

RETURN TO CAMPUS

A Guide for Reopening
the Simmons Campus



Dear Simmons Faculty and Staff

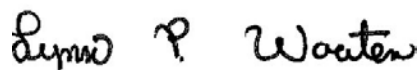
I want to thank our community for its patience as we have carefully considered plans for the Fall semester. [Our guiding principles](#) throughout this process have led with the wellbeing of the Simmons community.

I am proud of Simmons' decision to move all teaching and activities online for the Fall 2020 semester, with very few exceptions. In doing so, we have limited the number of students returning to campus and therefore minimized the need for faculty and staff on campus.

I want to express my gratitude for all that you have done to manage the transition to remote work successfully and professionally with speed and thoughtfulness in a time of crisis. To our faculty, who have quickly adapted teaching and research to an online learning environment in the midst of crisis, and to our staff, both on-site and remote, who have worked tirelessly to adapt to evolving needs and ensure continuity of business operations, I say 'thank you.'

There remains much work ahead and continued challenges and I am proud and thankful each day for your commitment.

Sincerely,



Lynn Perry Wooten
President, Simmons University



Who Can Return to Campus

- Essential employees*
- Select faculty teaching in-person or completing scholarly work in campus facilities
- Select staff supporting those limited on-campus students, programming, and other essential University functions

**Essential employees are defined by those on campus to manage facilities and provide dining, public safety, and other tasks to support the functioning of the University. This Fall, there will be fewer than 100 essential employees at any given time on campus.*

All non-essential personnel at the University will continue to work remotely through at least December 31, 2020, because of continued guidance from the City of Boston and the Commonwealth of Massachusetts, our Fall 2020 remote campus plan, and in alignment with our COVID-19 Guiding Principles.

We recognize there may be reasons for non-essential personnel to access campus on a limited basis. Review the [Campus Access Policy](#) for more information about the process to request access.



Campus Access

In order to protect the safety and wellbeing of our Simmons community as well as the Boston community at large, **access to campus during the fall semester is restricted** both because of public health concerns as well as the fact that our campus is an active construction zone.

Even if you are approved to come to campus, you may not be able to access your office or preferred classroom. The Conferences & Special Events team will work with you to find the best space to fit your needs.

ONE-TIME NEEDS

However, we will try to accommodate one-time need requests such as:

- Retrieve items important to your work
- Collect important mail
- Film asynchronous course components

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 and Safety Training)
- 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 a Dean
- Ongoing use of campus office as a primary work space
- General use of campus for meetings, Wi-Fi access, etc.

Campus Access Checklist

Before you come to campus you must do the following:

- Complete the [Campus Access Request Form](#). One-time access requests can be submitted directly to conferences@simmons.edu. Recurring access needs must be approved by a Dean or VP, who will sign the form and submit it.
- Complete the Everfi Staying Healthy training modules—**required** for anyone coming to campus.
- Check your symptoms before leaving your home. If you are feeling unwell, do not come to campus. Starting in early September, you will be required to utilize the CoVerified app to complete a symptom check form every day you expect to come to campus. You will receive further instructions as the app is rolled out to the campus community.

Campus Access Process and Protocols

All entry to campus facilities by Simmons personnel will be overseen and monitored by Simmons Public Safety. We expect that these workplace safety protocols will evolve over time and that you may be required to adhere to updated or additional protocols developed to promote the safety and wellness of our campus community.

Compliance with the following mandatory entry and exit protocols will be required for every faculty or staff member who comes to campus.

- Upon arrival to campus, check in with Public Safety in the Palace Road Building.
- Public Safety will ask you to complete a symptom check form, or if you have the CoVerified app, you can show your completed clearance.
- 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.
- Upon leaving, please check out with Public Safety.



Testing Protocols

Simmons has partnered with the Broad Institute to provide regular COVID-19 testing at Alumnae Hall for students, faculty, and staff who will be living on or regularly visiting campus in contact with other community members. This program, called surveillance testing, seeks to identify individuals who are infected but not exhibiting symptoms so that isolation and contact tracing protocols can be initiated.

The frequency by which individuals will be tested will correspond with their risk level, determined by how often they will be on campus and their contact level with other community members.

Faculty and staff who are required to be tested will receive direct notification from the Health Center or their supervisor with detailed instructions.

Anyone who tests positive will be contacted by the Health Center with information and guidance on isolation requirements and other medical care options. Individuals who test positive will be expected to participate in contact tracing with the assistance of the Health Center and the CoVerified app in accordance with public health regulations. Faculty and staff members who test positive will be directed to stay home and seek care from their primary physician.

Please visit simmons.edu/coronavirus for the most up-to-date information on testing, contact tracing, quarantine, and other protocols.

Workplace Safety Protocols

As part of an enhanced cleaning plan all common spaces, bathrooms, and classrooms that are in use will be cleaned multiple times per day.

- Hand sanitizer or cleaning wipes will be available throughout campus.
- You must wear a mask or cloth face covering at all times while on campus: a mask will be made available to employees that do not have their own.
- A hard hat will be provided and must be worn by anyone authorized to enter an area under construction.*
- An escort is required through any building classified as a construction zone.*
- Closed-toes shoes are required in construction zones.*
- Building occupants are expected to follow signage regarding workplace safety protocols and traffic flow throughout buildings and common areas.

Be mindful of new signage in place to encourage behaviors related to healthy distancing.

**The buildings currently classified as construction zones are the Main College Building, the Management and Academic Building, and One Palace Road.*

Health and Wellness Resources

Many of our employees are managing significant demands at work and at home. This is a reminder of some of the resources available.

MAKE USE OF THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

We want to remind you of the services of [Simmons' Employee Assistance Program \(EAP\)](#), [AllOne Health](#). Among many services, AllOne Health also offers five free counseling sessions to you and your family members, and that includes virtual and phone sessions. Visit [AllOne Health](#) to see what's available to you. In the company access code line, please enter **simmons**.

You can also call 1-800-451-1834.

MAKE USE OF THE UNIVERSITY'S TELEHEALTH SUPPORT

Blue Cross Blue Shield (BCBS), Simmons' Medical Plan provider, provides the following resources:

Telehealth via Well Connection:

BCBS recommends that medical participants use Well Connection, the telehealth web camera platform, for non-urgent sick visits. BCBS will waive co-share/co-payments for members with access to Well Connection for services related to COVID-19. However, regular sick visits via Well Connection still have a cost share.

Well Connection also allows BCBS medical plan participants to obtain medical or behavioral health visits—including access to behavioral health providers — from the convenience of their home. Normal co-payments and/or cost share apply. For more information, log into the [BCBS Well Connect website](#).

Prescription refills:

Medical plan members will have access to early refills for all prescribed maintenance medications. Call 1-800-358-2227 for more information.

CARE.COM

Care.com is a digital platform that allows you to manage all of your family care needs from any device, 24/7. If you need help with child care, senior care, pet care, home care, or something in between, Care.com can connect you to the right people.

Care.com is the largest online network of caregivers. On this platform you'll find:

- Coverage for one-time and/or recurring needs
- Detailed profiles that highlight the provider's experience
- Background check options and safety tools

- Real-time payments via the app
- Household payroll and tax assistance

To enroll in this benefit, please register using your Simmons email address at simmons.care.com.

24-HOUR NURSE CARE LINE (FOR BCBS MEDICAL MEMBERS ONLY)

A registered nurse available 24/7. Explain the situation, detail your symptoms, and a qualified professional will tell you whether you should see your doctor, go to the emergency room, or how to care for yourself at home. Call 888-247-BLUE (2583).

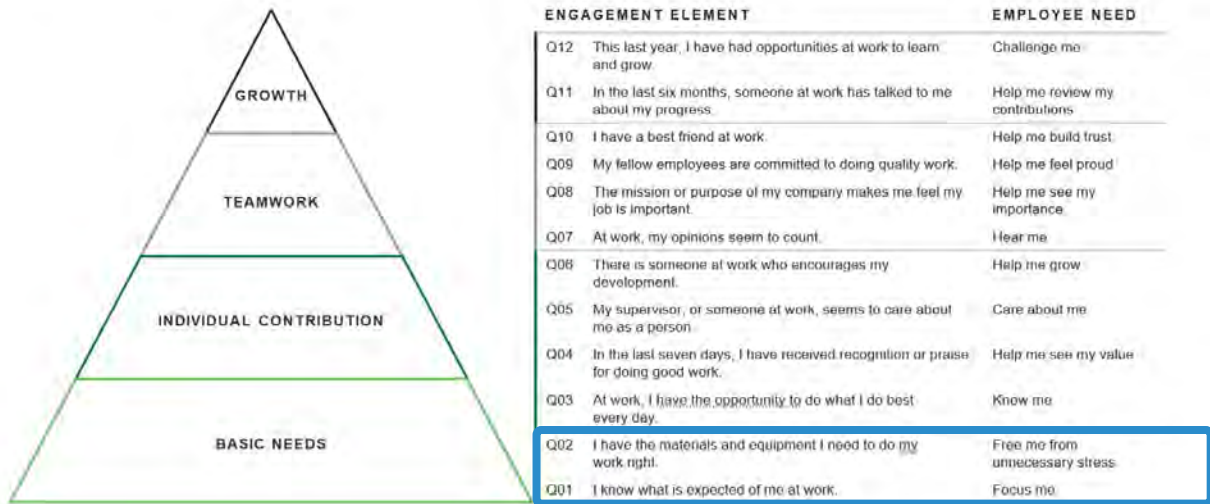
REQUESTING SPECIAL ACCOMMODATIONS

If you have a physical or mental impairment that substantially limits one or more major life activities and you believe you need a workplace accommodation to allow you to perform the essential functions of your job, please contact David Hollinden, Senior Employee Relations Specialist at david.hollinden@simmons.edu.

REMOTE WORK: RETHINKING THE EMPLOYEE EXPERIENCE

While working from home had its advantages, it also has its challenges for both managers and employees including communications and understanding expectations during a challenging time. We turn to our data and tools to support employees and engagement and encourage managers to leverage the Gallup Q12 with a focus on the very basic needs of individuals.

Quantifying Engagement

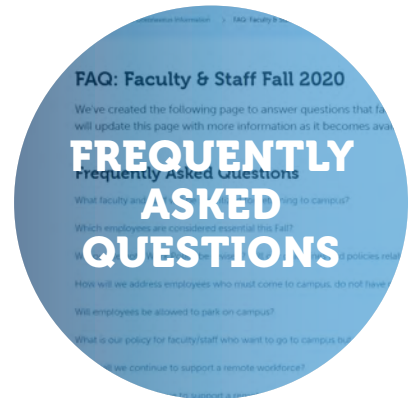


For managers, go to the Gallup Access platform to find information and materials on supporting remote workers and teams. Go to **Menu / Resources /** and search **“remote workers”** and other information on ways to support teams and individuals.

For more managerial support, contact Sharron Credle, VP of Learning and Development at sharron.credle@simmons.edu.

There will be more information and initiatives forthcoming to support our remote workers and overall wellbeing.

Frequently Asked Questions and Resources



Additional Resources

- For the latest updates and most current information about this evolving public health situation, visit: [The Massachusetts Department of Public Health](#).
- The U.S. Centers for Disease Control and Prevention's [2019 Novel Coronavirus page](#), including updated Travel Notices for countries with community transmission. Information specifically about the source and spread of COVID-19 is available on the CDC's Situation Summary: Source and Spread of the Virus.
- For information regarding travel restrictions, visit the [U.S. State Department website](#).
- Further updates and information can be found by calling the Boston Mayor's Office's Health Hotline: 617-534-5050 or toll-free: 1-800-847-0710. Or visit the [Boston Public Health Commission website](#).

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