Returning to Campus • Phase 5 Is November 30

Thanks to collaboration, cooperation and careful planning campuswide, Stony Brook University has been a role model for having a low number of COVID cases, and we've been Coming Back Safe and Strong through a strategically phased approach. As we approach our final phase (5) in the Return to Work plan, please use the information and resources provided here to help you communicate department plans and modified work rules to your staff as they prepare to return to campus.

Here is where you can find more information on Returning Remote Workers to Campus.

WHAT'S NEW

We've Expanded Our COVID-19 Pandemic Health and Safety Resources
• Our new COVID-19 Pandemic Health and Safety Policy provides helpful guidance and identifies regulations to help keep our campus safe.
• Our new campus COVID-19 Dashboard, updated daily, keeps our campus informed of COVID-19 cases, testing and quarantine.
• We've also added mandatory COVID-19 testing for faculty and staff.
• Our online health self-screening has been replaced by a quick and easy app called CampusClear. In just seconds, employees can check symptoms against a list on the app to determine whether they should come to the workplace or not.
• The Faculty and Staff section of our continuously updated Coming Back Safe and Strong website offers the most recent COVID-19 updates.

DEPARTMENT PLANNING

As we move forward and look ahead to a successful spring semester, we continue to encourage supervisors to work with their staff in implementing approved Return to Campus Plans that meet operational needs and, where possible, to address employees' unique personal situations.

Please also review Planning for Spring Semester. This document provides guidance on addressing employee requests to telecommute or for alternate work assignments.

PHASED RETURN

In line with the Governor's strategy for New York, we adopted a phased approach to the return to campus:

Phase	Group	Return to Campus Date
1	Employees who remained working on campus	
2	Researchers & supporting staff	June 10, 2020
3	High Priority	July 15, 2020
4	Medium Priority	August 12, 2020
5	Low Priority	November 30, 2020*

*Subject to adjustment, as needed

In the Return to Work Plan document, each department proposed the phase during which employees would return to campus, keeping in mind the importance of a gradual return to accommodate required social distancing. **Our final phase of return starts November 30.**

HOURS AND SCHEDULES

To comply with the [Center for Disease Control (CDC) and New York State Department of Health](#) (NYSDOH) COVID-19 prevention and social distancing guidelines, supervisors may continue to choose to expand business operating hours to allow for staggered work schedules and/or provide staff with flexible schedules — with the necessary department approvals and without increasing the number of hours employees are required to work.

Expanded/Flexible Work Schedule Examples:
• Expanded business hours (e.g., 6 am to 8 pm vs. 8 am to 5 pm)
• Staggered work week or workdays
• Rotating schedule
• Full-time or intermittent telecommuting

Remember: This doesn't allow you to require employees to work longer or extended hours. And you will, of course, need to adhere to the terms of applicable collective bargaining agreements, including seniority provisions, if applicable. For assistance, contact [Employee and Labor Relations](#).

WHAT TO EXPECT

As we prepare to welcome back our final phase of returning employees, it's important to prepare them for changes on campus that have occurred since they were last in the workplace.

Please communicate the important steps that have been taken to help protect the campus community and help us reinforce that we are all working together to help create the safest workplace environment possible. Make employees aware of the [COVID-19 Pandemic Health and Safety Policy](#).

You should also be prepared to answer questions/concerns your employees may have about their return. VP Coordinators, department Business Partners, Human Resource Services and the Health Information Line are all available to help you address any questions or concerns that may arise.

Required Training
Before returning to campus, all employees are required to complete the Return to Work training video. To access, go to [SOLAR](#) > For Employees > Learning & Development.

Required Face Coverings or Masks
As per the [COVID-19 Pandemic Health and Safety Policy](#), face coverings must be worn at all times in all buildings and when using campus transit. This requirement helps us to protect one another — especially when and where it's not possible to maintain social distancing (e.g., in bathrooms, stairwells, elevators, buses, etc.).

When outdoors, individuals should maintain a distance of at least six feet from other individuals and use a face covering when social distancing isn't possible.

Employees will be provided with two Stony Brook Strong-branded face coverings or can choose to wear their own.

Social Distancing

Social distancing requires that employees remain six feet apart from one another. The Returning Remote Workers to Campus document outlines different physical separation and social distancing measures to help prepare your department for employees' safe return.

If you need any help with physical workplace adjustments, please contact your building manager. You can also download Safety Tips Flyers to post in your department. Contact your building manager for additional social distancing signage you may need.

Daily Health Self-Screening

Employees are required to conduct a brief daily health self-screening before coming to campus. This involves a temperature check and a self-assessment for COVID-19 related symptoms. The new online self-screening tool — called CampusClear — is available here.

Like before, this will provide you with access to a report in SOLAR to confirm that your employees completed the screening: COVID-19 Supervisor's Report. No confidential health information is shared with supervisors.

Employees who are not able to use the online application must continue to use the paper log, notifying their supervisor once they've completed it.

On-Campus COVID-19 Testing

To help keep the campus community safe — and keep us all Coming Back Safe and Strong — on-campus employees are required to participate in mandatory COVID-19 testing, as noted in a recent HR update. We have increased testing locations so that employees can select times and testing sites that are convenient.

Cleaning Protocols

It's important to communicate to staff that cleaning and disinfecting protocols meet CDC guidelines. Find details at Stony Brook University Facilities & Services Protocols for Regular Cleaning and/or Disinfecting.

Please make sure, too, that every office has disinfectant wipes and hand sanitizers readily accessible to help employees clean their personal workspaces daily and practice safe hygiene.

Kitchens and Break Rooms

Departments may opt to close shared kitchens or break rooms. If you do, please share dining information with your employees.

Campus Dining is open to provide safe and convenient touchless food service that adheres to strict COVID-19 safety guidelines. For current lists of available dining options, please visit:

West Campus Dining, East Campus Dining, Vending Options.

COVID INFORMATION LINE: (631) 632-5000

Health Information Line (HIL) (Option 1)

This line is staffed by licensed health care providers who are available to answer medical concerns related to COVID-19. Employees who identify themselves as having COVID-19 related symptoms through the daily screener, test positive or have recently been exposed, should contact HIL. The healthcare professionals will ask for information about any employees who may have been exposed for appropriate follow-up.

Human Resources Line (Option 2)

This line provides general information to State and Research Foundation employees regarding alternate work arrangements/locations and the use of accruals and leaves.

TRAVEL SELF-QUARANTINE REQUIREMENT

Governor Cuomo recently announced changes to New York's quarantine and testing guidelines for travelers coming to New York from out of state. Travelers must be tested within three days of leaving for New York and must test negative. Upon arrival, they must quarantine for three days then take another COVID-19 test on the fourth day. If the test is negative, the person is released from quarantine. New Yorkers who leave the state for less than 24 hours also must get tested within four days.

Those traveling internationally should note that the 14-day quarantine requirement remains in effect for Level 2 and 3 countries. Employees designated as Essential should call the Health Information Line at (631) 632-5000, Option 1, for guidance and direction on return to work requirements. Find more details, FAQs and updates about travel advisories at [New York State Department of Health](#).

Supervisors should note that an Executive Order directed that employees who travel voluntarily to any restricted state will not be eligible for benefits under the New York State emergency paid sick leave provision. Employees who are able to work remotely during quarantine may continue to do so. For employees who cannot work remotely, the quarantine period would apply and, with supervisor's approval, they may be permitted to charge non-sick accruals.

COMMUNICATING THE DEPARTMENT PLAN

Make sure to advise your employees of their scheduled return to campus date and, if applicable, the agreed upon temporary work schedule or hours.

Your communication should also include a summary of the COVID-19 practices implemented, how to report COVID-19 exposure or positive test results, travel quarantine requirements and the COVID-19 Health Information Line contact information.

LEADING THE RETURN

As a leader, your return to campus will require you to adapt to a new environment as well. That might include supervising some staff remotely and others on campus, or with new temporary business hours and staggered shifts.

We appreciate your resilience, flexibility and leadership as we adapt to ever-changing situations together. Here is information to help you manage the transition, and thanks for helping us keep our campus community safe and well:

[Resources for Business in the Age of COVID](#)
[Safety Tips Flyer](#)
[Responding to Change and Transition](#)
[Supporting Teams](#)
[Enhancing Communication](#)
[Coming Back Safe and Strong](#)