

# Simmons UNIVERSITY

## Campus Access for Policy for Fall 2020

*Drafted by Communications & Employee Engagement Committee of the COVID-19 Recovery Task Force*

Now that Simmons has decided all instruction will be online (with limited academic exceptions), there are questions about campus access. We are guided by principles of health, safety, equity, and resource stewardship. Generally, we want to limit campus presence to mitigate the spread of COVID-19. Further, the campus is an active construction zone, with compromised access to some spaces and significant logistical requirements for access to any spaces.

### **WHY MIGHT I NEED ACCESS TO THE CAMPUS?**

#### **One-Time Needs**

We want to accommodate one-time needs so that everyone has the resources to do their work. Appropriate reasons you might need one-time access to campus include:

- Retrieve items that are important to your work, such as books, computer, equipment, etc.
- Retrieving University-owned property, [more information on Inventory Request Form [\[link\]](#)]
- Collect important mail. (The mail room is an essential function and remains open.)
- Film asynchronous course components. There are designated spaces that can be assigned based on availability.

#### **Ongoing Needs**

Generally, we want to minimize ongoing campus presence. Appropriate reasons you might need ongoing access to campus include:

- Fulfilling essential university functions, whether every day or periodically
- Access to laboratories and facilities for research. (Requires Dean approval)
- Instruction of designated campus-based courses (e.g., Physical Therapy labs)
- Additional exceptions require approval of your Dean or VP.

- We are designating some shared teaching space for faculty whose home environment simply does not allow for successful online teaching. Space is limited. (Requires Dean approval)

## **NEEDS WE CANNOT MEET**

There are some requests that we cannot meet as we try to minimize campus presence during the pandemic and active construction. These include:

- Ongoing synchronous teaching, unless approved by Dean (see above).
- Ongoing use of campus office as a primary work space.
- General use of campus for meetings, wifi access, etc.

*Please note there are a limited number of spaces and classrooms available during construction. If you need new access to an office or classroom, a space will be reserved via [25 live](#) and a confirmation email sent within 24 hours of receipt.*

## **HOW CAN I ACCESS THE CAMPUS?**

### **Before Coming to Campus**

1. If you need access and meet the above criteria, fill out the [Campus Access Request Form](#). Follow the instructions to get approval, if necessary, and submit to [conferences@simmons.edu](mailto:conferences@simmons.edu).
  - a. Essential personnel who are coming to campus daily or near-daily to fulfill the functions of their job are exempt from filling out the form. Those coming to campus less often, such as weekly or twice-weekly, will be asked to fill out the form for documentation, even if you have already been coming to campus before this process launched.
2. Complete the Everfi Staying Healthy training modules. Every employee will receive an email from Everfi with a direct, personalized link to the modules.

### **Upon Arrival**

1. Check in with Public Safety in the Palace Road building.
2. You will be required to fill out a symptom check form when you get to campus verifying that you do not have any symptoms of COVID-19.
  - a. We will soon be launching CoVerified, a smartphone and online app which will allow you to complete this symptom check before you leave your home and then show Public Safety the verification on the app that you have been cleared for access.
3. Public Safety will direct you to the appropriate building, including providing a hard hat or escort if you need to access a space in a construction zone.
4. Upon leaving, please check out with Public Safety.

For more information on this policy please contact: [preparedness@simmons.edu](mailto:preparedness@simmons.edu)