

JHU Return to Campus Guidance for Phase 2

Updated February 12, 2021

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Executive Summary

Our COVID-19 plans have relied on a phased approach beginning with the resumption of low-density activities (labeled broadly as ‘Phase 1’) followed by medium-density activities (‘Phase 2’). **This document is intended to serve as guidance for activities while the university remains within Phase 2** and replaces the Phase 1 guide published in 2020.

During this phase, only faculty and staff who are teaching, performing research, providing clinical services, or are required for campus operations should work on campus until further notice. All other faculty and staff will continue to work from home throughout the spring semester.

All students, faculty, and staff who are on-campus are required to do the following to support the safety of our community:

- Document receipt of the flu vaccine through the [self-submit site](#) before coming to campus if you have not received the vaccine through the Walgreen’s program or one of the on-campus clinics;
- Complete two daily health check questions regarding COVID symptoms and exposure on any day when on campus;
- Complete the required mandatory COVID-19 testing, when required;
- Wear a mask, both indoors and outdoors, unless alone in a dorm room or private workspace;
- Do not use tobacco or vaping anywhere on campus; and
- Adhere to other health and safety guidance, including physical distancing.

A communications campaign for the university’s social compact—including on page 5—for all JHU affiliates will be launched in January 2021. The social compact reinforces the precautions that all JHU affiliates are asked to take to keep our community safe and well. While affiliates are not required to sign it, the university expects all JHU affiliates to adhere to the precautions included in the social compact.

The university has developed a robust testing program to monitor and control the spread of the virus among affiliates. It is strongly recommended that all undergraduate students have a negative COVID-19 test prior to arrival in Baltimore, based on Maryland state guidance. The university continues to monitor both the state and city guidance. All undergraduate students must also be tested upon arrival at a JHU test center, and then quarantine until a negative test result is received. During this approximately 24-hour quarantine, residential students may leave their room to pick up food but are not allowed to walk around campus or gather with other students.

All undergraduate students in Baltimore are required to be tested twice per week throughout the semester, regardless of their on-campus activity. Testing will be mandatory for faculty, staff, graduate students, and post-docs once per week for any who are participating in or directly supporting in-person, on-campus classes (with exceptions for clinically based instruction) or who are regularly exposed to undergraduates. Vendors and contractors who interact directly with JHU students, faculty, or staff will be required to participate in mandatory testing. Schools, centers, and/or divisions may require mandatory testing for other affiliates deemed to have a heightened risk of exposure to infection due to the nature of their activities and/or the environment in which they are operating. If you have questions about whether you are or are not subject to mandatory testing, please speak with your principal investigator, supervisor, or student affairs office.

JHU affiliates who test positive through the JHU testing program will be promptly alerted. If a student tests positive, the Student Health and Wellness Center (SHWC) or University Health Services, case management (Student Outreach and Support Services), housing/residential life, and transportation will also be alerted. Residential students who test positive will be required to move to isolation housing until they are cleared to resume on-campus activities. Off-campus undergraduates and graduate students who have tested positive will be offered isolation housing based on need and availability, as recommended by the SHWC.

Introduction

Johns Hopkins University is working hard to resume on-campus activities as quickly as is prudent, in light of the ongoing COVID-19 pandemic, in a way that protects the health, safety, and well-being of the JHU community. Consistent with [Maryland's Roadmap to Recovery](#), JHU is planning for a [phased resumption](#) of in-person, on campus activities. The information in this guidance 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.

Definition of Phase 2

This document provides details on Phase 2—the resumption of on-campus instruction—tentatively expected to occur during the spring 2021 semester, subject to changing public health conditions and the status of federal, state, or local regulations and orders. JHU plans to move into Phase 2 in a safe way, aligned with the recommendations of our scientific community and in close coordination with our faculty. The characteristics of Phase 2 are described below and include:

- Continued reliance on strict physical distancing, frequent handwashing, and appropriate masking requirements.
- Testing and contact investigation and analysis of all symptomatic students and employees, and routine testing of asymptomatic individuals at a rate similar or better than the national, state, and local efforts.

Examples of activities during Phase 2 include:

- More programs begin to resume in-person (low-density and always with an online option)
- Graduate instruction and research labs continue with low density (six-foot distancing, still with masking)
- Permission for undergraduates to participate in on-campus research, subject to the decision by individual Principal Investigators and incorporation into their Return to Research plans.
- Limited residential housing (single rooms only) and dining (“grab and go” and/or limited seating based on public health guidance)

Additional guidance documents published on the [JHU Coronavirus Information website](#) provide more detail about how the issues presented in this document apply in specific contexts, such as the research lab, classroom, etc. Ultimately, each school, department, and program will develop local plans and protocols for carrying out their research, educational, and support activities going forward that align with this Guidance.

Guiding Principles

As with every aspect of the 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 2020:

- 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.

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 and Sexual Misconduct Policy and Procedures. 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, titleixcoordinator@jhu.edu or OIEdisability@jhu.edu.

Social Compact

To reinforce the precautions that all JHU affiliates are asked to take to keep our community safe and well, A social compact will be launched. Affiliates will be asked to acknowledge receipt of the social compact, but they are not required to sign it. The compact states:

The ongoing COVID-19 pandemic has taken its toll on millions of lives and livelihoods around the globe and around the nation. In this difficult time, each of us shares a responsibility to keep ourselves and our community safe.

As a member of the Johns Hopkins community, I commit to do my part to protect my physical and mental health and well-being and that of my fellow students, faculty, and staff. I affirm the need to follow the best practices identified by our Johns Hopkins experts and their colleagues to stem the spread of this pandemic, no matter where I am in the world. I know that there has never been a more urgent need to honor the pride we all have in the Johns Hopkins community and the impact we can make together. The actions each of us take determine our collective ability to come together in learning, service and discovery.

I commit to taking all appropriate precautions to keep myself and my friends, colleagues and neighbors safe and well. I will:

- Monitor my health and report any symptoms to a healthcare professional and encourage my colleagues and peers to do the same.
- Wear a facial covering in public spaces indoors and outdoors at JH, as directed or required.
- Maintain appropriate physical distance.
- Wash and sanitize my hands frequently.
- Use the [Prodensity app](#) or website daily before coming to campus.
- Participate in required COVID-19 testing, contact tracing/investigation, self-isolation and self-quarantine measures indicated by local health authorities or the Johns Hopkins COVID-19 Call Center (JHCCC).
- Follow university and local health guidance on the limitations of social gatherings.
- Meet the flu shot requirement.
- Adhere to all travel conditions and restrictions introduced by state and local authorities.
- Express concerns or suggestions via the Speak2Us hotline 1-844-SPEAK2US (1-844-773-2528).
- Use the resources available to me to protect my own mental health and support my colleagues and peers.

As a valued member of our JHU community, I will follow the guidelines presented in this compact not only to protect my own health, but so that my community at large can be well and thrive. I recognize the need to remind my peers and colleagues to follow the tenets of this compact to protect members of the community, particularly those with disabilities or risk factors that may not be visible, and to be open to reminders myself. By adhering to this JHU Compact, I affirm the trust that others are placing in me to keep the JHU community healthy, safe, and proud so that we may live, learn, and work together safely to bring the benefits of learning and discovery to the world.

Health and Safety Guidelines

All affiliates are expected to fully comply with the policies, protocols, and guidelines outlined in this Return to Campus Phase 2 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 as described in the Non-Compliance with Health and Safety Guidelines section of this guide.

The university has developed a comprehensive software application called Prodensity to assist affiliates in complying with university policies and protocols. The application can be accessed using a laptop or desktop computer through the JHU technology portal at <https://prodensity.jh.edu/welcome> or affiliates can download the Prodensity app for Android or iOS devices

The Prodensity application performs the following functions:

- Provides a secure log-in using JHU credentials.
- Allows affiliates to perform a daily health check for COVID-19 symptoms. Affiliates who are coming to campus answer questions and if the answers indicate virus symptoms, it then directs the affiliate on next steps regarding testing and other related measures.
- Maintains a “campus pass” that is either:
 - **GREEN** for those authorized to come onto campus and enter campus buildings for anyone who is compliant with the university’s flu shot and daily health check guidelines and who has negative test results, or
 - **RED** for those who are not permitted to enter campus buildings either because they have tested positive or are non-compliant with university flu shot or daily health check requirements. A positive test result will cause the campus pass to turn red.
 - The application will also display a yellow warning banner for affiliates who appear to be out of compliance with the mandatory testing requirements.
- Provides a link to the MyChart application to schedule testing appointments and to view test results.
- Allows affiliates to identify if they are temporarily on leave or have decided to not come to campus at all and are therefore not subject to the mandatory testing requirements.
- Issues reminders to be tested during the current week and to schedule testing appointments for the following week.
- For some schools, provides functionality to help manage density in laboratory and other university workspaces. This is optional functionality that will be adopted on a school-by-school basis.
- All affiliates who are coming to campus or, in the case of undergraduates, coming to Baltimore, should download the application to their smart phone. Security will be checking the campus pass for all affiliates entering campus buildings to ensure compliance and to help contain the virus. Data from Prodensity will be used in reports to university leadership to monitor compliance and to enforce guidelines.

The Johns Hopkins Prodensity mobile app will follow basic security guidelines such as:

- Storage of data resides within an IT@JH managed environment either on-site or within the Microsoft Azure platform. Johns Hopkins has negotiated data privacy terms to utilize Azure for hosting of sensitive data (including HIPAA and FERPA).
- All data are protected as other sensitive data are protected, which includes (but is not limited to): encryption of data in transit and at rest, strong authentication to access data, regular network scans to identify potential vulnerabilities, and data backed up securely in the event of an outage or other interruption of service.
- The Prodensity application will not contain any Protected Health Information and will not be used for contact tracing.

Required Flu Shot

As of November 20, 2020, the flu shot is required of all onsite affiliates, including faculty, staff, contractors, students, and anyone who plans to work on campus for any amount of time (see the [JHU flu shot policy](#)). School of Medicine affiliates should follow the John Hopkins Health System policy on flu vaccinations. The flu shot is available for free and can be obtained in one of several ways:

- All students and full- and part-time employees can get a free flu shot at any Walgreens pharmacy anywhere in the United States [using the voucher provided by Johns Hopkins](#) (valid through March 1, 2021). This voucher will also allow Walgreens to automatically inform Johns Hopkins that you have been vaccinated, and no additional action will be necessary. However, we do encourage you to keep proof of vaccination for your own records.
- Anyone covered by the Johns Hopkins CareFirst, EHP health plan, or student health plan can get a flu shot at no cost from any in-network Express Scripts pharmacy, which includes most major pharmacies, or from their in-network primary care physician. Kaiser Permanente participants should make an appointment with their primary care physician. If you choose this option, Hopkins will not be automatically informed, so please obtain documentation from the provider and enter it in the [self-submission site](#) as soon as possible after you have received the vaccine.
- For affiliates who are currently working on one of our campuses, there will be a limited number of on-site flu vaccination clinics. You can check the schedule and sign up for an appointment on the [HSE website](#). Please note that all on-site vaccination clinics this year are by appointment only, in order to ensure proper physical distancing and other protective measures. If you are currently working remotely, we encourage you to take advantage of the Walgreens partnership, your local pharmacy, or your physician's office instead.
- Flu shots will be offered in January during undergraduate residential move-in. However, we highly recommend that students receive the flu shot prior to January since we are currently in flu season.
- The Prodensity application will incorporate compliance and will turn the campus pass to red for anyone who has not had their flu shot.

Required Daily Health Checks

Faculty, staff (including bargaining unit staff), trainees, and students who work, study, or otherwise come to campus are required to complete a daily health check using Prodensity. The goal is to increase self-awareness of the risks, signs, and symptoms associated with COVID-19 to provide rapid testing and support to decrease the likelihood of outbreaks on campus.

Individuals who are on campus for any reason are required to complete a COVID-19 health check every 12 hours (only when they are on campus). There are three ways to complete the COVID-19 health check:

- Use the [Prodensity app](#) on an iOS or Android device
- Visit the [COVID Health Check website](#)
- Bargaining unit employees who use Kronos for time tracking and attendance will take the COVID Health Check through that system

Student Health Insurance

Students are required to enroll in the JH Student Health Insurance Plan for spring semester unless they waive coverage in accordance with university policy. Students enrolled the Krieger School, the Whiting School, Peabody, Carey School, SAIS, and the School of Education who are J1 or F1 visa holders and returning to the United States are required to have the plan and cannot waive. International students in the Schools of Medicine, Nursing, and Public Health returning to the U.S. need to show proof of coverage in Baltimore and Washington, D.C., or need to enroll in the student health plan. Students who are United States citizens and are returning to the MD/D.C. area for the spring must have coverage in this area. If a student previously waived coverage in the fall and their plan does not provide coverage in the MD/DC area, they will be required to enroll in the Student Health Plan for the spring.

Students can update waivers in SIS Self Service in the Health Insurance tab under “Personal Info.” Updates must be made by Wednesday, Jan. 20, 2021, or waivers will automatically rollover to the Spring semester and university health insurance benefits will not be available. Information on the plan and associated costs can be found on the JHU student benefits website at <https://hr.jhu.edu/benefits-worklife/health-life/student-health-benefits/>. Questions should be referred to each school’s registrar’s office.

Diagnostic Testing and Contact Investigation and Analysis

Symptomatic Testing for All Johns Hopkins Affiliates

Students, staff, faculty, and trainees are strongly encouraged to use Johns Hopkins resources when symptomatic or concerned about exposure to COVID-19. All affiliates are eligible to call the Johns Hopkins COVID-19 Call Center (JHCCC) at 833-546-7546. Callers will be asked a series of questions regarding their symptoms and possible exposure to others who have COVID-19.

An appointment for a COVID-19 test will be arranged for affiliates who meet the criteria set by Johns Hopkins Infection Control. 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.

Asymptomatic Testing for Undergraduate Students

It is strongly recommended that all undergraduate students have a negative COVID-19 NAT test 72 hours prior to arrival in Baltimore, based on Maryland state guidance. Financial assistance for undergraduates will be available for the cost of the test, based on the level of financial need. The university will continue to monitor both state and city guidance and make changes as needed. Getting a test prior to arrival helps protect the safety of our community and the larger Baltimore community. If students test positive, they should not travel and should isolate for 10 days before returning to Baltimore. All undergraduate students must also be tested for COVID-19 at move-in (for residential students) or within 24 hours of arrival in Baltimore (for off-campus students) at a JHU test center, and then quarantine until a negative test result is received. During this approximately 24-hour quarantine, residential students may leave their room to pick up food but are not allowed to walk around campus or gather with other students. All undergrads living in Baltimore are also required to have a COVID-19 test twice per week throughout the semester (testing frequency may be increased to three times per week, based on public health conditions). Test centers will be located at Shriver Hall and four other locations on the Homewood campus, plus additional sites at Peabody, Harbor East, D.C., and East Baltimore.

Undergraduates who test positive through the JHU testing program will be promptly alerted. In addition, the Student Health and Wellness Center (SHWC), COVID-19 case managers, housing/residential life, and transportation will be alerted. Residential undergraduates are required to move to isolation housing until they are cleared to resume on-campus activities. Off-campus undergraduates who have tested positive will be offered isolation housing based on need, as recommended by the SHWC, and will not be permitted to resume on-campus activities until they are cleared.

Effective Friday, February 5, 2021, all (Homewood/Peabody) off-campus undergraduates that test positive for COVID-19 and are instructed to isolate by Student Health, who live in shared housing (i.e. has at least one roommate, shares a bathroom, shares a kitchen), must relocate to university isolation housing at the direction of university personnel.

Off-campus students required to move to isolation housing will be promptly alerted, and the Student Health and Wellness Center (SHWC), COVID-19 case managers, and transportation will assist those students in moving to JHU isolation housing. Please be advised that the University will cover the cost of lodging for students who are placed in isolation housing.

To complement the asymptomatic testing program, JHU will also be testing wastewater from the dorms twice each week throughout the spring semester. This testing may help us identify the presence of coronavirus in dorm residents before individuals begin to test positive.

Asymptomatic Testing for Faculty, Staff, Graduate Students, Trainees, and Post-Docs

Faculty, staff, graduate students, trainees, and post-docs *are not required* to show proof of a negative COVID-19 test at the start of the semester, but testing is available and recommended.

Testing will be required at least **once weekly** for faculty, staff, graduate students, trainees, and post docs who are either participating in or directly supporting in-person, on-campus classes (with exceptions for clinically-based instruction) or regularly exposed to undergraduates. Schools, centers, and/or divisions may require more frequent testing for their populations. They may also require mandatory testing for other affiliates deemed to have a heightened risk of exposure to infection due to the nature of their activities and/or the environment in which they are operating. Testing frequency may be increased to two times per week, based on public health conditions.

Non-residential graduate students **who test positive** will be offered isolation housing as recommended by SHWC or UHS on a case-by-case basis, dependent on the combination of need and availability. Affiliates are required to stay at home while they are sick or experiencing any COVID-19 symptoms, unless otherwise directed by the JHCCC.

If employees test positive, their supervisors will be notified that they are off duty. Employees must secure clearance to return to work from Occupational Health prior to returning to campus.

If students test positive, the results will be reported to the respective schools' student affairs representatives in light of the public health risks and the university's educational interests. Students who test positive must secure clearance for return to class/campus from their respective Student Health Center prior to return.

Investigation, Contact Analysis, and Notification (ICAN)

JHU affiliates who test positive will be asked a series of questions about contact with other JH affiliates as part of our investigation and contact notification process, to help determine if others may have been exposed in the workplace/learning environment. Affiliates who may have had meaningful exposure to a COVID-19-positive affiliate will be notified, without being told the identity of the COVID-19-positive person. Non-compliance information gleaned through contact investigations will not be shared with anyone for the purposes of discipline (e.g., student conduct).

Anyone who is identified as having been exposed will be directed to self-quarantine for a period determined by the date of the potential contact and exposure. If you are not contacted by the JHCCC, that means that the JHCCC has determined that no meaningful contact with or exposure to a COVID-19-positive student or employee has taken place.

Undergraduates who are in quarantine will be tested upon entry of quarantine and retested seven days after the date of exposure (or consistent with public health guidance). Graduate students, faculty, and staff who were exposed in the work setting/on-campus will be tested upon entry of quarantine, while remaining consistent with public health guidance. Regardless of whether they test negative, they will be required to complete the required quarantine period, based on the CDC's latest guidance.

Testing Operations

The university has established nine sites where specimens can be collected for testing, spread across the Baltimore and Washington campus locations. Affiliates must come to one of these nine locations in order to provide their specimens for mandatory or voluntary testing. All of the specimen analyses will be conducted by a laboratory that is located within the Johns Hopkins Hospital and all results will be posted to the hospi-

tal's Epic medical record system.

Affiliates will be registered into the Epic system and will be required to set up an account in its MyChart application. Affiliates will schedule appointments for their testing through MyChart. In addition, test results are posted into MyChart after the specimen analysis is completed. This is the only means by which negative test results will be communicated back to the affiliate. If there is a positive test result, the affiliate will also be contacted by the JHCCC.

Specimen collection locations and hours of operation will be posted on the JHU website. Staff will be available to assist affiliates with Prodensity and MyChart, if needed.

Compliance with Health and Safety Guidelines

Failure to comply with the health and safety guidelines places our community at risk for spreading the virus, which endangers our health and may 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.

Safety Ambassadors (representatives from HSE) will serve as a supplemental resource dedicated to monitoring compliance with COVID-19 guidelines, alongside other HSE representatives, JHU affiliates and vendors, and other JHU-related individuals. Safety Ambassadors' focus is on the:

- Proper use of face coverings
- Physical/social distancing requirements

Safety Ambassadors will focus on areas where staff, faculty, students, and visitors are most likely to congregate. They work regular hours (Monday through Friday, 7 a.m. to 11 p.m.) but may also be present during extended hours in the evenings and on weekends or to work certain JHU-sanctioned events. Safety Ambassadors will monitor all JHU activities and all campuses—including offices, classrooms, common areas, and outdoor laboratories.

When a Safety Ambassador witnesses non-compliance, they record the date, time, location, number of people involved, and the reason for the non-compliance. This data is uploaded to a shared database and reviewed by HSE for the purpose of identifying and controlling non-compliance “hotspots.”

In addition to Safety Ambassadors, every member of our community is empowered to request compliance with health and safety guidelines. Those who encounter noncompliance with guidance may notify the university by:

- Submitting anonymous concerns through the JHU Hotline 844-SPEAK2US (844-773-2528) or <https://secure.ethicspoint.com/domain/media/en/gui/65464/index.html>
- Registering concerns with HSE by emailing them to HSEinfo@jhmi.edu or calling 410-955-5918 (JHM/East Baltimore) or 410-516- 8798 (Homewood/Peabody/D.C./Carey/other locations)

Repeated or serious noncompliance with current COVID-19 workplace safety guidance may 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 or Student Affairs must be consulted regarding any proposed disciplinary action for employees or students, respectively. Department chairs or the respective Vice Dean for Faculty must be consulted regarding any proposed disciplinary action for faculty members.

Enforcement of compliance with the various public health requirements includes:

- **Spot-checks:** Safety Ambassadors monitor common areas to verify compliance with the face coverings and physical distancing policy. Safety Ambassadors may also be tasked with checking campus pass compliance.
- **Reporting and monitoring:** As users access on-campus resources (e.g., accessing the internet and/or entering buildings using a J-card and/or university-issued badge), their activity will be cross-referenced with completion of daily symptom checks. Users failing to comply will receive automated email reminders of university policy and how to comply. Note that **the Prodensity app has no location tracking or contact tracing functionality, and it cannot access any of the data on the user's device.**
- **Disciplinary action:** Messages and reports will be sent to supervisors of employees as well as stu-

dent affairs leadership for students who have chronic non-compliance. The normal disciplinary process applicable to each affiliate will be initiated, in addition to potentially limiting access to campus.

- Bargaining Unit: If the employee answers “yes” to either health check question, Kronos will limit campus access.

Data captured in the COVID-19 Health Check will be retained for 30 days and may be used to initiate an investigation with the JHCCC. De-identified aggregation of data (number of users engaging with system, response rates, etc.) will be used for system monitoring and improvement.

Homewood COVID-19 Surveillance Study

The university is also conducting a study involving testing of asymptomatic affiliates on the Homewood campus, for the purpose of surveillance of the prevalence of COVID-19. Participation in the study is voluntary. More information the study is available on the [study website](#).

Universal Face Coverings

JHU will have wellness kits available for all undergraduate students, which include a face mask, hand sanitizer, a digital thermometer, and cleansing wipes. Residential undergraduate students will receive their wellness kits at move-in and off-campus undergrads can pick up a kit prior to the start of the semester. All faculty, staff, and graduate students who are on-campus will be provided with a face mask through their division.

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. Face coverings are worn to protect others in the event someone is unknowingly transmitting the virus. Face coverings have been shown to reduce coronavirus transmission, both for the wearer and for others. However, by themselves face coverings are not 100% effective, and so physical distancing must also be maintained even while using face coverings to minimize the chance of COVID-19 acquisition.

Exceptions to the requirement for universal face coverings inside university facilities are:

- Limited to time spent in a single-occupancy office or dorm room with a closed door,
- While eating or drinking at a physical distance of at least six feet from any other person, or
- In specific situations described below in the Guidance for Use of Campus Facilities.

Face coverings worn by JHU employees and trainees not engaged in providing medical care should be non-medical types in order to maintain supplies for those engaged in providing medical care. 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. Cloth face coverings must only be worn for one day at a time and must be properly hand washed or laundered before subsequent use. 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; and
- Be able to be laundered without damage or change to shape.

Health, Safety and Environment staff have the authority to determine if face coverings comply with minimum standards. Individuals who wish to seek an accommodation for the face coverings requirement should engage with the Office of Institutional Equity (OIE) about the process for seeking a reasonable accommodation. Additional information regarding mask use and care can be found in Appendix A.

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.

Physical 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. Physical distancing is important for everyone—and required by the university—but particularly important to help protect people who are at higher risk of getting very sick.

Everyone on campus is expected to follow these physical distancing practices:

- Stay at least 6 feet (about two arms' length) from other people whenever possible (acknowledging that this is not always possible while doing laboratory work);
- 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 mealtimes during the day to minimize contact with others; and
- Use designated areas and maintain at least 6 feet of separation for meals.

Additional information about physical distancing related to use of shared campus facilities and shared transportation is provided below in the “Use of Campus Facilities” and “Transportation” sections.

Tobacco and Vaping

Smoking and vaping are prohibited on all university campuses and properties for the duration of the pandemic to ensure universal face coverings are used and to 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>.

Handwashing and Gloves

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. You should also avoid touching your eyes, nose, and mouth. If soap and water are not readily available, you can use a hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

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.

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 Department of Health, Safety, and Environment (HSE). For labs, rules remain in effect to remove all PPE that is not related to COVID-19 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 any 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 a 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, doorknobs, 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 Environmental/Custodial Services

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

We are putting extraordinary demands on the JHU cleaning and custodial staff. If you are on campus, please take a moment to thank them for their efforts.

Travel

Non-essential travel outside of the greater Baltimore area is strongly discouraged for undergraduates at any time. Undergraduate students are required to register personal travel with Student Affairs so they can receive support for prompt testing and self-quarantine upon return and until a negative test is received.

All non-essential university-sponsored travel (both international and domestic) is suspended at this time. University-sponsored travel includes all travel funded by the university or its sponsors, including discretionary funds, and all travel sponsored or organized by student organizations, regardless of the funding source. Essential travel may include time-critical research, clinical care delivery, and/or clinical trials, as determined by an affiliate's dean or designee. Personal travel should be undertaken with an understanding of the risks. Before making personal travel plans, review the [CDC's travel guidance](#).

Use of Campus Facilities

Residence Halls

JHU residence halls will be open with limited capacity based on public health guidelines. Each student will have a private bedroom, and no more than two students will share a bathroom in apartments and suites. Community bathrooms will be limited to no more than three residents sharing a set of fixtures. Students assigned to community buildings (AMR I, II, and Rogers House) will be assigned to a specific bathroom and set of fixtures. Additional cleaning will take place each day in all residence halls with special attention to high touch areas such as door handles, elevator buttons, etc. Occupancy will also be limited in elevator usage, and hallways will have specific flows to reduce the frequency of residents crossing paths. Unless public health conditions change, only residents of the building will be allowed to enter. Students are not permitted to enter other students' bedrooms. Only the resident can be in their bedroom.

We have secured self-quarantine and isolation housing for on-campus residents should they need it. We will also provide isolation accommodations for undergraduates living off campus if our health and wellness team determines they need them. Students who are in quarantine or isolation are not allowed any

visitors.

On-Campus Dining

Multiple dining facilities will be available to students, faculty, and staff of the Homewood campus including FFC, Nolan's, Levering, and Charles Street Market. Additional dining locations will open as the campus recovery plan progresses. All facilities will feature grab-and-go service unless public health guidance allows for limited seating. In addition, food delivery will be provided to students in quarantine and/or isolation housing.

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 put it back on after eating. Affiliates are encouraged to eat outside if possible or in a break room or shared office and maintain 6 feet between themselves and others. They should only remove their mask or face covering to eat, then immediately put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Individuals should wipe all surfaces, including tables, refrigerator handles, coffee machines, etc., before and after using them in common areas.

A temporary structure will be built on the Homewood Freshman Quad to provide space for study and/or student activities. Additional outdoor structures may also be built, with the approval of the Facilities/HSE Review Committee and appropriate dean's committee. All guidance around limited density, social distancing, and wearing of face coverings apply to these spaces.

Classrooms

Individuals should consult the [Return to Campus Instructional Guidelines](#) for further information.

Research Laboratories

On-campus research activities will continue to proceed as per the [Return to Research Guidelines](#).

Office Environments

All JHU affiliates working or learning on premises must maintain physical distancing practices (e.g., be sure to maintain at least 6 feet between co-workers). Overall capacity 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 a closed door or when eating in designated locations. Face coverings are required in all open cubicle work areas. Safe physical 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-washing 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.

Meetings

Congregating 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 physical distancing requirements. Divisions will provide guidance on maximum capacity per room.

Libraries, Archives, and Museums

JHU libraries and archives will admit JHU affiliates who wish to use the libraries' study spaces, internet, printers, etc., and to browse open shelves. Hours of opening will be more limited than they were pre-COVID-19 to ensure ample time for daily cleaning, will vary from facility to facility, and will be modified as necessary. Hours of operation, and conditions specific to each facility, will be posted on each facility's website. Social distancing requirements will be used to limit the number of affiliates who may be in the libraries at any given time.

All persons entering these spaces must wear a face covering, maintain social distancing, fully comply with the policies, protocols, and guidelines outlined in the university's Return to Campus guide, and follow the directions of trained safety ambassadors. There will be no spaces for visitors to eat or drink.

Library books and materials from JHU libraries may be returned through contactless drop-off points at the Milton S. Eisenhower Library, Welch Medical Library, Arthur Friedheim Library, and SAIS Library.

Books and other circulating materials may be requested through the online catalog for pickup at the Eisenhower Library, Welch Medical Library, SAIS Library, Friedheim Library and APL Library (APL staff only). This service is available only to JHU students, faculty, and staff.

Limited access to non-circulating materials from the Sheridan Libraries Special Collections, Alan Mason Chesney Medical Archives, the Historical Collection of the Institute of Medicine, Homewood Museum, and Evergreen Museum & Library is available for JHU students, postdoctoral fellows, faculty, and staff researchers only. Hours for access to these collections at all locations are limited and by appointment only; reservations may be made online. JHU students, faculty, and staff may make such reservations only upon clear demonstration that their research cannot be conducted from online resources.

Custodial crews will clean all common research spaces daily based on CDC guidance. Researchers admitted to spaces with non-circulating collections may be assigned a room and are responsible for cleaning their own workspace after use with cleaning supplies provided by JHU.

Books and other materials will be quarantined for 24 hours between users. Library patrons are not permitted to re-shelve books when browsing the open stacks and must, instead, return them to the designated carts where they can be quarantined.

Homewood Museum, Evergreen Museum & Library, and the George Peabody Library will remain closed for public access, tours, and third-party events.

On-Campus Recreational Facilities

The Ralph S. O'Connor Recreation Center (OCR) on the Homewood campus and the Cooley Center at East Baltimore will operate with limited capacity and offerings.

At Homewood, strength and cardio equipment will be available with a maximum facility capacity of 60 patrons. Patrons must agree to and abide by the OCR protocols regarding physical distancing, face coverings, and cleaning. Group exercise classes will be offered virtually. In-person classes, with a maximum capacity of 10 per class, will be offered pending the availability of instructors. All group exercise participants must register and use their own mats. Tennis courts will also reopen. The OCR will employ an enhanced cleaning and equipment sanitization schedule. The locker rooms will remain closed. There will be no equipment checkout and no towels provided. Athletic field use will be activity-dependent and requests for use evaluated by OCR staff.

Similar capacity limitations will be published for the Cooley Center.

Transportation and Parking

JHU Buses and Shuttles

Everyone who rides JHU 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 JHU 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 JHU bus and 6 passengers per van. For buses, passengers will be asked to enter via the front door only. 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. Please see Appendix C for additional Bus and Blue Jay Passenger Tips.

Public Transportation

Everyone who uses JH buses and shuttles is required to wear a face covering while on the bus/shuttle and to avoid touching surfaces with their hands to the maximum extent possible. Everyone who takes public transportation is strongly encouraged to do the same. 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.

Individuals are encouraged to visit city and state transportation websites for the most up-to-date information regarding public transportation.

- Maryland Transit Administration: <https://www.mta.maryland.gov/coronavirus>
- Baltimore City Department of Transportation: <https://transportation.baltimorecity.gov/coronavirus-0>
- Washington Metropolitan Area Transit Authority: <https://www.wmata.com/service/covid19/>

Parking

Monthly parking fees were waived for all university affiliates for the months of April, May, June, and July 2020. Monthly parking fees resumed in August 2020 and remain in effect for Phase 2. Affiliates who wish to cancel monthly parking because they will not be on-campus should use the [online form](#) to make that request. The university will propose a flexible parking plan for spring semester.

Individuals using JHU parking garages should give other users 6 feet of physical distancing space to enter/exit their vehicles before entering their own. Individuals should also use face coverings while in the garage and/or while paying in-person or at a booth.

Entering and Exiting Buildings

Where practical and necessary, some doors will be designated and marked “entrance” or “exit” only. All affiliates on campus are asked to follow these directives. J-card access is also being considered for all buildings.

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.

Public Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet between individuals. Fixtures will be limited to 50% to support physical distancing requirements. Individuals should wash their hands thoroughly after use to reduce potential transmission of the virus. Electric hand dryers will be disconnected, and paper towels will be provided in all public restrooms.

Visitors

Visitors who fall under the [JHU Visitors Policy](#) will be allowed on campus beginning with the Spring

2021 term. As a reminder, this policy defines three categories of visitors:

- Visiting Faculty: visitors here for a minimum of a month who have a postgraduate degree and faculty appointment at another institution;
- Visiting Scholars: visitors here for a minimum of a month who have a college degree, are actively employed at another institution, but are neither faculty nor a student;
- Visiting Student: visitors here for a minimum of three weeks who are enrolled as a student at a non-JHU institution and affiliated with JHU for a finite period to further their education or obtain additional training.

Visiting faculty and scholars will follow all health and safety policies as JHU faculty at the host JHU school; visiting students will follow all health and safety policies as JHU students at the host JHU school. This includes use of relevant apps (e.g., ProDensity for daily health checks) and adherence to the university's [mandatory influenza policy](#) and divisional asymptomatic COVID testing expectations. As detailed in the [January 8 message](#), asymptomatic testing is managed through Epic/MyChart. As visitors arrive on campus, divisions should include visitors as part of their routine updates to the Epic team detailing changes to faculty and staff lists for access and compliance purposes. Visitors experiencing MyChart issues should email Testinginfo@jhu.edu with a description of the problem.

Guests, defined as those who don't meet the minimum duration thresholds in the Visitors Policy, will only be allowed if they are 'mission critical.' Guests will require approval by deans offices or university leadership and must meet a clear mission-critical threshold. They will not have access to JHU testing or apps but will be expected to follow basic health and safety measures while on campus including (a) manual health screening managed by the guest's host, and (b) masking and adherence to distancing and other health/safety guidelines while on campus.

Prospective students and research volunteers will likely be permitted on campus under controlled conditions and for specific types of protocols.

Events

No external (commercial, community, etc.) events will be held during Phase 2. Internal (JH affiliate attendees) events will be limited as follows:

- All events deemed mission critical during Phase 2 shall be reviewed by HSE and require permission from the appropriate dean's office or University Administration department. These activities may include events that cannot be effectively conducted virtually and are directly related to research, education, and student activities.
- JHU guidance will not exceed local regulatory public health rules in restricting group sizes and participants are expected to wear face coverings and maintain 6 feet physical distancing.
- Event capacity is the number of people who can fit in the room while maintaining a 6 feet between them with a maximum of 10 people.
- Outdoor event capacity will be based on state and local guidelines, venue capacity, and physical distancing requirements and will be reviewed on a case-by-case basis.

Accommodations for Vulnerable Employees

As the university expands the resumption of on-campus activities, we are expanding guidelines and expectations. During Phase 2, more faculty and staff will return to campus to support on-campus teaching and research. The university is aware that some members of our community face a greater risk from COVID-19 than others. We encourage faculty, postdoctoral fellows, and staff members who are asked to return to on-site work at this time and who have concerns about their individual circumstances to engage with the Office of Institutional Equity (OIE) or Central Human Resources (HR) about the process for seeking a reasonable accommodation or work adjustments, which are two distinct processes as described below.

Note: If an employee is inadvertently directed to the wrong office initially, they will be rapidly redirected as needed.

Workplace Accommodations

If you fall within the CDC's definition of a "vulnerable person" or if you have a documented disability, you may request a workplace accommodation that will allow you to return safely to your work environment or make other appropriate arrangements.

The CDC's definition of a "vulnerable person" for COVID-19 has changed over time based on evolving public health and regulatory guidance. Individuals who are at increased risk for severe illness due to COVID-19 include the following:

- Older adults, particularly those ages 65 and older;
- People of all ages with underlying medical conditions, particularly if not well controlled, including those:
 - with chronic lung disease or moderate to severe asthma;
 - who have heart conditions;
 - who have cancer;
 - who are immunocompromised (including blood, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications);
 - with obesity (body mass index between 30 and 39) or severe obesity (body mass index of 40 or higher);
 - with Type 2 diabetes;
 - with COPD (chronic obstructive pulmonary disease);
 - who are pregnant;
 - who smoke;
 - who have sickle cell disease;
 - with chronic kidney disease; and
 - with liver disease.

If you wish to seek a workplace accommodation, you should contact the Office of Institutional Equity (OIE). The OIE will facilitate the review and will follow the usual disability accommodations process, with confidential information being held by OIE only. The OIE will work with the department and Central/Divisional HR to ensure equity across the university. Note that additional documentation from the affiliate's medical record may be required.

More information for faculty, staff, and postdoctoral fellows on the accommodations process may be found on the [OIE website](#) or accessibility.jhu.edu, or by phone (410-516-8075) or email (oiie@jhu.edu or OIEdisability@jhu.edu).

Students should contact the [Student Disability Services Coordinator](#) at their respective school to begin the process. In addition, as always, anyone with a documented disability or who needs a religious accom-

modation, pregnancy or nursing parent adjustment may pursue accommodations as well.

Workplace Adjustments

If you **do not** fall within the CDC's definition of a "vulnerable person," but have other concerns about returning to campus due to your individual circumstances such as household members who may be at higher risk, the need to care for a household or family member, or a generalized fear, you can still request a workplace adjustment.

To do so, you should contact your department chair/head (if you are a faculty member or post-doc), your manager (if you are a staff member), or central or divisional HR. You may raise your concern with whichever of these people you are most comfortable.

Central HR's Office of Employee and Labor Relations, in collaboration with divisional HR, will facilitate the review. This process requires the disclosure of pertinent personal information to HR. HR will work with the department to arrive at an adjustment, when appropriate and feasible. If an adjustment isn't possible or if the employee declines the adjustment, the university's expectation is that the employee will return to work. If the employee refuses to meet their employment obligations, they may be subject to further disciplinary actions.

Confidentiality Expectations

Employees who express concerns regarding their own health condition do not need to disclose the details of the health condition to their supervisor or co-workers. They may need to disclose this information to OIE, however, if they are seeking an accommodation. In addition, department chairs/heads or managers should not seek details when an employee indicates the potential need for an accommodation. OIE will follow HIPAA and other confidentiality guidelines related to private health information when reviewing requests for accommodation.

Employees who express concerns about returning to campus due to a circumstance other than their individual health (e.g. household members who may be at higher risk, need to care for household or family member, etc.) may be asked to disclose some details of the reasons for their concern to HR as part of the adjustment review process. HR engages its work in a way that attempts to maintain confidentiality to the greatest extent possible, however these circumstances do not encompass the same protections of private health information.

Support for JHU Affiliates

Mental and Emotional Well-being

The university recognizes that the situation with COVID-19 may be stressful for members of the Johns Hopkins community and provides access to resources that can be of support in this time.

Student Health and Wellness

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

Employee Assistance through mySupport

Through the [mySupport program](#), JHU employees and their household family members have free 24/7 access to confidential counselling 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 counselling sessions are free and will not

require use of insurance. To access this support 24/7, individuals should contact mySupport at (443-997-7000) or TTY: 711. For online access, the username is JHU and the password is JHU.

Child Care and Caregiving

Employees are encouraged to work with their managers to determine whether or not their positions is eligible and appropriate for [Workplace Flexibility](#). The university is providing resources and services to assist Johns Hopkins affiliates with finding and paying for child care during the COVID-19 crisis.

Finding Child Care

The JHU Family Support Services team maintains [a list of up-to-date childcare resources](#) during the COVID-19 crisis. Employees can reach them through the Benefits Service Center at 410-516-2000 or by email at Benefits@jhu.edu.

All university employees, full-time doctoral students, full-time post-docs, residents, interns, and medical students have [free premium Care.com memberships](#), which allow individuals to perform self-directed searches for a variety of caregiving needs. In addition to allowing employees to post jobs and perform detailed searches for providers, the service now includes expert assistance by Care@Work, which provides one-on-one support for a care search. In addition, a keyword search for “Hopkins” on the Care@Work platform can be used to narrow search to caregivers specifically interested in working with the university community. Individuals who are interested must register through JHU’s portal or call 855-781-1303. In addition, individuals can use the Care.com digital portal to post a position for an in-home provider on their own. Care.com’s website also has information about child care safety during COVID-19.

Johns Hopkins partners with three high-quality Baltimore-area child care centers that give admission and wait list priority to JHU employees. In addition, the university maintains relationships with other quality centers that offer wait list priority to employees. For more information, please see the [Child Care Center Partners webpage](#).

Johns Hopkins provides subsidized backup care through Care@Work, up to 20 days per year, to support child care or elder care when regular arrangements are unavailable. These services can be accessed by all university employees, full-time doctoral students, full-time post-docs, residents, interns, and medical students. They can come through care centers or individuals, and we are working to provide more flexibility in the network of providers. We have also provided all JH affiliates (including students) with access to Komae, an innovative co-op-style parent network platform on which Hopkins families can find each other to pool resources for caregiving. The platform allows you to join with trusted friends and family in a “Sitter Village” and schedule care.

Maryland Family Network also offers personalized child care resources and referrals for families seeking center-based child care in Maryland through their LOCATE service. All students are eligible for these resources.

Employees are encouraged to visit the Johns Hopkins University Human Resources [Finding Child Care website](#) for a current expanded list of child care resources and services available.

Employees who are required to return to work on-site and cannot find child care should refer to the [Sick and Safe Leave policy](#) and JHU’s general sick leave policy. Also, FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. For specific questions regarding leave, contact HR Business Services at 443-997-2157 or HRBusinessServices@jhu.edu.

Paying for Child Care

Johns Hopkins University offers two primary ways to help employees reduce the cost of child care: dependent care vouchers that offer money from the university and dependent care flexible spending accounts, which allow parents to set aside pre-tax dollars to pay for care. See the [Johns Hopkins University Paying for Child Care website](#) for additional details. In addition, employees can find savings on family-focused prod-

ucts and services, including 10% savings at KinderCare Learning Centers through the [LifeMart employee discount program](#).

Employees may qualify for Johns Hopkins–sponsored childcare vouchers of up to \$5,000 per year, with eligibility and maximum benefits determined by the family’s adjusted gross income. The vouchers can be used for any legal childcare, either in a home or childcare center. In addition, employees earning less than \$50,000 per year are eligible for a benefit of up to \$1,000 to cover needs resulting from COVID-19, including caregiving. Funds in this program are limited but still available.

COVID-19 Caregiving Relief Fund





The COVID-19 Caregiving Relief Fund (CCRF) provides reimbursement to eligible employees and students who have incurred additional and qualifying caregiving, remote learning support, and technology equipment expenses as a direct result of the COVID-19 pandemic. Full-time, benefits-eligible JHU employees, doctoral students, post-doctoral fellows, medical students, house staff, residents, interns, and trainees with a base salary up to \$175,000 are eligible. Go to the [HR website](#) for more information on the program and instructions about how to apply.

Questions or Concerns

If you have questions or need additional assistance regarding the Phase 2 health and safety guidelines, please reach out to any of the resources listed below.

Resource	Contact Information
Employee Questions	Benefits and Worklife 410-516-2000 or Benefits@jhu.edu
Student Questions	Student Life 410-516-8208, Fax: 410-516-4495 DeanofStudents@jhu.edu Parent and Family Relations for Undergrad Parents 410-516-7355 or kwill189@jhu.edu Respective Student Affairs Offices for Graduate Schools
Office of Institutional Equity (OIE)	Office of Institutional Equity 410-516-8075; email OIEdisability@jhu.edu
mySupport	443-997-7000 or TTY: 711
HR Employee Questions, by division	Central Employee and Labor Relations: EmployeeRelations@jhu.edu Bloomberg School of Public Health: Virginia Herring Carey Business School: Karen Sentementes JHPIEGO: Manju Badlani Krieger School of Arts and Sciences: John Kunz Libraries: Marie Polymise Peabody: Laura Brooks SAIS: Jose Caldera School of Education: Latoya Patterson-Spencer School of Medicine: Julie Thomas School of Nursing: Debbie Morris University Administration: Heather Mason University Student Services: Curtis Hine Whiting School of Engineering: John Kunz

APPENDIX A: Face Coverings/Mask Use and Care

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Homemade or commercially manufactured face coverings (e.g., masks) that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions
Intended use	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.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by HSE.	

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 and 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:

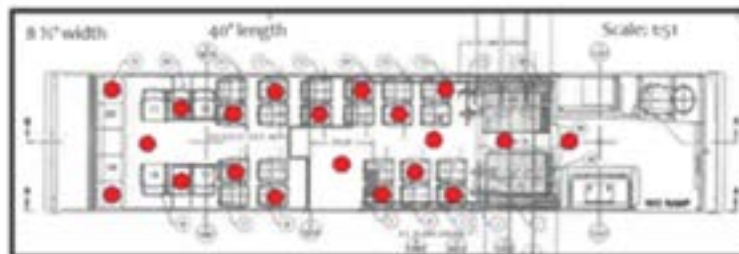
- People should keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be hand washed or laundered with regular soap or clothing detergent before first use and after each day.
- 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.

APPENDIX B: Bus and Blue Jay Shuttle Passenger Tips

Johns Hopkins Buses

- Door opening and closing is controlled by operator in all vehicles. Use front doors for entry. Please let disembarking passengers exit before boarding begins.
- All passengers and drivers are required to wear face coverings at all times. Non-compliance will lead to delays and/or discipline.
- Queues awaiting buses should maintain physical distancing guidance of at least 6 feet separation.
- Please be respectful and board in order.
- Windows should remain open unless weather (heavy rain or extreme heat) makes this untenable.
- Please face forward when possible. Even those using side-facing seats should turn and face forward as much as possible.
- If standing, face forward, hold onto railing and try to spread out from others.
- If seated, unless traveling with another person, please sit every other seat and not directly in front of or behind another passenger.
- Capacity limited to 20 passengers. Please spread out amongst seats and provide space between standees.
- Please wash or sanitize hands upon exiting the bus and prior to arrival at your workplace.
- Shuttles@jhu.edu for questions, comments, feedback, complaints.

20 passengers ● = one passenger



Blue Jay Shuttles

- Door opening and closing is controlled by operator in all vehicles. Use side doors for entry. Please let disembarking passengers exit before boarding begins.
- All passengers and drivers are required to wear face coverings at all times. Non-compliance will lead to delays and/or discipline.
- Unless traveling with another person, please sit every other seat and not directly in front of or behind another passenger.
- Capacity limited to 6 passengers. Please spread out amongst seats, not directly beside or in front/behind other passengers.
- Please wash or sanitize hands upon exiting the bus and prior to arrival at your workplace.
- Shuttles@jhu.edu for questions, comments, feedback, complaints.

BJS Seating: 6 passengers plus driver

