JHU Return to Campus Guidance for Phase 1
Updated August 11, 2020

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Introduction

Johns Hopkins University is engaged in an intensive planning effort aimed at resuming on-campus activities to the greatest extent possible, as quickly as is prudent, in light of the ongoing COVID-19 pandemic.

This Return to Campus Guide contains recommended health and safety protocols to put in place when the university begins its gradual, multiphase resumption of on-campus activities. It is intended to apply to all members of our university community—Johns Hopkins affiliates (faculty, staff, students, post-doctoral fellows, and trainees), as well as contractors, vendors, visitors and guests—while on campus or in university facilities. We anticipate that these guidelines will evolve as the changing severity of the pandemic and our ability to respond to it allow us to move through the phases of our return-to-campus framework, subject to state and local regulations and our own public health assessment. The guidelines will be updated with community input in later phases of our response as we are able to increase the density and level of activity on campus.

These guidelines are based on detailed recommendations and analysis from the Return to Campus workgroup, led by Heidi Conway, vice president for human resources, and Andrew Douglas, vice provost for faculty affairs, and the Facilities & HSE workgroup, led by Bob McLean, vice president for facilities and real estate. They also reflect valuable input from the Student Advisory Group, review by faculty experts in the Center for Health Security at the Bloomberg School of Public Health, and feedback from the many faculty, staff, and students who have participated in virtual town halls or submitted comments and questions about the planning process.

The initial resumption of on-campus activities under these guidelines does not mean a return to business as usual:

- Once the university decides to begin its gradual resumption of on-campus activities, they will be limited to those that require a person to be present. Any and all activities that can be accomplished at home via telework should continue to be done at home until further notice, and people should only be on campus for the time periods necessary to accomplish required on-campus activities.
- Among other changes, face coverings will be mandatory on campus except in very limited circumstances, cleaning procedures will be greatly augmented, and social distancing will remain the rule.
- Central to these guidelines is an understanding that some members of our community face a greater risk from COVID-19 than others, and we have set forth the mechanisms that are available for faculty, staff, and students to seek accommodations or adjustments as warranted by their individual circumstances.

This Return to Campus Guidance will be updated. The guidelines will be revised based upon state and local regulations, public health guidance, and community input. University working groups focused on research, academic programs, student life, and other aspects of health and safety will provide details about how the issues presented in this document apply in specific contexts. Ultimately, each school, department, and program will develop local plans and protocols for carrying out our research, educational, and support activities going forward.

Your feedback and input are important throughout this process. We hope you will join the weekly town halls being held throughout this planning process, or share your comments through our online form.
Guiding Principles

As with every aspect of the 2020 planning process, this “Return to Campus Guide” is informed by the guiding principles shared in a message from President Daniels and Provost Kumar in early May:

- We will fulfill our mission and meet our standard of excellence.
- The health and safety of our community is paramount.
- Science, evidence, and pragmatism will guide our decisions.
- We will be flexible and innovative in the face of evolving circumstances.
- We will provide inclusive and equitable solutions.
- We will heed our responsibility to ensure the university’s financial strength and stability.

Phased Process

The university will proceed through a phased resumption of on-campus activities in accordance with state and local regulations and its own assessment of the public health status of its community. That process will involve a phased return of individuals to campus over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and, as determined by public health experts, appropriate testing capabilities for COVID-19. If prudent, the university will facilitate the return to campus with additional mitigation tools, such as expanded testing and contact tracing procedures and technology.

JHU will assess expanded resumption of on-campus activity based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your deans, vice presidents, vice provosts, divisional business officers, or other senior leaders. We anticipate that the need to reduce the number of people coming to campus to meet social distancing requirements will continue for some time, and many employees who can continue to effectively work remotely will likely continue to do so for the near future.

The phased return to campus will be tightly coordinated to mitigate potential risks and protect the safety of affiliates, as well as the communities we serve. No unit or department should increase on-campus activity levels beyond current needs to support critical on-site operations without approval from their dean, vice president, vice provost, divisional business officer, or other senior leader. Once decisions to expand on-site activities in certain areas have been made, JHU affiliates should follow the policies and protocols detailed in this guide for returning to campus.

As on-site activity increases and operations expand, we will closely monitor and assess the situation on our campuses, including the course of the virus locally and the effectiveness of our policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Once JHU affiliates have been instructed to return to campus, there are several options departments should consider to maintain required social distancing measures.

Remote Activity/Telework: At this time, those who can continue to fulfill their work and academic responsibilities remotely some or all of the time should do so in order to reduce the number of individuals on campus and the potential spread of the COVID-19 virus.

Alternating Days or Shifts: In order to limit the number of individuals on campus and interactions among them, departments should consider scheduling partial on-site activity on alternating days and/or partial on-site activity based on shifts. Such schedules will help enable social distancing, especially in areas with common spaces.
**Staggered Schedules and Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit controls for further details later in this document).

**Return to Campus**

**General Expectations & Guidelines**
All affiliates are expected to fully comply with the policies, protocols, and guidelines outlined in this Return to Campus Guide. Noncompliance with COVID-19 campus health and safety guidelines could result in loss of access to university facilities as well as corrective and/or disciplinary action.

**Symptom Monitoring Requirement**
The university is exploring digital technologies to support daily self-monitoring and/or verification of symptom-free status. For now, we are relying on every individual to develop this essential daily habit.

People may not report to campus unless they are free of ALL symptoms potentially related to COVID-19 or have been evaluated and cleared through a Johns Hopkins call center (see below).

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

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Anyone who feels ill or is concerned about exposure is encouraged to call the Johns Hopkins COVID-19 Call Center at 833-546-7546, seven days a week, between 7 a.m. and 7 p.m. Employees should also use the call center (not Occupational Health) if they need clearance to return to work after being tested or recovering from COVID-19.

Affiliates who call the JHCCC will be asked a series of questions regarding their symptoms and possible exposure to others who have COVID-19. For those individuals who meet the criteria set by Johns Hopkins Infection Control, the call center will arrange an appointment for a COVID-19 test. The criteria for testing are updated on a regular basis, and the most current criteria will be used when there is an assessment over the phone.

Individuals who test positive will be contacted by a health care worker to provide guidance regarding self-isolation, monitoring of symptoms, and general health advice. They will also be asked a series of questions as part of our contract tracing process to help determine if others may have been exposed in the workplace/learning environment. Individuals who may had meaningful exposure to a COVID-19-positive person will be notified without being told the identity of the patient. The individual will be advised to self-quarantine for a period determined by the time of the initial exposure.

Individuals are required to stay at home while they are sick or experiencing any of the symptoms above unless otherwise directed.
Support for Vulnerable Persons

The university is keenly aware that some members of our community face a greater risk from COVID-19 than others and encourages faculty, staff, and students who have concerns about their individual circumstances to consider consulting with the Office of Institutional Equity (OIE) or Human Resources (HR) about the process for seeking an accommodations or adjustment as warranted.

**Accommodation (through OIE/Disability Services).** Based upon CDC guidance, some people may be at higher risk of experiencing negative COVID-19 outcomes due to their individual circumstances. Faculty, staff, students, and other trainees who fall within the CDC’s definition of a “vulnerable person” for COVID-19 (as outlined below) may request reasonable accommodations to their work or learning environment.

Information for faculty, staff, and postdoctoral fellows on the accommodations process may be found on the [OIE website](http://www.oie.jhu.edu) or [accessibility.jhu.edu](http://www.accessibility.jhu.edu), or by phone (410-516-8075) or email (oie@jhu.edu or OIEdisability@jhu.edu). Students should contact the [Student Disability Services Coordinator](http://www.studentaffairs.jhu.edu/disability) at their respective school to begin the process. In addition, as always, anyone with a documented disability or who needs a religious accommodation or a pregnancy or nursing parent adjustment may pursue accommodations as well.

Current CDC guidance for elevated risk from COVID-19 describes a “vulnerable person” as follows:

1. People 65 years and older;
2. People of all ages with underlying medical conditions, particularly if not well controlled, including those:
   1. with chronic lung disease or moderate to severe asthma;
   2. who have serious heart conditions;
   3. who are immunocompromised (including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications);
   4. with severe obesity (body mass index of 40 or higher);
   5. with diabetes;
   6. with chronic kidney disease undergoing dialysis; and
   7. with liver disease.

Note that these categories may change based on evolving circumstances around the virus as well as public health and regulatory guidance.

**Adjustment (through HR or student affairs).** Individuals who do not fall within the CDC’s COVID-19 guidelines for a “vulnerable person” but have other concerns about returning to campus due to their individual circumstances (such as household members who may be at higher risk) should contact their departmental or divisional human resources manager to discuss their concerns and whether adjustments to their work environment may be made to address them. You may also contact Central HR at [EmployeeRelations@jhu.edu](mailto:EmployeeRelations@jhu.edu). Students with similar concerns should contact their student affairs office or equivalent at their school.

Mental and Emotional Well-being

The university recognizes that the situation with COVID-19 may be stressful for members of the Johns Hopkins community, especially those with family and friends who are affected. Here are some resources that can be of support in this time.

Through the [mySupport program](https://mysupport.jhu.edu), JHU employees and their household family members have free 24/7 access to confidential counseling and referral services for help with stress at work or at home, emotional distress, a difficult life transition, or other challenges. The program offers other referrals and daily life assistance as well.
When an individual calls mySupport, a clinician will listen, provide support, and help identify resources and next steps. If they choose to arrange a video or in-person appointment, mySupport will provide referrals to licensed clinicians in their area. The first five in-person counseling sessions are free and won’t require use of insurance. To access this support 24x7, individuals should contact mySupport at (443-997-7000) or TTY: 711. For online access, the username is JHU and the password is JHU.

Students also have a wide array of free well-being and mental health resources available 24/7. For a complete list go to https://wellness.jhu.edu/covid/.

**Maintaining Our Inclusive Community**

Johns Hopkins University is committed to maintaining an educational, working, and living environment that is free of all forms of discrimination, harassment, and sexual misconduct. For every member of our community to thrive—especially as we continue to navigate life and university operations during a global pandemic—each institution must seek to foster mutual respect, support, and inclusion.

During this public health event, where there are many unknowns, taking care of each other is just as important as taking care of ourselves. Making assumptions about or engaging in negative treatment of others based on perceived symptoms, medical conditions or abilities, national origin, racial and ethnic characteristics, or any other protected status hurts our community. Every person’s care, compassion, and empathy for each other makes a positive difference.

Acts of discrimination, harassment, and sexual misconduct run counter to university values and policies, including our [Discrimination and Harassment Policy and Procedures](https://oie.jhu.edu/policies/discrimination) and [Sexual Misconduct Policy and Procedures](https://sexualassault.jhu.edu/). The Office of Institutional Equity (OIE) remains open and available to the entire community. To learn more about the work of OIE, to file an online discrimination, harassment, or sexual misconduct report, or to request disability, religious, or pregnancy/nursing parent accommodations through our online forms, affiliates may visit oie.jhu.edu or sexualassault.jhu.edu/. They may also get in touch with OIE by phone (410-516-8075), fax (410-367-2665), or email at oie@jhu.edu, titlexcoordinator@jhu.edu or OIEdisability@jhu.edu.

**Health and Safety Guidance/Personal Safety Practices**

**Universal Face Coverings**

Face masks or face coverings must be worn by everyone (including all faculty, staff, students, postdoctoral fellows, other trainees, guests, vendors, and visitors) indoors and outdoors, on campus and in university buildings and in and around leased spaces.

Exceptions to the requirement for universal face coverings inside are limited to time spent in a single-occupancy office with a closed door, while eating or drinking, or in specific situations described below in the Guidance for Use of Campus Facilities. Exceptions to the requirement to wear face coverings outdoors will be made for individuals whose employment requires they work outside full-time (e.g. security, some facilities staff, etc.). They will need to wear face coverings when interacting with others or when unable to practice social distancing.

Face coverings are worn to protect others in the event someone is unknowingly transmitting the virus. Face coverings offer minimal protection for the wearer, and physical distancing must also be maintained even while using face coverings. Face coverings should be non-medical types in order to maintain supplies for healthcare use.
Any face covering which has an exhalation valve is prohibited, as an exhalation valve defeats the primary purpose of the mask: protecting others from the wearer. Examples of masks with exhalation valves:

The university will provide face coverings for JHU affiliates, and they may also elect to use their own face coverings. Cloth face coverings must only be worn for one day at a time, and must be properly hand washed or laundered before subsequent use.

Face coverings may vary (e.g., masks or neck gaiters are acceptable). At minimum, cloth face coverings should:
- Fit snugly but comfortably against the side of the face
- Be secured (e.g., with ties or ear loops)
- Cover the nose and mouth
- Allow for breathing without restriction
- Be able to be laundered without damage or change to shape

Heath, Safety and Environment staff have the authority to determine if face coverings comply with minimum standards. See details regarding mask use and care below.

<table>
<thead>
<tr>
<th>Type and Intended Use of Face Coverings/Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Cloth Face Covering including Gaiters</td>
</tr>
<tr>
<td>Disposable Mask</td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
</tr>
<tr>
<td>N95 Respirator</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Homemade or commercially manufactured face coverings (e.g., masks or neck gaiters) that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>Provide effective respiratory protection from airborne particles and aerosols; help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Intended use</strong></td>
</tr>
<tr>
<td>Universal face covering is required on campus including both outdoors and in university buildings and leased spaces. Specific exceptions to be outlined such as when eating or when in a single office with a closed door.</td>
</tr>
<tr>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by HSE.</td>
</tr>
</tbody>
</table>
Use and Care of Face Coverings

When putting on a face covering/disposable mask, people should:
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask
- Ensure the face covering/disposable mask fits over the nose and under the chin
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears
- Throughout the process: Avoid touching the front of the face covering/disposable mask. Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.

When taking off a face covering/disposable mask, people should:
- Avoid touching their eyes, nose, or mouth
- Loop their finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:
- People should keep face coverings/disposable mask 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 hand washed or laundered with regular soap or clothing detergent before first use and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled or damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Smoking and Vaping

Smoking and vaping are prohibited on all university campuses and properties for the duration of the pandemic in order to ensure universal face coverings and avoid the known negative effects on individuals with COVID-19. The Human Resources Department has information on smoking cessation support programs for employees on its website. Students can take advantage of the state of Maryland’s smoking cessation program, accessible online at https://mdquit.org/quitline.

Social Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms.

Social distancing is important for everyone—and required by the university—especially to help protect people who are at higher risk of getting very sick. Everyone on campus is expected to follow social distancing practices. They should:
- Stay at least 6 feet (about 2 arms length) from other people whenever possible
- Not gather in groups
- Stay out of crowded places and avoid large gatherings
- Engage in noncontact methods of greetings that avoid handshakes
- Stagger breaks and meal times during the day
- Use designated areas and maintain at least 6 feet of separation for meals
Handwashing
Everyone should wash their hands often with soap and warm water for at least 20 seconds, especially after they have been in a public place or after blowing their nose, coughing, sneezing, or touching their face. It is also suggested that everyone wash their hands as they enter and leave various on-campus spaces and before eating. People should also avoid touching their eyes, nose, and mouth.

If soap and water are not readily available, people can use a hand sanitizer that contains at least 60% alcohol. They should cover all surfaces of their hands and rub them together until they feel dry.

Gloves
Healthcare workers and others in high-risk areas should use gloves as part of PPE, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

If a task or on campus area DID NOT require gloves prior to the pandemic, gloves are not required now. If a task or on campus area (e.g. laboratory) required a specific type of gloves as PPE prior to the pandemic, those requirements remain in place. Lab gloves should not be worn in common areas.

Washing hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields
The university is monitoring evolving guidance related to the use of face shields and may provide them where advisable. JHU affiliates do not need to wear goggles or face shields as part of general activity on campus. Laboratories may require specific PPE, and those guidelines must be followed. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

All Other Personal Protective Equipment (PPE)
All other types of personal protective equipment (PPE) required for a specific task or specific on campus area (e.g. laboratory) should not be altered or substituted due to the pandemic without consultation with the Office of Healthy Safety and Environment (HSE). For labs, rules remain in effect to remove all PPE prior to leaving the lab.

Coughing/Sneezing Hygiene
Those in a private setting who do not have a cloth face covering on should remember to always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Then throw used tissues in the trash. After sneezing, individuals should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, they should clean their hands with a hand sanitizer that contains at least 60% alcohol.

If a person has been sneezing/coughing into the cloth mask and it becomes contaminated with mucus, they should change the mask and launder it.

Cleaning
Custodial crews will clean common areas, lobbies, restrooms, classrooms, and conference rooms daily based on CDC guidance. Several times daily, custodians will provide additional cleaning of high-touch points (stairwell and room door handles, elevator buttons, etc.).

Individual affiliates will be expected to clean areas of tables, surfaces, or labs with which they made contact and wipe down personal workspaces. Before starting activity in a space, and before leaving any room in which they have been working, individuals must wipe down all areas with cleaning agent. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, conference tables, light switches, door knobs, etc.).

People should avoid using other affiliates’ phones, desks, offices, or other tools and equipment and should clean and disinfect them before and after use. Options include but are not limited to
- Bleach solution containing at least 1,000 ppm sodium hypochlorite
- 70% ethanol or isopropyl alcohol
- Quaternary ammonium disinfectant provided by EVS/Custodial Services

Follow label directions for safe and effective use. Follow contact time (surface visually wet).

**Guidance for Use of Campus Facilities**

**Entry/Exit**
Building access will continue to be restricted until further notice. A JHU card/badge is required for entry to all buildings, and affiliates may not hold or prop open exterior doors for any other person. Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion. Visitors, guests, and pets are not allowed on campus during this time.

Where practical, some doors will be designated and marked “entrance” or “exit” only. All affiliates on campus are asked to follow these directives.

**Public Transportation/Johns Hopkins Buses and Shuttle (updated 8/11/20)**
Everyone who takes public transportation or uses JH buses and shuttles must wear a face covering while on the bus/shuttle and avoid touching surfaces with their hands to the maximum extent possible. Upon disembarking, individuals should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

Vehicle capacity for JH buses and shuttles will be set to ensure appropriate distancing and in consultation with public health experts and regulatory guidance. The current limits are set at 20 passengers per JH bus and with a limit of six passengers per van. For buses, passengers will be asked to enter via front door only to ensure compliance with face covering requirements.

Buses and Blue Jay Shuttle vans are cleaned each driver shift using HSE-approved, hospital grade products. Drivers also will clean high touch points several times per shift using Lysol® or Clorox® wipes. Note: Door opening and closing is controlled by the operator in all vehicles.

More information and passenger tips are on the [Transportation Services website](#).

**Cleaning Following Known or Suspected COVID-19 Exposure**
In areas where a person who is positive for COVID or suspected positive for COVID has been, additional measures for cleaning will be implemented.

- Where possible, space(s) should be left unoccupied for a minimum of three hours for labs and 24 hours for other spaces. Increase ventilation or open windows if able to do so without reentering.
- Cleaning protocol will be overseen by HSE, including any requests for access for cleaning earlier than the designated wait time. If earlier access is authorized, appropriate PPE may be required, to include an approved N95 mask or PAPR.
- Clean with standard procedures/PPE (gloves and mask).
- No special material or protocols required.
- Approved CleaningProducts: EPA registered disinfectants used against SARS-CoV-2 or similar product with EPA registration number and human coronavirus listed as a target pathogen. Follow label directions for safe and effective use. Follow contact time (surface visually wet).

**Research Laboratories (non-clinical and non-instructional)**
During the initial phase of resumed on-campus research, density will be limited to one researcher per 400 gross square feet. Exceptions will be addressed through academic divisions in consultation with HSE.
Increased density may be also be permitted by the divisions, in consultation with HSE, in labs where the nature of the work requires higher level PPE that will otherwise limit potential for exposure.

Labs may require higher PPE levels based on existing hazards and should follow existing university HSE policy or guidelines from their specific department.

Recommended best practices include alternate schedules to minimize density, having employees be present only for the amount of time specifically required to conduct experiments, and physically labeling space separations in lab areas. Each lab group is responsible for ensuring lab equipment is functional before startup. Users should test all emergency equipment—eye wash, showers, fume hoods, BSCs—as necessary. HSE will verify acceptable fume hood face capture velocity and facilities will ensure lab ventilation systems are functioning as designed.

General lab housekeeping is critical. There will be routine cleaning procedures in all spaces. Minimum daily and at least once-per-shift cleaning of high-contact touch points will be completed by lab staff. Cleaning cloths and approved disinfectants will be made available. For labs where someone is positive or suspected positive for COVID-19, cleaning can be performed by either lab personnel or by authorized facilities staff, divisional personnel, or a third-party cleaner, at the lab’s discretion. If the lab decides, in/upon consultation with HSE, to undertake cleaning by lab personnel, cleaning is to be done with standard procedures/PPE (gloves and face covering).

Office Environments
All JHU affiliates working or learning on premises must maintain social distancing practices (e.g., be sure to maintain at least 6 feet distance from co-workers). Density is determined by useable floor/workspace with adequate distance or physical separation. Divisions will identify maximum occupancy for each space including breakrooms and conference rooms. Occupants must wear a face covering unless in a single office with closed door or when eating in designated locations.

Safe social distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms. Refrigerators, microwaves, coffee machines, etc. may be used, but they are an individual responsibility, and hand cleaning before and after use is required.

While daily cleaning of high contact touch points will be completed by custodial staff (with additional cleaning of high touch points such as stairwell and room door handles and elevator buttons), everyone is responsible for their own work and/or learning environments including equipment that they use. Cleaning cloths and approved disinfectants will be made available.

Research Archives and Library/Museum Special Research Collections
Libraries will be open on a limited basis to support digitization requests and research, to include research archives and special research collections.

People must maintain social distancing of 6 feet and density determined by useable floor/workspace and furniture configuration. Standard room planning guidance is for a 7.5-foot diameter (6 feet plus 1.5 feet for chair/person). Remove or stack unneeded furniture if possible and rearrange remaining furniture to promote social distancing (chairs facing the same direction).

Custodians will clean all common spaces daily. Personnel and users are responsible for cleaning their own workspace and cleaning materials will be provided.

Archive and special collections materials will be quarantined for specified durations of time as recommended by public health experts for different material types, and mandatory hand washing will be required prior to working with special collections materials.

Meetings
Convening in groups increases the risk of viral transmission. Virtual meetings should be the norm at this time using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, VOIP, telephone). In-person meetings are limited to the restrictions of local, state, and federal orders and should
maintain a minimum of 6 feet of separation for social distancing requirements. Divisions will provide guidance on maximum capacity per room.

Departments should remove and/or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During time on-site, affiliates are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. People can also use a range of available collaboration tools (e.g., Zoom, Microsoft Teams).

**Restrooms (updated 8/11/20)**
Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Restrooms will be limited to 50 percent capacity to support distancing requirements. Individuals should wash their hands thoroughly afterward to reduce the potential transmission of the virus. Electric hand dryers will be disconnected and paper towels provided.

**Elevators**
Affiliates should limit density to a maximum of four per elevator, with each person occupying a corner. While using the elevator, face coverings must be worn, and individuals should press elevator buttons with another object, their knuckle, their elbow, etc., if possible. Everyone should wash hands or use hand sanitizer with at least 60% alcohol upon departing the elevator. Elevators are an area designated for more frequent cleaning.

**Meals**
Before and after eating, everyone should wash their hands thoroughly to reduce the potential transmission of the virus. If dining on campus, individuals should wear a mask or face covering until they are ready to eat and then replace it afterward. Affiliates are encouraged to eat outside if possible or in a break room or shared office, and maintain 6 feet distance between themselves and others. Individuals should not sit facing one another. They should only remove their mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Individuals should wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. before and after using them in common areas.

**Addressing Noncompliance with Guidelines**

Failure to comply with these guidelines places our community at risk for spreading the virus which could endanger community health and result in further disruption of research and educational activities. Health, Safety and Environment (HSE) has the authority to shut down facilities and activities that are noncompliant with these health and safety precautions.

Every member of our community is empowered to request compliance with guidelines set forth here and in other university communications. Those who encounter noncompliance with guidelines, may notify the university through:

- Healthy Safety and Environment (HSE) at HSEinfo@jhmi.edu or 410-955-5918 (JHM) or 410-516-8798 (Homewood)
- The JHU Hotline at Speak 2 US or 844-SPEAK2US (844-773-2528)

Repeated or serious noncompliance with current COVID-19 workplace safety guidelines will result in suspended facility access for a period of time and corrective and/or disciplinary action dependent on the severity and frequency of the infraction. Human Resources and/or Student Affairs must be consulted regarding any proposed corrective and/or disciplinary action for employees or students, respectively.
## Resources

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>JHU Resource</th>
<th>Website/Email</th>
<th>Other Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHU Return to Campus Guidance</td>
<td>2020 JHU COVID-19 Planning</td>
<td>JHU 2020 Planning Website</td>
<td><a href="http://example.com">2020 Planning Website</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Employees with potential COVID-19 symptoms or confirmed diagnosis of COVID-19</td>
<td>COVID-19 Assessment</td>
<td>Employee COVID-19 Call Center (ECCC)</td>
<td>N/A</td>
<td>833-546-7546</td>
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<tr>
<td></td>
<td>Return to Work Clearance after COVID-19</td>
<td>JH Office of Occupational Health</td>
<td></td>
<td>410-955-6211</td>
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<tr>
<td>Health and Safety Guidelines</td>
<td>Health and Safety policies and guidelines</td>
<td>Health, Safety and the Environment Department (HSE)</td>
<td><a href="http://example.com">HSE Website</a></td>
<td>410-955-5918 (JHMI) or 410-516-8798 (Homewood)</td>
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<tr>
<td>HR Resources for Employees</td>
<td>Benefits Questions</td>
<td>Benefits Service Center</td>
<td><a href="http://example.com">benefits@jhu.edu</a></td>
<td>410-516-2000</td>
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<tr>
<td></td>
<td>HR questions about COVID-19</td>
<td>HR Website Regarding COVID-19</td>
<td><a href="http://example.com">HR COVID-19 website</a></td>
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<td></td>
<td>HR Questions about Return to Work</td>
<td>JHU Office of Employee and Labor Relations</td>
<td><a href="http://example.com">EmployeeRelations@jhu.edu</a></td>
<td>N/A</td>
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<td></td>
<td>Mental and Emotional Well Being</td>
<td>mySupport</td>
<td><a href="http://example.com">mySupport program</a></td>
<td>443-997-7000 or TTY: 711</td>
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<tr>
<td>Student Resources</td>
<td>Health and Wellness Center</td>
<td>Homewood Student Health and Wellness Center (KSAS/WSE/Peabody)</td>
<td></td>
<td>410-516-8270</td>
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<tr>
<td></td>
<td></td>
<td>Homewood Counseling Center (KSAS/WSE/Peabody)</td>
<td></td>
<td>410-516-8278</td>
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<td></td>
<td>University Health Services (UHS)</td>
<td></td>
<td>410-955-1892</td>
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<td>Mental Health (SOM, SON, BSPH)</td>
<td></td>
<td>410-955-3250</td>
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<td></td>
<td></td>
<td>University Health Services (UHS) Primary Care (SOM, SON, BSPH)</td>
<td></td>
<td>866-764-2317</td>
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<td>JH Student Assistance Program</td>
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<td>Student Wellness Resources</td>
<td>Student Wellness at JHU webpage</td>
<td>wellness.jhu.edu/</td>
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<tr>
<td>Report concerns, alleged discrimination, or non-compliance with guidelines</td>
<td>Affiliate report of alleged discrimination</td>
<td>Office of Institutional Equity (OIE)</td>
<td>oie.jhu.edu</td>
<td>410-516-8075</td>
</tr>
<tr>
<td></td>
<td>Any affiliate report of non-compliance (employee, postdoc, student, or other trainee)</td>
<td>Compliance line Speak2US</td>
<td>Speak2US</td>
<td>844-SPEAK2US or 844-773-2528</td>
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<tr>
<td></td>
<td></td>
<td>Health, Safety and the Environment Department (HSE)</td>
<td><a href="mailto:HSEinfo@jhmi.edu">HSEinfo@jhmi.edu</a></td>
<td>410-955-5918 (JHMI) or 410-516-8798 (Homewood)</td>
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<tr>
<td>Student Concerns</td>
<td></td>
<td>Dean of Student Office (or equivalent) at school</td>
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<tr>
<td>Vulnerable Affiliates</td>
<td>Employee Request for a Disability Accommodation</td>
<td>ADA in the Office of Institutional Equity (OIE)</td>
<td>accessibility.jhu.edu or <a href="mailto:OIEdisability@jhu.edu">OIEdisability@jhu.edu</a></td>
<td>410-516-8075</td>
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<tr>
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<td>Student Request for a Disability Accommodation</td>
<td>Student Disability Coordinator at their respective school</td>
<td>Student Disability Services Coordinator at their respective school</td>
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</table>