes. For the most current guidance, please visit Baylor’s Keep Working (Return to Campus) webpage.

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Please note, nothing in this document or associated Baylor communications create contractual rights between Baylor employees and Baylor. This document does not in and of itself create any legal obligation on behalf of Baylor.

Revised: Wednesday, August 26, 2020
Message from Dr. Livingstone

With the continued challenges from COVID-19, Baylor University is preparing for a “new normal” as faculty and staff return in phases to on-campus work and the University prepares to safely resume on-campus teaching, learning and residential life for the fall 2020 semester. While our plans are informed by the latest guidance from local, state and federal government officials and public health authorities, we anticipate that we all will need to make many adaptations and accommodations in the weeks and months ahead to our normal fall activities and schedules.

As we plan for the upcoming academic year, our process is guided by these five principles:

- Unwavering duty to Christian mission and values.
- Continued commitment to progress on Illuminate.
- Safe on-campus educational experience.
- Flexible instructional delivery based on social distancing guidance/COVID-19 persistence.
- Preservation of Baylor traditions through creativity.

While we cannot eliminate all risks, we intend to mitigate these risks in every reasonable way we can, and we continue to work diligently to refine our preparations to create a safe, productive educational environment. Above all, the health and safety of our students, faculty, staff and guests must lead our decision-making regarding all activities. The timing and specifics of these plans are highly contingent on the progression of COVID-19 in Waco and the surrounding area, as well as continued local, state and federal guidance.

Given the lack of a treatment protocol or vaccine for COVID-19, we are asking you to familiarize yourselves with the idea that layering strategies to prevent COVID-19 can be helpful. This idea is commonly referred to as the “Swiss Cheese Model” and has been proven to improve safety across many industries. This multi-layer prevention model incorporates several strategies in response to COVID-19, including handwashing, cleaning and disinfecting, social distancing and cloth face coverings, used in concert.

As I reflect on the dramatic shifts that have occurred on our campus since March, I am amazed at what we have all done together and will continue to do in preparation for the fall semester. I encourage you to read this guidance carefully, strengthen your personal health protection and that of your coworkers, and remain adaptable to the changing environment as we navigate within this new “normal” together.

Linda A. Livingstone, Ph.D.
President
Family First

As the Baylor Family, we value one another and believe that our mission calls us to be leaders and servants. Therefore, we commit to taking precautions to put Family First and help prevent the spread of COVID-19 and protect each other, our campus, our cherished traditions and our community.

The guidelines and information contained within this document are intended to support and protect our Baylor Family so that we might maintain a safe work environment through which we support our students as they find and follow their callings.

Workplace Expectations & Guidelines

All faculty and staff are expected to fully comply with the expectations and guidelines outlined in this document as part of Baylor's policies and procedures. Failure to do so may result in corrective action, up to and including termination.

Please note, these are general workplace expectations and guidelines and certain departments or jobs may have more restrictive requirements based on their specific needs.

Leading and Managing the Return to Working on Campus

This document provides general guidelines to help managers and employees return to campus safely and productively. Managers who have questions about situations or concerns not covered here can contact their Human Resources Consultant (HRCs) for specific guidance. A listing of HRCs by department/division is available at baylor.edu/hr/consultants.
The “Swiss Cheese Model” of Protection

As there are currently no behaviors or best practices that can provide 100% protection against COVID-19, Baylor is advocating an approach using successive layers of defenses often referred to as the “Swiss Cheese Model.”

Introduced in 1990 by James Reason, Ph.D., and used in risk management in healthcare, emergency service, aviation safety, engineering and laboratory safety, this model prescribes a layering approach to personal safety. Imagine a single slice of Swiss cheese. The holes represent a weakness where danger can pass through. Yet, if several slices are stacked together, the holes in one slice are covered by the cheese in another slice.

Likewise, when we think about behaviors and best practices which can reduce the risk of COVID-19, none are perfect. Although each of the approaches has “holes,” when stacked together, the shortcomings in one approach are mitigated by another. The more layers of behaviors and best practices in place, the more likely the “holes” are covered, and the more Baylor’s faculty, staff, students and constituents are protected.

In this case, the different slices of Swiss cheese are represented by phased staffing, self-screening, face coverings, social distancing, and hygiene.

1. Strategic Return with Phased Staffing & Mandatory Testing

Phased Staffing

In mid-May, Baylor began preparing for a five-phase strategic return to on-campus work. The phases were established to enable a safe and thoughtful approach to the increased campus operations over the summer as we prepare for the fall. Departments have the flexibility to adjust based on specific departmental and position needs.

Division/School leadership created return to workplace plans based on the number of personnel in the department, physical work setting to allow for proper social distancing, prioritization of work activities, and service levels required for constituents as campus begins to open.

Returning to on-campus work may involve a variety of options to maintain social distancing measures, including continuing remote work, alternative scheduling such as alternating days on-campus or staggering hours, or altering workspace by using “swing” space or adding barriers.

Supervisors are responsible for communicating with employees regarding the anticipated date of return to on-campus work, including a timeline and department/job specific instructions to prepare for the transition.

Mandatory Testing

Baylor is requiring a negative COVID-19 test of all employees coming to campus for the fall semester. Mandatory COVID-19 test kits will be mailed to faculty and staff beginning the week of August 3. More information and FAQs, including exceptions and what to do if you have tested positive in the past are available at www.baylor.edu/coronavirus.
2. Self-Screen Requirement

Faculty and staff must self-screen daily before going into work on campus for any new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website ([www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)) or your healthcare provider for the most current information. This COVID-19 self-assessment has been developed by the CDC. You should always consult with your healthcare provider and follow your provider's recommendations, including any recommendation from a self-assessment tool on testing.

If you are experiencing any symptoms listed below, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

At this time, these symptoms include one or more of the following:

- Fever over 100 degrees Fahrenheit
- Chills
- 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

Additionally, you should follow this guidance if you have close contact with a person who has symptoms or is lab confirmed to have COVID-19, whether you are experiencing symptoms or not.

For Those at Higher Risk

According to the CDC, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state from solid organ transplant
- Obesity (body mass index (BMI) of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes
Additionally, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes

As an employee, you are not required to disclose if you are in a high-risk category based upon a preexisting medical condition. If you consider yourself to be high-risk for COVID-19 based on the CDC guidelines and have concerns regarding returning to on-campus work, you may voluntarily discuss with your manager or request an accommodation from Baylor HR. If you voluntarily disclose medical concerns, this information will be kept confidential in accordance with Baylor personnel policies.

Supervisors, in coordination with HR, will work with employees who are requesting accommodations to care for self or a family member with high-risk conditions to discuss options that support a healthy and safe work environment while determining ways to complete position responsibilities. Some employees may be permitted to continue with telework arrangements through extended phases of return to campus with periodic reviews of return to campus dates for individual positions.
If You Have Been Exposed to or Have Symptoms of COVID-19

You must notify your supervisor if you believe you have been in close contact, as defined by the CDC (less than six feet for 15 minutes or more, with or without a mask), with someone who has symptoms of, or a recent positive test for COVID-19. Faculty and staff who have potential exposure to COVID-19 from close contact, but are not experiencing symptoms may not come on campus and should follow CDC guidelines and self-quarantine for 14 days. During the period of self-quarantine, you can continue to telework as possible unless you are otherwise on leave.

Additionally, if you are tested for COVID-19 because of recent exposure through close contact, follow CDC guidelines and complete the self-quarantine period, even if the test result is negative.

Should you start to experience symptoms of fever and/or upper respiratory illness, you must notify your supervisor and you should seek medical treatment and stay home in a non-work status as described below in order to support full recovery.

Returning to Work

You should return to work when you are fit for duty as outlined in the University's Return to Work/Fitness for Duty Policy. Baylor's goal is to return faculty and staff to work in the safest manner possible while acknowledging possible limitations that may impact the ability to perform the essential functions of the job, thus requiring modifications. While a return to work typically requires the assessment and documentation by the employee's healthcare provider, this may not be reasonably possible due to COVID-19.

Therefore, employees should follow CDC guidelines to determine the appropriate time to return to work:

- For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset if other symptoms have improved.
- A limited number of persons with severe illness may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.
- Those who test positive but never develop symptoms may return to work 10 days after the date of the positive test.

Additionally, Baylor requires returning employees to be symptom-free and fever-free without fever-reducing medication for at least 24 hours before returning to work.

The chart on the next page summarizes this information.
<table>
<thead>
<tr>
<th>Tested?</th>
<th>Situation or reason for test?</th>
<th>Test Results?</th>
<th>Action to take?</th>
<th>When can you return to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Work requirement (no known exposure or symptoms)</td>
<td>Waiting to receive</td>
<td>Continue working as normal until you receive results.</td>
<td>Continue working as normal until you receive results.</td>
</tr>
<tr>
<td>No</td>
<td>Exposure, but do not have symptoms.</td>
<td>N/A</td>
<td>Notify supervisor, self-quarantine, and continue working remotely, as possible.</td>
<td>14 days from date of exposure, assuming no symptoms develop.</td>
</tr>
<tr>
<td>Yes</td>
<td>Exposure, no symptoms.</td>
<td>Waiting to receive</td>
<td>Self-quarantine.</td>
<td>After completing self-quarantine period of 14 days after date of exposure, even if the test comes back negative before the 14 days are up.</td>
</tr>
<tr>
<td>Yes</td>
<td>Exposure, no symptoms.</td>
<td>Positive, no symptoms</td>
<td>Notify supervisor, self-isolate, and continue working remotely, as possible.</td>
<td>Follow CDC guidelines: Generally can return 10 days after date of positive test, assuming no symptoms develop.</td>
</tr>
<tr>
<td>Yes</td>
<td>Exposure, no symptoms</td>
<td>Negative</td>
<td>Self-quarantine.</td>
<td>After completing self-quarantine period of 14 days after date of exposure, assuming no symptoms develop.</td>
</tr>
<tr>
<td>No</td>
<td>Symptoms.</td>
<td>N/A</td>
<td>Notify supervisor, consider seeking medical treatment, and stay home in non-work status.</td>
<td>Follow CDC guidelines: Generally can return 10 days after symptom onset. Severe illness may warrant waiting 20 days after symptom onset. Must also be symptom and fever free without fever-reducing medication for at least 24 hours before returning to work.</td>
</tr>
<tr>
<td>Yes</td>
<td>Symptoms</td>
<td>Waiting to receive</td>
<td>Notify supervisor, consider seeking medical treatment, and stay home in non-work status.</td>
<td>After completing appropriate self-isolation period following CDC guidelines, even if the test comes back negative before the self-isolation is up: Generally can return 10 days after symptom onset. Severe illness may warrant waiting 20 days after symptom onset. Must also be symptom and fever free without fever-reducing medication for at least 24 hours before returning to work.</td>
</tr>
<tr>
<td>Yes</td>
<td>Symptoms</td>
<td>Positive, with symptoms</td>
<td>Self-isolate.</td>
<td>Follow CDC guidelines: Generally can return 10 days after symptom onset. Severe illness may warrant waiting 20 days after symptom onset. Must also be symptom and fever free without fever-reducing medication for at least 24 hours before returning to work.</td>
</tr>
</tbody>
</table>
If You Are a Manager and an Employee Has Been Exposed to, Tested for, or Has Symptoms of COVID-19

You should consult with your HR Consultant immediately:

- If an employee notifies you that they have been exposed to someone who has tested positive
- If an employee is being tested for COVID-19 due to symptoms
- If an employee receives a positive COVID-19 diagnosis

Your HR Consultant will guide you through next steps in assisting the employee and also support proper notification of other offices to assist with mitigating the spread of the virus.

Health Privacy

Employees are entitled to protections against discrimination based upon age, disability and a number of other protected categories. Others should not presume to determine if someone is in a high-risk category. Each individual should assess himself or herself with the CDC guidance and/or their healthcare provider to determine if she or he believes it is safe to come to work. If a co-worker learns of a high-risk factor, they must maintain confidentiality of that information, only reporting it to HR or a supervisor, or sharing it with permission of the individual with the risk factor.

COVID-19 and other medical information collected by Baylor may be protected by various laws or policies, to include HIPAA, FERPA and Baylor Personnel Policies, which govern the privacy of data shared.

Testing for COVID-19

Although there are a variety of different companies which produce tests for COVID-19, there are two types of tests available:

- A PCR (polymerase chain reaction) viral test indicates if you are currently infected by checking samples from your respiratory system through nasal or throat swabs or saliva samples. Some tests are designed to be analyzed at the testing site within an hour, while others must be analyzed in a lab and can take 1-2 days or more. Please note, viral tests are not 100% accurate and can have false negatives. That is, sometimes the test is negative even though a person is actually infected.
- Serologic antibody testing should not be used to establish the presence or absence of COVID-19 infection. An antibody test checks your blood for the presence of antibodies, which indicates whether you have been infected previously. Because it can take 1-3 weeks for antibodies to show up in the blood after being infected, antibody tests do not indicate current infection. Please note, rapid antibody tests may have false positives, indicating a history of infection when there isn’t one. Lab-based antibody tests are more accurate, but may take several days for results.

Test availability differs by location and decisions about testing are made by health departments or healthcare providers. If you have symptoms and want to get tested, the first step is to contact your healthcare provider.
3. Face Masks/Cloth Face Coverings

Face coverings are required to be worn by all individuals (faculty, staff, students and visitors) in all buildings on the Baylor campus.

This requirement – a vital part of our many COVID-19 mitigation efforts – is consistent with guidance from the Centers for Disease Control and Prevention about face coverings, and with the “Swiss Cheese Model” of protection (see pp. 6). This layering of strategies to prevent COVID-19 spread includes face coverings, handwashing, cleaning and disinfecting, and maintaining social distance between other people.

Wearing a face covering is not a replacement for other COVID-19 preventive measures, and we highly encourage the campus community to continue to practice healthy habits. Face coverings may include commercially available or homemade masks, scarfs, bandanas or handkerchiefs.

Face coverings will not be required when:

- Unsafe due to an individual’s medical condition
- Working alone inside an individual office
- Actively eating/drinking in an area appropriately designated for eating/drinking purposes. Note: eating/drinking is not allowed in any classroom

Please note: Baylor’s expectations and requirements for face coverings may change based on guidance from the CDC and other agencies. For the most current guidance, please visit Baylor’s Keep Working (Return to Campus) page.

Face masks and cloth face coverings are important because they may reduce the chances of spreading respiratory secretions when talking, sneezing or coughing. Cloth face coverings are not a surgical or N95 mask and may only provide marginal protection for the wearer. They are meant to protect other people in case the wearer is unknowingly infected. However, Baylor makes no assurance about the effectiveness of face masks.

Baylor will have some face coverings available at no cost to employees. Please note, because cloth face coverings are not medical grade, Baylor makes no representations or warranties regarding the quality, nature, condition or composition of cloth face coverings provided to anyone. Baylor provides the face coverings as is and expressly disclaims all warranties and representations, whether express, implied or statutory, including warranties of fitness for a particular purpose or merchantability.

Reusable cloth face coverings should only be worn for one day at a time, and need to be properly laundered before using again. Having an additional supply of cloth face coverings can help reduce the need for daily laundering.

According to the CDC, face coverings should:

- Fit snugly but comfortably against the sides 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 Face Coverings

- 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 the nose wire (if it has one) snug against the nose.
- 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 Face Coverings

- The outside of the face covering may have contaminants on it. Do not touch the front or any other surface of the face covering, except the straps.
- 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 or sanitize hands immediately after removing.
Keeping Face Coverings Clean

- As soon as the face covering becomes damp or humid, switch to another face covering and clean the used face covering.
- Keep face coverings 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 properly laundered with regular clothing detergent before first use, and after each use. Cloth face coverings should be replaced immediately if damaged or visibly contaminated.

Exceptions for Wearing Face Coverings

Some employees may have medical reasons that create challenges for wearing face coverings and may desire to request a reasonable accommodation to the requirement under Baylor’s Americans with Disability Act (ADA) Policy, BU-PP 415. To request an accommodation under the ADA, employees should complete and submit the Accommodation Request Form and the Medical Information Form to Human Resources (HR).

Assisting Others with Face Coverings

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Other Personal Protective Equipment (PPE)

**Surgical masks and N95 masks:** These are considered personal protective equipment (PPE) and should be reserved for medical use or jobs with task-specific hazards as determined by EHS.

**Gloves:** Those in high-risk areas should use gloves, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Other than as a job or task specific requirement, employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.
4. Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to practice CDC recommended social distancing when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees must follow these social distancing practices:

- Stay about six feet (approximately two arms’ length) from other people at all times, to the extent reasonably possible.
- Stay out of crowded places and avoid mass gatherings.
- When social distancing is not feasible, employees should notify their supervisor and take other mitigating actions.
- In-person meetings must comply with the latest guidance or marked requirements for social distancing and room capacity in effect at the time of the meeting. Microsoft Teams and Zoom meetings should be utilized whenever possible. Supervisors should contact DPS/Emergency Management with questions.
5. Hygiene

Handwashing and Sanitizing

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, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer containing at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

Coughing/Sneezing Hygiene

If you do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Then throw used tissues in the trash. Immediately wash or sanitize your hands.

Cleaning/Disinfection

Housekeeping teams will clean offices and workspaces based on CDC guidelines for disinfection and EHS protocols. Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Departments will be provided with sanitizing products for shared-use equipment so that they have the ability to disinfect areas, including the following, after each use:

- Department reception areas
- Break rooms and kitchenettes
- Workrooms
- Huddle and conference rooms
- Training areas
- Circulation areas
- Shared computers, printers, or other technology
- Other shared resources
Guidance for Specific Workplace Scenarios

General Preparedness

In addition to your normal getting ready for work routine, you’ll need to do a self-health assessment before leaving by going through all the current symptoms of COVID-19 listed on page 7, or as most current per the CDC. If you suspect you have any of the symptoms, please notify your manager and contact a healthcare provider for further assessment.

You will also need to bring a freshly cleaned face covering with you, and it’s a good idea to carry a spare or two, just in case.

Working in Office Environments

If you work in an open environment, be sure to maintain social distance from co-workers whenever possible. If possible, have at least one workspace separating you from another co-worker. Individuals are required to wear a face mask or face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers and constituents, such as:

- Having EHS conduct an assessment to determine whether there is a need for barriers.
- Placing visual cues such as Baylor University provided floor decals or signs to indicate where constituents should stand while waiting in line.
- Placing one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Considering designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless social distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Because masks/face coverings are required in all buildings, they must be worn by faculty and staff in a reception/receiving area or while walking in hallways where others travel, and in break rooms, conference rooms and other meeting locations.

Do not share anyone else’s personal protective equipment, phones, computer equipment, desks, etc. In situations where Baylor-owned vehicles or work equipment must be shared, precaution should be taken to sanitize them between use.
Meetings

Convening in groups increases the risk of viral transmission. In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed posted guidance or 25 percent (25%) of a room’s capacity, assuming individuals can still maintain separation for social distancing requirements.

Departments should remove or rearrange chairs and tables or add visual cue marks, such as Baylor University provided signs, in meeting rooms to support social distancing practices between attendees. All attendees are required to wear a mask or face covering while sharing space in a common room.

Where feasible, meetings (even small group or discussions with individuals) should be held in whole or part using available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, email, telephone, etc.) rather than face-to-face.

Handshakes and Hugs

For many people handshakes, or even hugs, are a routine and caring way of greeting coworkers and constituents. In the past, many would have considered it rude to not offer their hand when saying hello, yet, because it’s possible to be a carrier of COVID-19 without showing symptoms, prudence suggests non-physical greetings, for the safety and wellbeing of all.

One recommended greeting for Baylor Bears is simply raising a paw and saying “Sic ‘em.”

Using Elevators

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Occupancy numbers will be posted with temporary signage outside of elevators and should be limited to a number, which allows appropriate distancing. Those using elevators must wear a face covering regardless of traveling alone or with others and should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.
**Entering / Exiting Buildings**

Departments should determine or coordinate arrival and departure times of faculty and staff to reduce congestion during typical “rush hours” of the business day. For example, employee arrival and departures might be scheduled in 10-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have returned to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time. Those without set reporting and departing times should arrive and leave at lower volume times, as feasible.

**Visitors**

Until further notice, Baylor will not allow people (e.g., friends, family, etc.) to visit employees on campus, unless the employee lives on campus. This does not preclude family ride drop-offs/pick-ups, or emergency on-campus trips.

Where business-critical, in-person visits must occur, such as to allow equipment or facilities to remain operational, adherence to this plan, including social distancing and face coverings, is required and forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

**Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

On-campus retail food establishments are closed until further notice. Some residential dining facilities will have restricted operations, "To Go" meals, limited options available and reduced hours of operation. For a list of available on-campus options, visit baylor.campusdish.com.

Meals and luncheons provided by departments should be avoided if possible. If a necessity, meals should be boxed or the entity delivering the meal should serve. Disposable plasticware or wrapped silverware must be used and hand sanitizer made available.

If you are eating in your work environment (break room, office, etc.), maintain social distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cues such as Baylor University provided signs/posters in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.
Emergency Evacuation and Drills

During an emergency evacuation, you still need to evacuate using the safest, expedient means available. Be sure to put your face covering back on if you have removed it while in your individual work area. Once outside in your department’s evacuation assembly area, you should maintain social distance from each other. It is highly recommended you wash or sterilize your hands once returning into the building.

Additional guidance will be provided for emergency drills.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

Official University signs and posters will be installed by Baylor Facilities, but for your convenience can be downloaded for posting in other locations if you have needs or if official signs become damaged. See available signs at baylor.edu/coronavirus, downloads and resources under the Keep Working (Return to Campus) tab.
Mental and Emotional Wellbeing

Baylor is committed to supporting your total Wellbeing, and that includes your mental and emotional wellbeing.

**Emotional Wellbeing** involves understanding yourself and the way in which you develop and maintain positive relationships while adapting to a constantly changing environment. Baylor provides a range of services and innovative programming to help you optimize this critical area of Wellbeing. [https://www.baylor.edu/hr/wellbeing](https://www.baylor.edu/hr/wellbeing)

Employee Assistance Program

Baylor’s Employee Assistance Program (EAP) offers all full-time faculty and staff (and their household family members) free and confidential resources, assessments, counseling, referrals, and follow-up services to support their personal and professional lives. [https://www.baylor.edu/hr/index.php?id=950371](https://www.baylor.edu/hr/index.php?id=950371)

MDLIVE

Blue Cross Blue Shield of Texas provides members and covered dependents with access to virtual healthcare for non-emergency medical and behavioral health needs through [MDLive](https://www.baylor.edu/hr/mdlive). Log-in to mdlive.com/bcbstx, or call **888.680.8646** as a convenient alternative for navigating non-emergency healthcare needs. Licensed doctors, counselors, therapists and psychiatrists are available 24/7. [https://www.baylor.edu/hr/mdlive](https://www.baylor.edu/hr/mdlive)

National Suicide Prevention Lifeline  **1.800.273.8255**

We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, along with prevention and crisis resources for you or your loved ones. [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Crisis Text Line

Text **HOME** to **741741** to connect with a live, trained Crisis Counselor 24/7.