

COUGARCARE

GUIDE FOR RETURN TO THE WORKPLACE!

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MISERICORDIA
UNIVERSITY.



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GUIDING PRINCIPLES

Misericordia University's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, safety for our faculty and students and for the public we interact with.

The primary goals for Misericordia University's response to the COVID-19 pandemic are to protect public health and continue the institution's vital mission of education.



Misericordia's plans will also be aligned and consistent with the State of Pennsylvania's

Reopening Model. Misericordia's plans will also follow recommendations from the federal government (Opening Guidelines), and Centers for Disease Control and Prevention.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.



RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines

Misericordia University is a community of people, all of whom look out and care for one another. This emphasis on the health and safety of all the members of our community underlies the guidance offered in this document. All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Misericordia's Workplace Expectations and Guidelines.

SYMPTOM MONITORING REQUIREMENT

It is the responsibility of every member of the community to self-monitor their health and to seek medical advice quickly by phone or other remote contact with the health care provider if they have had close contact with someone who is symptomatic or begin to have symptoms that may be related to COVID-19.

Employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by their health care provider to be eligible to report to work.

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

- Fever (100)
- Chills and repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



SURVEILLANCE TESTING

Misericordia University will be conducting free COVID-19 surveillance testing on campus of students and employees beginning the week of February 8, 2021. Surveillance testing at universities is strongly encouraged by state and national health officials. Each week, a random sample of 25 percent of the MU on-campus community will be notified via an email that they have been selected for a test in the coming week.

Random surveillance testing focuses on testing students and employees who are NOT displaying COVID symptoms (asymptomatic) and who might inadvertently pass the disease. Identifying asymptomatic positives within the MU community will allow the Health and Wellness Center and the Cougar Care team to quickly respond and limit the spread of COVID-19 on campus. MU will be processing the tests on campus using a PCR technology that analyzes saliva, not nasal swabs, making self-collection for testing simple and easy. The on-campus testing and use of batch or “pool” testing will allow for testing of larger groups and facilitate the results being available within 24-hours or less.

Employees with positive results will also be asked to isolate and quickly follow up with their health care provider for further testing. Cougar Care will be in contact with further instructions and to begin contact tracing.

All students and employees with any in-person interactions on campus will be included in surveillance testing. This will **include**, as a precaution, those who have been vaccinated and those who might only come to campus infrequently. The selection of participants will be random. It is possible that one could be called to test multiple times during the semester.

COVID SYMPTOMS OR CLOSE CONTACT

If you have any symptoms, you **SHOULD NOT COME TO CAMPUS**. You should isolate, seek medical consultation and follow provider recommendations prior to coming to campus. You should also wear a face mask to avoid possible virus transmission to others.

Employees are required to self-monitor their conditions daily and to report through the online app.

If there are sudden spikes in body temperature to 100 or higher, begin self-isolation protocols and seek medical advice immediately.

Employees experiencing COVID-19 symptoms, or employees who have had close contact with someone who is symptomatic or had contact with someone who has COVID-19 should isolate immediately and report the situation to Human Resources (570 674-6310) and to your supervisor/Dean.

CONFIRMED POSITIVE CASES

If you have a confirmed positive test for COVID-19 and have been on campus within the last 14 days:

- Contact Human Resources and your supervisor/Dean.
- Facilities will disinfect areas where the person spent considerable time in the 48 hour prior to experiencing symptoms.
- Your supervisor will make decisions about your workload. You can work with Human Resources/Information Technology to change voicemail and initiate an email out-of-office reply.

If you have a confirmed positive test for COVID-19 and have NOT been on campus within the last 14 days:

- Please remain off campus and contact Human Resources and your supervisor/Dean.
- Your supervisor will make decisions about your workload. You can work with Human Resources/Information Technology to change voicemail and initiate an email out-of-office reply.

You are tested for COVID, receive a negative test, and you do not have symptoms. What should you do next?

- If your test is negative and you do not have symptoms, continue to stay away from others (self-quarantine) for 14 days after your last exposure to COVID-19 and follow all recommendations from the health department.
- A negative result before the end of your quarantine period does not rule out possible infection.
- You do not need a repeat test unless you develop symptoms.

If your test is negative and you have symptoms, what should you do next?

- If your test is negative and you have symptoms you should continue to stay away from others (self-quarantine) for 14 days after your last exposure to COVID-19 and follow all recommendations from the health department. A second test and additional medical consultation may be needed if your symptoms do not improve.
- If your symptoms worsen or become severe, you should seek emergency medical care.

WHEN TO RETURN TO WORK

You should self-isolate until cleared by your healthcare provider to return to work. Your note to return to work should state it was COVID-19 related in order to be eligible for COVID sick days.

Prompt detection and intervention is important in continuing to maintain the health of everyone in the university community.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees whose health condition falls within one of the CDC High Risk Categories or is pregnant may seek a Temporary COVID-19 Workplace Adjustment using the Reasonable Accommodation process by completing a Reasonable Accommodation Request form.

Employees are not required to disclose if they are in a high-risk category based upon preexisting medical condition. If an employee considers him or herself to be high-risk for COVID-19 based on the CDC **guidelines** and has concerns regarding returning to on-campus work, the employee may voluntarily discuss this with his or her manager or may request an accommodation by completing a Reasonable Accommodation Request form through Human Resources. If an employee voluntarily discloses, this information will be kept confidential.

CARE FOR FAMILY MEMBER

HR, in coordination with the employee's manager, will work with employees who are requesting accommodations to care for a family member with high-risk conditions to discuss options that support a healthy and safe work environment while determining ways to complete position responsibilities. Some employees may be permitted to telecommute under periodic review depending on their position. The University is not required to accommodate an employee based on the disability-related needs of a family member or other person with whom he/she is associated.

PHASED STAFFING

Misericordia will assess expanded staffing 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 respective dean or vice president.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the community we serve. No department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

HEALTH & SAFETY GUIDANCE

CHILD CARE ISSUES FOR ON-CAMPUS WORKERS

Employees should discuss childcare issues that prevent him/her from reporting to on-campus work with their supervisor. It is encouraged that employees who are asked to return to support on-campus operations talk with their childcare provider to look at options that may be available. When no childcare options are available then, during this COVID-19 response time, supervisors are encouraged to provide accommodations through a flexible work schedule, voluntary effort reduction, use of vacation time, rotating schedules, or extended hours of work where possible.

It is important that employees do not bring their children or other family members to the workplace to respect the health and safety of co-workers. This approach is critical to being able to maintain social distancing at all times. Departments are setting limitations based on the number of employees required to be on-campus so employee guests should be only in emergency situations.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces while keeping departments open.

TELECOMMUTE

Telecommuting is a flexible work arrangement that allows an employee to work at home or elsewhere for part, or all of, their regular work schedule. Those who can telecommute to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the supervisor and respective vice president, can be done on a full or partial day/week schedule as appropriate. (See Telecommute Policy.)

ALTERNATING DAYS

In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. These arrangements, which should be approved by the supervisor and respective vice president, can be done on a full or partial day/week schedule as appropriate.

FLEXIBLE WORK SCHEDULE/STAGGERED REPORTING/DEPARTING

A flexible work schedule is an alternative to the normal work week (e.g., 8:30 am to 4:30 pm). It allows employees to vary their arrival and/or departure times. 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). These arrangements should be approved by the supervisor and respective vice president. All employees should follow directional signs for exiting buildings in order to eliminate congestion in hallways and stairwells.

VOLUNTARY EFFORT REDUCTION



Voluntary effort reduction allows employees to voluntarily reduce their effort until further notice. Through this reduction, employees have the option to request a reduction in working hours with a corresponding reduction in salary for family care or other personal or family needs. Eligible employees include all full-time exempt and non-exempt staff.

To request a voluntary effort reduction:

- An employee must first request and discuss a reduction in effort with their supervisor.
- If request is granted, the employee and supervisor must complete and submit a voluntary effort reduction request. The request can be submitted to the respective Vice President and to HR.
- HR advises the employee of the impact to their pay and benefits before initiating the ER action.
- If a request is denied, the supervisor will notify the employee.

Personal Safety Practices

FACE MASKS/CLOTH FACE COVERINGS

Everyone on the Misericordia campus is expected to wear a face covering or mask.

Face masks that cover the nose and mouth must be worn by all students, faculty, staff, and visitors on campus.

Face Coverings Are Expected When...

- Inside all university buildings.
- In Misericordia vehicles when riding with others.
- Outside when on campus.
- Elevators, hallways, break rooms, and other common areas.

Face Coverings Are Not Expected When...

- In office areas occupied by a single individual when the individual is alone.
- An individual has a disability that prevents wearing a face covering

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Misericordia has provided a mask to each employee. You may also wear your own cloth face covering, which will help Misericordia reduce the need to purchase additional masks. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. Disposable face masks should only be worn for one day before disposing.

Masks also help to filter the air you breathe in. If someone near you sneezes or coughs, a mask will keep you from inhaling as many of their respiratory particles, including viruses, which decreases your chance of getting sick.

If you have a private office, you do not need to wear a mask in your office when you are alone.

Remember: Never lay your mask down on a counter, desktop or other surface that could transmit infection.

For more information on masks, visit the CDC's [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#).

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS

Cloth Face Covering: Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.

Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).

Disposable Mask: Commercially manufactured masks that help contain wearer's respiratory emissions.

Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).

Medical-Grade Surgical Mask: FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions.



These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.

N95 Respirator: Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.

These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.

Other: We are still allowing neck gaiters to be worn as a mask on campus as we follow guidance from the CDC and PA Department of Health regarding face coverings. This may change if the official guidance change.

A plastic face shield is not an acceptable face covering alone for general, daily activities on campus. It must be worn with a mask unless you have a documented medical need that prevents you from wearing a mask.

USE AND CARE OF FACE COVERINGS

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

PUTTING ON THE FACE COVERING/DISPOSABLE MASK

- 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.



TAKING OFF THE FACE COVERING/DISPOSABLE MASK

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your 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

- 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 properly laundered with regular 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 it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

SOCIAL DISTANCING

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more (the only exception is face-to-face instruction in the classroom)
- Stay out of crowded places and avoid mass gatherings



HANDWASHING

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



GLOVES

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

GOGGLES/FACE SHIELDS

Staff do not need to wear goggles or face shields to protect your eyes as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments. As noted earlier, gaiter face masks and plastic face shields that cover the nose and mouth are permitted to serve as alternative to masks (PPE).

CLEANING/DISINFECTION

Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).



COUGHING/SNEEZING HYGIENE

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Guidance for Specific Workplace Scenarios

HOUSEKEEPING IN OFFICE ENVIRONMENTS

Faculty and staff will need to disinfect their own surfaces with disinfectant provided by the university. Spray bottles with the disinfectant will be available to all faculty and staff which will be located in a central area within each building. When your bottle is empty, you should bring it back to the same area to refill it. Paper towels will also be available at the same location. The spray may be used as a cleaner or disinfectant. For cleaning, it is sprayed on and wiped off. To disinfect, it is sprayed onto a surface and allowed to dry. The contact time is 10 minutes. This product is ideally suited for desktops, door knobs, light switches, file cabinet handles, PT exam tables, etc.

The university is also asking faculty and staff to take their trash and recycle bags to a central location in each building. This process will minimize person-to-person interaction and allow the staff to focus their efforts on the increased disinfecting and cleaning requirements across campus. The work order system will be used for vacuuming requests.

In order to keep our campus safe and comply with CDC/State guidelines, we are asking faculty and staff to work together as a community.

PUBLIC TRANSPORTATION/MISERICORDIA VAN

If you must take public transportation or use Misericordia Transportation, wear a mask before entering the van and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

WORKING IN OFFICE ENVIRONMENTS

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any employee in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

USING RESTROOMS

Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

USING ELEVATORS

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. No more than two (2) people should be in an elevator at any moment. Those using elevators are required to wear a disposable facemask

or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

MEETINGS

Convening in groups increases the risk of viral transmission. Meetings should be held using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, etc.).

MEALS

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

Because of the reduction of dining seats on campus, employees must take food back to their office or work location.

If you are eating in your work environment (office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas.

ACTIVITIES AND EVENTS

Going to athletic games is always fun for everyone. For now, employees will be permitted to attend games when possible but under social distancing and other guidelines. At this time, fans at indoor events are limited to 25 and outdoor events are 250. It is expected that further guidance is forthcoming (according to AICUP).

MENTAL AND EMOTIONAL WELLBEING

Employee Assistance Program: An employee assistance program is available to offer emotional support during this stressful period. All services provided are confidential. You may access information, benefits, educational materials, and more either by phone at **1-800-538-3543** or online at cignabehavioral.com/CGI.

MISERICORDIA WELLNESS

Misericordia is committed to supporting your overall health and wellbeing. You may experience increased stress during this pandemic. The following are healthy ways to cope with stress:

- Take care of your emotional health. Taking care of your emotional health will help you think clearly and react to the urgent needs to protect yourself and your family.
- Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
 - Take deep breaths, stretch, or meditate.
 - Try to eat healthy, well-balanced meals.
 - Exercise regularly.
 - Get plenty of sleep.
 - Avoid excessive alcohol and drug use.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Connect with your community- or faith-based organizations. While social

distancing measures are in place, consider connecting online, through social media, or by phone or mail.

ADDITIONAL RESOURCES

For information about **daily life and coping during COVID-19** for students, faculty, and staff:

- Talk with people you trust about concerns and how you are feeling.
- Contact the national distress hotline: **1-800-985-5990**, or text **TalkWithUs to 66746**

ENTER/EXIT CONTROL

Misericordia employees are always respectful. However, we are asking you to not hold or prop open exterior doors for any other person.

Departments should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day. Arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, trainees, guests and pets are not allowed on worksites during this time.

SIGNAGE AND POSTERS

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

SOURCE

Retrieved from: <https://coronavirus.duke.edu/wp-content/uploads/2020/05/Return-to-the-Workplace.pdf>