



University of Massachusetts

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A woman with long blonde hair, wearing a light blue surgical face mask and a pinkish-red sweater, is sitting at a desk and working on a laptop. The background is a blurred office setting with bookshelves. The entire image has a blue tint.

# UMass President's Office On-Site Return Guide

September 27, 2021

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# Guiding Principles

## Guiding Principles

At the University of Massachusetts, the health and safety of our employees is our highest priority. The UMass President's Office (UMPO) planning approach for COVID-19 response and returning to on-site locations is deeply rooted in ensuring that all decisions are made with best interests of employees in mind.

The approach for returning to on-site locations outlined in this document has been informed by national and local guidance, as well as an On-Site Transition Team (OTT). The OTT includes employee representation from across the UMPO and has taken an active and inclusive approach to identifying and addressing the questions, needs and considerations identified by our staff. The content of this guide has been informed by more than 400 questions and considerations submitted by employees to the OTT and has been updated in accordance with public health guidance and best practices on numerous occasions.

Throughout this pandemic, the UMPO has been closely consulting with state and local public health authorities and has been proactively incorporating health and safety guidelines from those bodies, as well as those from the Centers for Disease Control and Prevention (CDC) and other experts, to ensure the safest possible approach for returning to on-site locations.

For any concerns that are not addressed within this guide, you are encouraged to reach out to your supervisor or the Human Resources team.

# Health and Safety

## Guidance for Returning Employees

The health and safety of our employees is our top priority, and the UMPO will continue to follow guidelines issued by the CDC, Massachusetts Department of Public Health and other relevant public health authorities.

## Employee Expectations for Return to On-Site Locations

Employees who are returning to on-site locations must adhere to the following protocols:

### Vaccination

UMPO employees, including full-time, part-time and contractor employees, whose position is classified as fully on-site, regular reporting, or on-site as needed must be fully vaccinated against COVID-19 or secure an exemption based on medical contraindications or sincerely-held religious beliefs. A person is considered fully vaccinated against COVID-19 two weeks after receiving the second dose of the two-dose vaccine (Pfizer-BioNTech or Moderna) or two weeks after receipt of the single dose of the Janssen (Johnson & Johnson) vaccine. Fully remote employees are strongly encouraged to be vaccinated.

Employees in positions classified as fully on-site and regular reporting must be fully vaccinated by September 27, 2021.

Employees in positions classified as on-site as needed, who are not employed in UITS, must be vaccinated by September 27, 2021.

Employees in positions classified as on-site as needed within UITS must be vaccinated by January 3, 2022.

Questions regarding vaccination requirements should be sent to [jkittler@umassp.edu](mailto:jkittler@umassp.edu).

### Health Monitoring

Daily monitoring of one's health and well-being prior to coming to work can aid in early detection of COVID-19 and is an effective measure to prevent community spread. The symptoms of COVID-19 include:

- Fever (temperature over 100.4F) without having taken any fever reducing medications
- Loss of Smell or Taste
- Cough
- Muscle Aches
- Sore Throat

- Shortness of Breath
- Chills
- Headache
- Gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite

Employees should complete a [daily health check](#) prior to reporting on-site, and remain home if they have any symptoms of COVID-19. In addition, employees with symptoms of COVID-19 should contact their healthcare provider to be tested for COVID-19.

### **COVID-19 Positive Employee**

Individuals who are positive for the virus should not report on-site, regardless of vaccination status, even if they do not have symptoms. Individuals should follow public health guidance, which includes isolation.

- **Individuals with COVID-19 (symptoms):** CDC and Massachusetts Department of Public Health guidelines state that individuals who are positive for COVID-19 and are symptomatic must isolate for:
  - 10 days from the day symptoms first appeared, and
  - 24 hours with no fever without the use of fever-reducing medications, and
  - Other symptoms of COVID-19 are improving.
- **Individuals with COVID-19 (no symptoms):** CDC and Massachusetts Department of Public Health guidelines state that individuals who test positive for COVID-19 and are asymptomatic (have no symptoms) must isolate for:
  - 10 days after testing positive, and
  - Still have no symptoms of COVID-19

For close contacts of individuals who are positive for COVID-19, CDC and Massachusetts Department of Public Health guidelines base the requirement to quarantine upon vaccination status of the close contact.

- **Individuals who are vaccinated:** According to the CDC, individuals who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms, and wear a mask indoors in public for 14 days following exposure or until the results from their COVID test taken 3-5 days after exposure is negative.
- **Individuals who are not vaccinated:** Individuals who are not vaccinated should quarantine for 14 days.

Individuals will be notified by the local department of public health if they are a close contact.

## **Face Coverings**

Building management is requiring masks by all tenants, visitors and vendors, regardless of vaccination status, in all indoor locations. Masks may be removed when in an enclosed space alone, or briefly when actively eating or drinking.

All employees who work in a cubicle will be required to wear a face covering, regardless of how high the cubicle partition may be.

## **Maintaining a Clean Workspace**

Cleaning and disinfectant supplies are available throughout the office and in common areas.

Employees should wipe down surfaces and office machines such as scanners/copiers after each use. Sanitizing and cleaning materials and instructions are provided at each copier location. Please reach out to Diane Tkachuk at [dtkachuk@umassp.edu](mailto:dtkachuk@umassp.edu) or Cheryl Millett at [cmillett@umassp.edu](mailto:cmillett@umassp.edu) to request additional supplies.

## **Vendors, Guests, and Visitors Expectations for Return to On-Site Locations**

Employees employed through temporary employment agencies who work on-site at a UMPO location are required to be vaccinated by September 27th or must secure an exemption through their employer based on medical contraindications or sincerely-held religious beliefs.

Vendors who have badge access and who regularly report on-site must be fully vaccinated.

Vendors who do not have badge access must follow the requirements set by building management.

## **Shrewsbury Building Requirements**

Building management is requiring proof of COVID-19 vaccination for all visitors, including vendors without UMPO badge access.

All vendors and/or visitors must be sponsored by a UMPO employee and registered in advance. [UMPO employees may register their visitors online](#). When entering the building, all visitors and/or vendors to the facility must check in at the main entrance security desk, show their visitor registration, a photo identification and proof of COVID-19 vaccination card to access the facility. Any vendor and/or visitor who is unable to provide these documents upon arrival will not be allowed to access the facility.

All vendors and/or visitors (including UMass employees from other locations) to the Shrewsbury office must be escorted to and from the security desk by a UMPO employee.

## **Boston Building Requirements**

All vendors and/or visitors will need to enter through the UMass Club on the 32nd floor.

UMPO departments are required to fill out a [Visitor Log](#) and submit to the receptionist at the UMass Club in person before the vendor and/or visitor arrives. When the vendor and/or visitor arrives, the receptionist will contact the individual listed on the form and the employee will need to come to the UMass Club to meet their visitor. The UMPO department is responsible for placing their vendor or visitor on the Beacon Street security list and informing the vendor and/or visitor where to check in.

The UMPO department is responsible for coordinating visitor access during hours when the club is not open.

# Facilities Considerations

## Facilities Considerations

Because each office building has a mixed population of tenants, UMPO facilities staff will coordinate with the respective building management entities on implementing local, state and federal public health guidance.

## Enhanced Cleaning

Building management will continue to undertake their daily cleaning schedules, which includes frequent disinfecting of high-touch points, and will adhere to state guidance and best practices issued by the CDC. Employees are responsible for cleaning their assigned workspace.

UMPO will continue to have supplies available on-site which includes disinfecting wipes or sprays, hand sanitizer, disposable masks, and tissues.

## Supplies

UMPO has also taken additional measures to ensure that each work location has sufficient supplies to accommodate on-site employees. Such supplies may include disinfecting wipes or sprays, hand sanitizer or wipes, disposable masks, and tissues.

## Workspace Preparation

To prepare worksite locations for return of staff, UMPO formed a team that went onsite to prepare the offices before employees return. This process included an IT services and equipment checks to ensure adequate functionality of equipment for all employees.

## Additional Support Considerations

### Portable Devices

Employees with a hybrid work schedule will be required to use their University owned/ provided laptop when teleworking. Employees will be allowed to take their designated equipment home with them, though no additional equipment will be provided for teleworking. The equipment available to take home consists of University owned:

- Laptop
- Wireless keyboard/mouse
- External camera (if provided)
- Monitor(s)
- Docking station



The employee is responsible for safely transporting the equipment between their telework location and their on-site office.

Equipment will not be augmented to allow both an on-site office set-up and telework set-up. Exceptions for additional equipment where accommodations are needed must be approved by the Chief Human Resources Officer, or designee.

# Facility-Specific Guidance

## Boston - One Beacon Street

### Cleaning

At One Beacon Street, high traffic common areas will be cleaned continually throughout the day. Building management (CBRE) has hired a Day Porter whose sole duty is to clean high traffic areas, from the lobby to the top of building including elevators, door handles, buttons, and other frequently touched surfaces throughout the day. Cleaning personal workstations or personal affects will be the sole responsibility of the employee.

### Hours

The One Beacon Street offices will be open Monday through Friday from 7 a.m. - 6 p.m..

### Building Amenities

The Fitness Center, Tenant Bike Room, and UMass Club are available. Rebecca's Café is closed with no plans to reopen.

**Parking garage** is open to the public.

## Shrewsbury - 333 South Street

### Cleaning

An enhanced cleaning schedule will remain in effect with additional cleaning and disinfecting of high touch areas and common areas. Employees are responsible for cleaning and disinfecting individual workspaces and departmental common areas.

- Employees will be responsible to place trash cans and recyclable containers in the hallway for pick up and content removal.
- Departments are responsible for cleaning all break room microwaves, refrigerators, coffee makers, and other equipment.



## **Building Amenities**

The cafeteria, gym and dry-cleaning services are suspended until further notice. Bottled water, coffee and vending services are operating and serviced regularly.

The elevator at South Street is not in service due to an identified mechanical concern. The vendor is working on the repair and facilities is working with them to expedite this. There is not an estimated return to service date at this time.

## **HVAC System Maintenance**

The building HVAC ventilation systems are maintained per manufacturing standards and the air filters are replaced approximately four times per year following a preventative maintenance schedule.

## **Facility Work Orders and Requests:**

Please request work orders and report problems with rooms or facilities through our [facility request form](#).

## **Shrewsbury - Local Restaurants with Take-out/Delivery Options**

- **Bushel & Peck Deli**, 508-839-3005
  - [www.bushelnpeckdeli.com](http://www.bushelnpeckdeli.com)
  - Take-out and Delivery (\$20.00 minimum for lunch)
- **Dean Park Pizza**, 508-842-2584
  - [www.deanparkgrillpizza.com](http://www.deanparkgrillpizza.com)
  - Take-out only (delivery available through doordash)
- **Moe's Southwest Grill**, 508-797-6637
  - [www.moes.com](http://www.moes.com)
  - Take-out (delivery available through doordash)
- **Panera Bread**, 508-798-9949
  - [www.panerabread.com](http://www.panerabread.com)
  - Take-out (delivery available through doordash)
- **Pepperoni Express**, 508-842-2200
  - [pepproniexpress.com](http://pepproniexpress.com)
  - Take-out and delivery

# Employee Resources

## Employee Resources

It is entirely appropriate to experience feelings of stress, anxiety and fear during this crisis. If you are, know that you are not alone, and there are several resources available to you.

The Employee Assistance Program (ComPsych) has created an online toolkit that includes a wide variety of information and can assist employees with personal, work and life issues. This toolkit is available at: [pages.e2ma.net/pages/1807892/20932](https://pages.e2ma.net/pages/1807892/20932).

## Group Insurance Commission (GIC) Resources

The GIC also provides resources to help its members cope with the COVID-19 Pandemic. Those resources are available at: [www.mass.gov/info-details/gic-health-benefits-and-the-covid-19-outbreak](https://www.mass.gov/info-details/gic-health-benefits-and-the-covid-19-outbreak).

# Looking Forward

## Looking Forward

As we've seen, this situation will require all of us to adapt our behavior out of consideration for those around us. The UMPO greatly appreciates your consideration of all our relevant safety precautions and we thank you for your flexibility in the weeks and months to come.

As this situation continues to evolve, the university will continue to provide periodic updates, seek input and implement any measures that are necessary to improve the health and safety of our employees.

Thank you for all that you do for the university.

All UMass President's Office updates are available at: [www.umassp.edu/hr/covid-19](http://www.umassp.edu/hr/covid-19).