



ST. JOHN'S
UNIVERSITY

Returning to Work Amidst COVID-19: Faculty, Administrators and Staff

Presenter: Eileen Caufield, Associate Director of Training & Development, Human Resources

Summer 2020

- COVID-19 Protocols
- Before Coming to Campus
- Face Coverings
- Workplace Safety Plan
 - Social distancing, office protocols, use of common areas
 - Reducing stigma, reporting bias incidents, caring for our mental health
- New York State Domestic Violence Help Hotline

- **If you feel ill or have ANY of the following COVID-19 symptoms:**
 - Fever or 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
- **If you have had close contact (within 6 feet) with a person with COVID-19 for 10 minutes or more regardless if you have symptoms**

DO NOT COME TO CAMPUS

If you test positive for COVID-19, have symptoms, been exposed to someone with the virus, or recently returned from a “hot-spot,”

- **Contact your primary health care provider** to inform them
- **Contact the Benefits Department - 718-990-2363;**
SJUBenefits@stjohns.edu
- **Contact your supervisor to inform them you will be out ill –** no need to explain why; they will be contacted by the Benefits Department for further action
- **Quarantine for 14 days**

Note: You will not be allowed entry to campus until you have quarantined for 14 days and have been cleared by a health care provider.

- **NYP-Q: Call 347-566-8467**
- **NYC Testing Sites: Call 844-NYC-4NYC**
- **Find a Testing Site: <https://coronavirus.health.ny.gov/find-test-site-near-you>**

NYC Health+Hospital/Queens

82-68 164th Street

Jamaica, New York 11432

718-883-3000

Monday – Friday, 8 a.m. – 4:30 p.m.

CityMD Urgent Care- Jamaica

162-21 Jamaica Ave

Jamaica, NY 11432

(718) 571-9116

Monday - Friday, 7 AM-10:45 PM

Saturday - Sunday, 8 AM-6 PM

CityMD Urgent Care- Fresh Meadows

61-18 188th St, Queens, NY 11365

(718) 489-5003

Monday - Friday, 9 AM-8 PM

Saturday - Sunday, 9 AM-4 PM

One Medical-Queens (York College Parking Lot) - mobile testing center

92-90 165th Street

Jamaica, NY 11451

(888) 663-6331

Monday - Friday, 9 AM-1 PM, 2 PM-3:30 PM

EACH Day you expect to report to campus, you **MUST** complete the COVID-19 Symptom Screening Questionnaire/Wellness Check/Campus Pass. Where is the campus pass located? It is available on the *St. John's University Connect* app.

- A “**GREEN**” **pass** indicates you are **not displaying symptoms** of COVID-19 and you will be granted access to campus.
- A “**RED**” **pass** indicates **you have symptoms consistent with COVID-19**, are at risk of being a potential carrier due to exposure to COVID-19 and you will not be granted access to campus.

If You receive a RED PASS

- **DO NOT REPORT TO CAMPUS**
- CONTACT the Benefits department, your supervisor, and your health care provider (slide #4)

If You receive a GREEN PASS

- Enter campus through Gates 1 or 6 and display your **storm card**, **green pass**, and **face covering** to Public Safety.
- Please note there may be long lines at the gates so arrive early.

Face Coverings



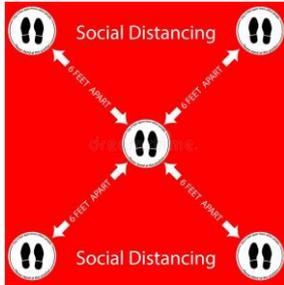
- **Wear a face covering at all times.** See the [Centers for Disease Control \(CDC\) website for information on masks including how to make a mask.](#)
- **Face coverings must cover one's nose and mouth.** They are not to be worn under the chin.
- **Don't put the face covering around your neck or up on your forehead**
- **Acceptable face coverings** for COVID-19 include cloth-based coverings and disposable masks that cover both the mouth and nose. **Note:** Surgical masks and N-95 respirators will be reserved for needed research personnel, healthcare workers and other first responders.
- **Gator masks and bandanas are not appropriate masks to wear;** they do not provide the proper layers of protection required.

Face Coverings Protocols



- **Do not remove your face mask when speaking to someone.**
- **Speak slowly so people can hear you through the mask.**
- **If someone approaches you who is not wearing a mask, ask them to maintain a distance of at least 6 feet.**
- **Remove face coverings correctly and wash your hands after handling or touching a used face covering. Cloth face coverings should be washed daily. Click on the Centers for Disease Control (CDC) guidelines for [safely wearing and removing face coverings](#) and [washing a face covering](#).**
- You are **prohibited from sharing** face coverings.

Click [here](#) to view a video where a registered nurse shows how to properly wear and remove a face covering.



- **Practice Social Distancing.** Maintain a minimum of 6 feet between all individuals in all directions.



- **Wear a face covering at all times.**



- **Keep Your Hands Clean.** Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.



- **CLEAN and DISINFECT your equipment (phone, computer)** before you use it. Also, department phones and computers should be wiped down between users.

- **STAY BEHIND BARRIERS.** Plexiglas shields have been installed in high traffic areas.



- **REFER TO and FOLLOW POSTED SIGNS.** Signage has been posted around campus to reinforce social distancing, proper hygiene, capacity limits, etc.

COVID-19 Protection: Avoid Contact!



May I borrow your laptop?



- **No Physical Contact.** This means no handshakes, hugs, or other physical contact. Please refer to the University's policy on [Social Distancing and Hygiene.](#)
- **No sharing of food.** All food and drinks should be brought daily to the office and not shared.
- **Avoid sharing objects** such as laptops, notebooks, phones, writing utensils.
- **All non-essential common areas are temporarily closed** (i.e., fitness center, Taffner Field House, outdoor basketball courts, etc.)

- **Avoid congregating** in narrow hallways, stairwells and spaces. The University has reduced bi-directional foot traffic by posting signs with arrows in these areas.
- **All meetings should be held virtually to the extent possible.** Where meetings must be in person, social distancing must be observed including the wearing of face coverings if 6 feet social distancing is not possible.
- **Elevators should not be used by more than one individual** at a time, unless all individuals are wearing face coverings. There are reduced capacity limits posted for all elevators. Priority should be given to individuals with disabilities.





- Cover all coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or with a hand sanitizer made with at least 70% alcohol.
- Use the hand sanitizing stations that you see installed throughout the campus. The University has increased the number and location of hand sanitizer dispensing units throughout the campus.
- Discard all masks, gloves and sanitizing wipes in the regular waste receptacles.





- Wear your mask to the restroom.
- Use a tissue or paper towel to open the door to the restroom and the restroom stalls. If you do not have a tissue, push open the restroom door with your body and not your hands.
- Maintain 6 feet social distancing while waiting on line.
- Wash hands thoroughly following CDC guidelines before leaving the restroom.
- Use a paper towel (avoid hand air-dryers) to dry your hands, turn off the faucet, and open the doors.
- When you return to your desk or room, discard the paper towel and use hand sanitizer.



Where kitchen use is permitted, you are asked to observe the following protocols:

- Wear your face covering in the kitchen area.
- Limit use of the kitchen area to one person at a time.
- Wipe down faucets, the buttons on the microwave, handles on the refrigerator, coffee and water dispensers **before and after each use**
- When you return to your desk, use hand sanitizer before you eat or drink.



- The University has adopted all hygiene, cleaning and disinfection guidelines established by the CDC and Department of Health.
- Frequent cleaning and disinfecting will be performed of high risk areas such as: door knobs, levers, handrails, horizontal surfaces, restrooms, elevator buttons, etc.
- It is recommended that you regularly wash your hands thoroughly with soap and water for at least 20 seconds. Or, use a hand sanitizer made with at least 70% alcohol. See the CDC guidelines for [hand hygiene recommendations](#).



- The COVID-19 pandemic triggered an increase in acts of bias and discrimination against Chinese, Chinese-American, and other individuals of Asian descent, both in our nation and abroad. During times of stress and anxiety, implicit biases we hold may come to the surface, and fear inhibits our ability to process facts. However, there is never a time when acts of hate, bias, or discrimination based upon race, ethnicity, or other social identity will be condoned by St. John's.
- The Centers for Disease Control and Prevention (CDC) maintain a COVID-19 webpage dedicated to “Reducing Stigma,” which can be accessed by clicking [here](#). The CDC notes that people of Asian descent are no more likely to contract COVID-19 than any other Americans. As we pay close attention to the physical acts we can take to keep each other safe during this time, like frequent handwashing, we must remain equally vigilant about safeguarding the physical, emotional, and mental safety of all members of our community.
- As stated in the University's Inclusivity Statement, a dedication to diversity, equity, and inclusion is at the heart of our mission. In challenging times, we must always return to our values.

If you witness bias or discrimination, whether COVID-19 related or otherwise:

- For nonemergency situations, any member of the University community can use the online reporting form available at www.stjohns.edu/reportbias. Though you can complete this form anonymously, be sure to include as much information as possible so that the University can respond.
- Bias reports can also be made to the Office of Human Resources, Equal Opportunity and Compliance, by calling 718-990-1865 (press 4).
- In the event of an emergency, including but not limited to situations involving violence or threats of violence, please call 911 or the Department of Public Safety.

If someone is struggling with anxiety as a result of COVID-19:

- Encourage students to Contact Student Health Services (718 990-6360, select Option 4) or the Center for Counseling and Consultation (Queens, 718-990-6384; Staten Island, 718-390-4451); or the St. John's University Mental Health Helpline (718 990-6352).

Employee are encouraged to contact:

- **Employee Assistance Program – Corporate Counseling Associates**
✓ **Call the 24-hour helpline: (800) 833-8707**
- **Oxford at 800-444-6222 for confidential help**; and refer to the Oxford behavioral health web site, “Live and Work Well”
at <https://www.liveandworkwell.com/content/en/member.html>

- New Yorkers seeking help can call 1-800-942-6906, text 844-997-2121 or chat with a professional on the new confidential website at www.opdv.ny.gov.
- The text and online services will be staffed 24 hours a day, 7 days a week with Office for the Prevention of Domestic Violence (OPDV) staff who are experts in the area of domestic violence.

Chat, text and calls are secure and private.

The OPDV chat service is:

- NOT a public chat room and completely confidential
- Secure and private
- Staffed by professionals who can help
- Available 7 days/week, 24 hours per day

- Maintain 6 feet social distance from others at all times.
- Wear face coverings when in public.
- Wash your hands often with soap and water; if soap and water are not available use hand sanitizer.
- Avoid groups and crowds especially in doors.
- Complete the COVID-19 Health Screening Questionnaire/Wellness Check/Campus Pass daily.
- Report any bias incidents using the online form that can be found at www.stjohns.edu/reportbias.
- Refer to updates related to [COVID-19](#) on MySJU.
- Look at the web site [St. John's Reopens](#) for more information.

Welcome Back! Stay safe and

Thank you

For all that you have done and for all that you continue to do.