COVID-19 Interim Policies

Clarkson continues to place the highest priority on the health, safety and wellbeing of its faculty, staff and students; as well as the wider community. We, therefore, continue to closely monitor the outbreak of the coronavirus disease 2019 ("COVID-19") in collaboration with the St. Lawrence County Health Department, local health and safety experts, NYS Department of Health and Department of Education, the US Centers for Disease Control and Prevention, as well as the NY State Department. It is an evolving and dynamic situation, so our response to it may change, as required.

The effects of the pandemic have challenged all of us: sustained social distancing and isolation, state-wide school closures, travel bans and the closure or curtailment of non-essential businesses and services not to mention concerns about our own health and the health of our loved ones. While most faculty and staff shifted to remote work when the pandemic was declared in March 2020, others have been sustaining the essential on-campus services that help to protect the Clarkson campus and community.

There are Four Phases to reopening New York State. As Clarkson University campuses are impacted by the state reopening, communication will be posted accordingly. For more information on Reopening New York State, please visit: [https://forward.ny.gov/industries-reopening-phase](https://forward.ny.gov/industries-reopening-phase).

The following workplace policies were created to provide guidance and directives about how to sustain productive work and how to return to campus given these highly disruptive changes. Not every question has been answered, nor every situation anticipated. Please consult with managers, leaders and Human Resources as needed.

Employees will be contacted by their managers when they are able to return to work. All employees need to follow the protocols and guidelines to ensure their own protection and the protection of their co-workers.

Clarkson University is taking steps to best decrease the spread of COVID-19 and lower the impact in our workplace. These include activities to prevent and reduce transmission among employees and students, to maintain healthy business operations, and maintain a healthy work environment.

**Most Important Actions to Take Now**

- Plan to work remotely if your job duties permit. Your supervisor will work directly with you on your individual return to campus plan.
- Please report a presumptive or confirmed COVID-19 diagnosis to your Health Care Provider and to Human Resources by contacting the Chief Human Resources & Deputy Chief Inclusion Officer by phone 315.268.3788 or email amcgaher@clarkson.edu.
- Know the signs of COVID-19, as compared to other illnesses ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)). If you become ill at work, contact your supervisor and go home. If you become ill at home, contact your supervisor and continue to stay home. Contact your Health Care Provider to seek advice.
- Foster your own mental health, wellbeing and resilience. Contact the Employee Assistance Program at [www.mycigna.com](http://www.mycigna.com) (Employer ID: clarksonu) or by calling 1-877-622-4327 for help with feelings of stress or anxiety.

Employees are required to know and adhere to the workplace policies, procedures and guidelines described here, which apply to all faculty and staff, whether you are working remotely, or working on campus to provide essential services.

All COVID-19 policies are in conjunction with other University policies and procedures that are currently in the Operations Manual. [https://confluence.clarkson.edu/display/UPR/Operations+Manual](https://confluence.clarkson.edu/display/UPR/Operations+Manual). Clarkson University reserves the right to revise, supplement, rescind, or deviate from any policies or procedures from time to time, as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

Please contact Human Resources at Clarksonhr@clarkson.edu or 315.268.6497 with questions related to policy. You may also contact Erica Arnold, Environmental Health & Safety Manager at earnold@clarkson.edu or 315-268-6640.

- Entry Requirements and Screening Procedures for Return to Work during COVID-19
- COVID-19 Paid Sick Leave Policy
- Benefits Resources during COVID-19
- Social Distancing during COVID-19
- Personal Protective Equipment (PPE) during COVID-19
- Cleaning and Disinfecting during COVID-19
- Contact Tracing during COVID-19
- Positive Diagnosis or Exposure during COVID-19
- COVID-19 Enforcement Procedure
- Interim Travel Policy During COVID-19
- Guidelines for Health Care Providers and First Responders
- Student Personal Protective Equipment (PPE) During COVID-19
- Employee COVID-19 Testing Policy