



**ST. JOHN'S**  
UNIVERSITY

# Returning to Work Amidst COVID-19: Students Returning to Work

January 15, 2021

- 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
- Hygiene and Cleaning
- Use of Kitchen Areas and Restrooms
- Remote Work

- **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 have returned to New York from a non-contiguous state (all states other than NJ, PA, CT, MA, VT) per Governor Cuomo's Executive Order 205.2, or any international destination requiring quarantine as identified by New York State and you did not complete the quarantine or testing requirement,

**DO NOT COME TO CAMPUS**

- **Contact Student Health Services (SHS) 718-990-6360 (option 4)**
  - SHS will Facilitate a virtual telehealth appointment with a physician from NYPQ's COVID-19 Hotline or the student's primary health care provider. **NOTE: Students insurance may be charged**
  - If you have symptoms, test positive for COVID-19, been exposed to someone positive for COVID-19, traveled outside the United States, or recently traveled to a non-contiguous state (all states other than, NJ, PA, MA, CT, VT) you may be asked to quarantine for 14 days (see the following slides for travel-based alternate testing and quarantine guidance.)
  - You will not be allowed entry to campus until you have been cleared by a health care provider and Student Health Services
- **Contact your supervisor**

Per Governor Cuomo's [Executive Order 205.2](#), effective 11/04/2020,

All Travelers entering New York from a state which is not a contiguous state (all states other than NJ, PA, MA, CT, VT) shall quarantine for a period of 14 days consistent with Department of Health regulations for quarantine unless the following testing and quarantine guidance is met:

Students (and travelers) who travel outside of New York State for less than 24 hours,

- need not test prior to departure from the state;
- need not quarantine upon arrival;
- must continue to fill out the [traveler form](#) upon entry; and
- must take a diagnostic test on the 4<sup>th</sup> day after arrival in New York State.

## Quarantine Restrictions on Travelers Arriving in New York – Traveled for more than 24 hours

### Per Governor Cuomo's Executive Order 205.2, effective 11/04/2020,

All Travelers entering New York from a state which is not a contiguous state (all states other than NJ, PA, MA, CT, VT) shall quarantine for a period of 14 days consistent with Department of Health regulations for quarantine unless the following testing and quarantine guidance is met:

Students (and travelers) who travel outside of New York State (NYS) for more than 24 hours,

- Must seek testing prior to departure from that state or country, within 72 hours of departure, prior to arrival in NYS;
- Must, upon arrival in NYS, quarantine for a minimum of 3 days, measured from time of arrival (all students will be tested upon arrival to campus);
- Students (and travelers) must be tested on day 4 and may exit quarantine upon receipt of the second negative test result;
- **All other students (and travelers) are required to quarantine for 14 days if they do not test prior to departure and on day 4 after arrival to NYS. Also, if unable to provide test results, students (and travelers) will be asked to quarantine for 14 days.**

1. Complete the HR *Return to Work* training webinar. (this training)
2. Upon completion of the training, HR will submit to IT your name so that you can receive access to the app that contains the *Campus Pass Self-Screening COVID-19 Health Wellness Check* for your phone. **Please Note: It will take 24 - 48 hours for IT to provide you with access to the app.**
3. **EVERYDAY** you **MUST** complete the Campus Pass Self-Screening Health Wellness Check.
  - 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.



**After completing the questionnaire, a report will be sent to your St. John's University email account, if you receive a RED PASS**

- **DO NOT COME TO CAMPUS FOR ANY REASON. YOU WILL NOT BE PERMITTED TO ENTER CAMPUS**
- **Contact Student Health Services (SHS) 718-990-6360 (option 4)**
  - SHS will Facilitate a virtual telehealth appointment with a physician from NYPQ's COVID-19 Hotline or the student's primary health care provider. NOTE: Students insurance may be charged

**If You receive a GREEN PASS**

- Enter campus through Gate 6 (open 24/7, including the walk-in gate), or Gates 1, 2, & 4 (open from 7:00 a.m. to 7 p.m., Monday through Friday) and display your **pass, storm card** and **face covering** to Public Safety. On the **Staten Island** campus, report to **Spellman Hall**.
- Please note there may be long lines at the Gates so arrive early.
- Students living on campus (Resident Village, etc.,) will be asked to display their pass prior to leaving their residence hall.

# Face Coverings

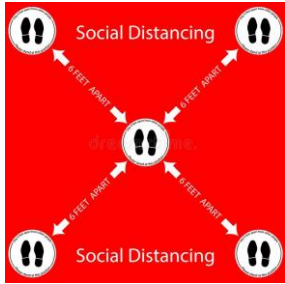
- **Wear a face covering at all times**, especially if you are INSIDE and in a common area (i.e., elevators, lobbies).
  - If you are in a private office alone a face cover MAY not be necessary; however, should someone approach you, immediately put on your face covering.
- **Wear face coverings when traveling around campus**
- **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.

# Face Coverings

- **If someone approaches you who is not wearing a face covering, ask them to maintain 6 feet distance from you, and quickly put on your face covering.**
- **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 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.

# Workplace Safety Plan



- **Practice Social Distancing.** Maintain a minimum of 6 feet between all individuals in all directions.
- **Wear a face covering at all times**, especially if you are INSIDE or if you are outside and cannot maintain proper social distancing. If you are in a private office alone a face cover MAY not be necessary. **You will NOT be able to report to work without a face covering.**
- **Keep Your Hand Clean.** Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.

# Workplace Safety Plan



- **CLEAN and DISENFECT YOUR WORK STATION** before and after every use.
  - Departments, where students work with technical equipment such as the TV Center and IT Labs, will provide you with the necessary cleaning resources to clean and disinfect equipment after each user
- **STAY BEHIND BARRIERS.** Plexiglas shields are being 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.

# Workplace Safety Plan

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.](#)
- **There will be no sharing of food.** All food and drinks should be individually wrapped and consumed
- **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.)

# Workplace Safety Plan

- **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.
- **Please inform your supervisor** if you observe unsafe conditions on campus and if you observe individuals not adhering to applicable social distancing and safety protocols.



- 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 have experienced 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](http://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 you are struggling with anxiety as a result of COVID-19:**

- We 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).

- 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](#).



# Hygiene and Cleaning



- 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.

- The University has increased the number and location of hand sanitizer dispensing units throughout the campus.



- All masks, gloves and sanitizing wipes can and should be discarded in the regular waste receptacles.

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.



# Hygiene – Use of Restrooms



- Wear your mask to the restroom.
- 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, discard the paper towel and use hand sanitizer.

If the department permits, students working for the University can work remotely. However,

- Remote work cannot be performed while you are expected to be online for class or attending an in-person class.
- Arrange with your supervisor how time and the work performed will be tracked and recorded while you are working remotely i.e., do you need to submit a log of work completed to your supervisor.
- Remote work is temporary, and you may be asked, at any time, by your supervisor to report to campus.
- No student should be working unsupervised while on campus.



# Steps to Return to Campus

1. Supervisors will notify HR of those students working.
2. HR invites students to attend training.
3. HR notifies IT of students who complete the training.
4. IT grants students access to the **app** to download the *Campus Pass Self-Screening Health Wellness Check* for COVID-19. **Note: This step may take 24-48 hours.**
5. Students, daily, complete the health screening questionnaire. Based on the results,
  - **Green Pass: OK to report to work**
  - **Red Pass: Do not report to campus; contact Student Health Services**



- 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 Campus Pass Self-Screening Health Wellness Check for COVID-19 daily.
- Report any bias incidents using the online form that can be found at [www.stjohns.edu/reportbias](http://www.stjohns.edu/reportbias).
- Look at the web site [St. John's Reopens](#) for more information.

If you have any questions regarding your student employment, please contact:

**Mary Cascio**

Manager of Student Employment

(718) 990-2331

[casciom@stjohns.edu](mailto:casciom@stjohns.edu)

**Darren Russell**

Employment Specialist

(718) 990-2497

[russelld@stjohns.edu](mailto:russelld@stjohns.edu)

Send signed Federal Work Study Agreements to:

**Kerri L. Scianna**

Assistant Director Student Financial Services

Financial Aid

Newman Hall - B-28

[sciannak@stjohns.edu](mailto:sciannak@stjohns.edu)

718-990-5740

*Thank you*

**Please remember to complete the evaluation!**