

Bowdoin

Return to Work Plan:

SUMMER 2020

For the most up-to-date information and answers to frequently asked questions, visit bowdoin.edu/covid-19/

LAST REVISED: MAY 28, 2020

OVERVIEW

On April 28, 2020, the State of Maine issued a staged plan to gradually and safely restart Maine's economy. In keeping with these state-mandated guidelines and Centers for Disease Control (CDC) recommendations, the Bowdoin Campus Emergency Management Team (CEMT) COVID-19 Task Force has developed a phased return-to-campus plan beginning on June 1, 2020.

As a general matter, employees who are successfully working from home should continue to do so unless the operational needs of the department dictate otherwise. The maximum staffing percentages on page two are not meant to be targets. We expect that many departments will fall comfortably below the suggested caps.

Faculty or staff who are sixty-five or older, or who have an underlying medical condition that puts them at higher risk of severe illness from COVID-19, will not be required to work in a setting that could expose them to infection.

Unchanged from late spring semester protocols, faculty and lab instructors will continue to have access to offices and labs for scholarship work and fall planning throughout the summer.

The phased plan is designed to gradually increase opportunities for staff to work on campus over the summer while also limiting density and allowing for the physical distancing necessary to prevent the spread of COVID-19. This approach will also help departments adapt to new practices and to modify work environments prior to the potential return of students in the fall.

As we monitor COVID-19 case rates locally and in the state, the College may return to a prior phase and reimpose certain restrictions as needed. It is also possible that state or local government orders or ordinances impact the phasing sequence detailed on page two. And lastly, decisions made this summer regarding how and where fall semester classes will be conducted could impact phases and timing.

Thank you for your efforts to keep our community safe this summer.

Respectfully,
CEMT COVID-19 Task Force

THREE KEY STEPS

Public health officials continue to emphasize how effective and essential these steps are in preventing the spread of COVID-19.



1
Wear protective face coverings.



2
Maintain rigorous hygiene practices.



3
Self-monitor for symptoms.

PHASE 1: JUNE 1–28

- All children’s center staff
- All events and set-ups staff
- All housekeeping staff
- All facilities shops
- Limited library staff
- Limited dining staff
- Administrative, athletics, and academic departments should continue operating with a **maximum of 10 percent of normal office staffing** per building, as directed by managers.

	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						

PHASE 2: JUNE 29–JULY 17

- Administrative, athletics, and academic departments may increase on-site staff to **no more than 25 percent of normal office staffing** per building, as directed by managers.

	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	

PHASE 3: JULY 18–AUGUST 15

- Administrative, athletics, and academic departments may increase on-site staff to **no more than 50 percent of normal office staffing** per building as directed by managers. The right balance will depend on the operational needs of the department, the layout of the department, and how the office can stagger schedules to prevent close contact between employees.

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

GUIDELINES

All phases include the following guidelines, effective June 1:

- Protective face coverings, either surgical or cloth masks, will be required inside all campus buildings, except in private offices and research labs when others are not present.
- Surgical masks will be available upon request for those employees who need to wear masks for long periods of time or have additional restrictions regarding face coverings.
 - The College will provide two cloth masks for each employee. Details forthcoming.
 - Employees may use those masks or their own work-appropriate face covering.
 - Masks are not required when outdoors on campus.
- Staff and faculty working on campus must perform daily self-screens before leaving home for work. The College is developing a self-screen survey tool and may require submission of a health survey at some point this summer.
- College-related travel should continue to be curtailed. Anyone traveling out of state, (including personal travel) will need to self-quarantine for the state-mandated number of days (currently fourteen) before returning to work on campus.
- Staffing of admissions may adhere to different guidelines under certain circumstances, subject to approval, and provided that physical distancing can be maintained.
- Outside contractors and vendors must wear protective face coverings when inside campus buildings and certify in writing they are symptom-free before arriving on campus.
- Indoor and outdoor gatherings on Bowdoin property (including the Schiller Coastal Studies Center and athletic fields) are restricted to ten (10) people, even if state limits are higher.

BUILDING HOURS AND ACCESS

- Dining services will be limited to quarantine meal delivery for students arriving from outside of Maine. All dining halls, the Smith Union Café, Magee's Pub, and the c-store will be closed for the summer.
- Limited mail center hours on Mondays, Wednesdays, and Fridays (2:00 p.m.–4:00 p.m.) will continue. Office mail deliveries will continue on Mondays, Wednesdays, and Fridays.
- Museums will remain closed to the campus and the public.
- Libraries will remain closed to the campus and the public, except for book drop-off/pick-up at Hawthorne-Longfellow Library.
- College stores will remain closed (online sales only).
- Athletic facilities, including the Buck Center, will remain closed. Nets on the outdoor tennis courts will be installed on June 1 for faculty, staff, and emeriti use, but those using the courts must maintain proper physical distancing at all times.

GUIDANCE FOR MANAGERS

Prior to Return:

- Faculty or staff who are sixty-five or older, or who have an underlying medical condition that puts them at higher risk of severe illness from COVID-19, will not be required to work in a setting that could expose them to infection.
- Communicate your department's plan to your staff to ensure they understand the date they are expected to return to on-campus work.
- Perform a workplace assessment:
 - a. Consider your area's workspace and workflow to determine if there is adequate spacing to maintain physical distancing. If not, determine how schedules may be staggered and which roles are absolutely needed in the office.
 - b. Assess other common spaces (e.g., break rooms, kitchens, conference rooms). Consider closing or limiting access to certain areas. Communicate what the procedures are for each common area.
 - c. The Office of Environmental Health and Safety will schedule a workplace assessment to determine if protective improvements are needed for your space, such as plexiglass partitions, ventilation adjustments, or floor spacing markers. Please contact Charly Wojtysiak at cwojtysiak@bowdoin.edu with any questions about the assessment.
- Develop flexible scheduling to allow employees to take care of children due to school and childcare closures.
- For offices preapproved to hire summer student workers, please include the students in your staff count toward the occupancy caps associated with each phase.
- Identify what your department needs for signage to encourage good hygiene and physical distancing in the office. DO NOT make your own signage; it is important that COVID-19 signage is consistent across campus. Signage requests should be made to Megan Morouse in communications, at mmorouse@bowdoin.edu.
- The procurement, allocation, and replenishment of all disinfectant wipes and other cleaning products for departmental use will be coordinated by facilities management. Departments should not hoard critical cleaning supplies. Designate a staff member to monitor supply levels and place orders through the facilities management stockroom. For questions about cleaning supplies and protocols, please contact Brandie Hurley at bhurley2@bowdoin.edu.
- If certain individuals prefer that housekeeping not clean their office or workstation, please contact Brandie Hurley at bhurley2@bowdoin.edu.

While at Work:

- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Discourage employees from sharing desks or equipment and encourage them to wipe down their desk and equipment regularly.
- Continue to utilize Microsoft Teams or Zoom for meetings. Meetings in conference rooms or common areas should be kept to a minimum and meetings may only take place with physical distancing and appropriate wiping down of common-touch surfaces by the department after use.

GUIDANCE FOR EMPLOYEES

- Self-screen daily before going to work for any of the symptoms currently associated with COVID-19 (see below). The College may soon require every employee to fill out a health survey and submit it to managers before reporting to work. In the meantime, employees should get in the habit of performing a daily self-screen. COVID-19 symptoms may appear two to fourteen (2-14) days after exposure to the virus.

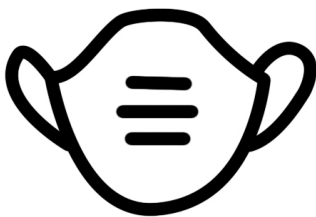
These symptoms include:

- Cough
 - Shortness of breath or difficulty breathing
 - Muscle pain
 - Sore throat
 - Known close contact with a person who is lab-confirmed to have COVID-19
 - Chills
 - Loss of taste or smell
 - Feeling feverish or measured temperature at or above 100.4 degrees Fahrenheit
- Certain departments, such as the children's center or dining, may require temperature monitoring upon arrival to work and regular symptom assessment.
 - If you are not feeling well, please DO NOT come to work, especially if you are experiencing any of the symptoms listed above. Contact your health care provider for guidance and notify your supervisor of the necessary absence. Record sick/exception time.
 - Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
 - Wear a protective face covering (over both your nose and your mouth) when occupying common spaces inside campus buildings.

THREE KEY STEPS

Public health officials continue to emphasize how effective and essential these steps are in preventing the spread of COVID-19.

1



Wear protective face coverings.

2



Maintain rigorous hygiene practices.

3



Self-monitor for symptoms.