



**RETURN OF THE SHARKS:
FACULTY AND
STAFF GUIDELINES**

AS OF JUNE 17, 2020

Fall Semester 2020
nova.edu/cv19

NSU Florida

In charting a path forward amid the unprecedented circumstances of the COVID-19 pandemic, Nova Southeastern University (NSU) is committed to providing students, faculty, and staff with an environment where scholarship, research, leadership, and creative expression can continue to thrive. The following will serve as a guide for the university as we gradually return to campus to these vital endeavors. This is not a reopening plan. NSU was never closed! We have continued to serve our community throughout this time, and now we plan for a careful return to campus.

NSU wants to assure our faculty, staff, and students that safety is at the center of every decision we make during the creation of policies and protocols for responding to the COVID-19 pandemic. To that end, NSU will follow local and state executive orders, and along with the governor's Phased Reopening Plan will ensure we also follow recommendations from the federal government, Centers for Disease Control and Prevention (CDC), Florida Department of Public Health, Broward County Department of Health, and other local health departments where applicable.

We must all continue to take steps to protect ourselves, our families, and our communities. We are all in this together. We will continue to do what is right for you and the community.

Our knowledge and understanding of the coronavirus (which causes COVID-19) continues to evolve, and our policies and plans will be updated appropriately as more information becomes available.

For news updates, continue to monitor: nova.edu/coronavirus. For the latest on safety provisions for the NSU community, visit: nova.edu/cv19.



Shared Community Responsibility and Accountability

As a condition of returning to the workplace or visiting a campus, faculty, staff, students, patients, and visitors are required to follow all policies and guidance issued by NSU.

Faculty and staff guidelines are outlined in this document, which may be updated periodically should conditions change (monitor nova.edu/cv19). Please note: students will receive their own guidebook at the end of June 2020.

University leadership is committed to supporting healthy work environments, and community members are expected to commit to responsible, personal efforts to reduce the transmission of the coronavirus.

These guidelines must be followed by all employees and visitors who are working or using NSU facilities/spaces effective today, June 17, 2020. The only employees who should be working in NSU facilities/locations right now are those who have been so directed—or permitted—by their supervisor. Employees who are working remotely should continue to do so until they are directed otherwise.

Deans and vice presidents are finalizing their return-to-work plans for the 2020-2021 academic year. Some individuals will be required to return to the workplace beginning July 27, 2020, in order to support in-person classes and activities for students returning for the fall semester/term. Your supervisor will be in touch if this applies to you.

It's important to familiarize yourself with these guidelines and be prepared to practice them when you return to the workplace or visit campus.

In the event that employees and/or staff violate these guidelines, you will be counseled by your supervisor regarding the importance of your compliance. Repeated violations may result in immediate revocation of building access privileges and possible disciplinary action.

All NSU faculty and staff (including adjuncts and contractors) will be required to complete a Return of the Sharks training module. This training module will be made available before July 27, 2020.

Health and Safety Guidelines

The health and safety guidelines are rooted in our Core Values. We recognize that together we will:

- **be a community that shares in the initiative for the health and safety of our campus.**
- **promote integrity for a safer and healthier environment for learning and working.**
- **honor the CDC and local guidelines and recommendations with excellence, including physical distancing.**
- **protect one another by using face coverings and practicing proper hand hygiene.**
- **keep our spaces clean.**
- **work to reduce transmission among community members and visitors through innovation, research, and academic excellence.**
- **work to maintain a healthy working, learning, and living environment.**

What NSU is Doing to Create a Safer and Healthier Working Environment for Employees

Following best-practice recommendations from the federal government, CDC, and Florida Department of Public Health, NSU is:

- **taking a gradual approach for employees returning to work.**
- **implementing enhanced cleaning and disinfection protocols across campus.**
- **providing training modules for supervisors, employees, and students.**
- **requiring face coverings for anyone using NSU facilities/spaces where contact with others may occur. (The university will issue two reusable and washable cloth face coverings to all students, staff, and faculty; employees may also use their own, if preferred.)**
- **requiring all employees to check their temperature and self-monitor for signs and/or symptoms of COVID-19 before coming to work each day. (Employees experiencing a fever or flu-like symptoms may not return to the workplace. They must report to their supervisor to make arrangements.)**
- **using signage and other communications to encourage all members of our community and visitors to help prevent the spread of COVID-19 by practicing good hygiene and physical distancing.**

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The symptoms listed below are informed by the CDC as of June 17, 2020; please refer to current guidelines at: [cdc.gov](https://www.cdc.gov)

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

Return Strategy

NSU’s return to operations will take place in a gradual manner. Deans and vice presidents will have the responsibility to use this framework to develop unit-based plans for the staggered return of their faculty and staff, as well as the flexibility to determine those who should be brought back to campus beginning July 27, 2020. Please note that no employee should return to campus until they are notified by their unit that they can do so. Those who can work remote will continue to do so until or unless an agreed upon return is set.

Required Supervisor and Employee Training Modules

All supervisors, employees, and students will be required to complete a training module as part of their return to campus. The training module will be made available before July 27, 2020.

Individual responsibility and a commitment to abide by health guidelines is key to the success of the institutional efforts to promote a healthy and safe NSU community. The training module will encourage a partnership among members of the university community to be safe and responsible in their actions and choices to assist with the protection of campus. Institutional controls are only as effective as the willingness of individuals to carry them out. It will be imperative for everyone -- faculty, staff, and students -- to take responsibility for their actions and adhere to the guidelines of the Florida Department of Health, local governmental agencies, the CDC, as well as guidelines issued by NSU to protect themselves and others.

Symptom Monitoring Requirement

Based on CDC guidance, NSU requires those who have COVID-19 symptoms to remain at home. If you are sick, follow CDC-recommended steps, contact your supervisor, and do not return to work until you meet the criteria to discontinue home isolation.

Staff, faculty, and students are required to conduct symptom self-monitoring every day before reporting to work or class. Self-monitoring means that individuals will check their temperature and ensure that they are not exhibiting any COVID-19 symptoms.

Individuals must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by their personal physician or NSU’s Employee Health Clinic to be eligible to report to work. According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2 to 14 days after exposure to the virus.

By coming to campus, an employee is acknowledging that they have completed the self-monitoring requirements prior to arrival on campus and confirmed that they do not have any signs/symptoms of COVID-19, as outlined by the CDC. See page 4 for list of symptoms.

Your supervisor will advise you whether to return to the workplace or continue to work remotely.

Temperature Checks

At this time, NSU will not conduct daily temperature checks of faculty and staff at work locations. You are required to self-monitor by taking your own temperature each day before reporting to work. If your temperature exceeds 100.4 degrees Fahrenheit, do not report to work. The university may conduct random temperature checks at various work locations as a part of a larger health-monitoring strategy.

Monitoring the temperature of individuals on campus to screen for fever is not routinely recommended. However, allowances will be made for high-risk environments (e.g., NSU Health Clinics, College of Dental Medicine) that choose to perform temperature screenings upon entry.

What to Do If Symptoms Develop

If any symptoms develop, you must stay home. (Do not report to work if you are sick; if you become ill while at work, go home immediately.) Faculty and staff can use accrued leave for this purpose. Immediately inform your supervisor, dean, program head, or department chair, who will contact the Office of Human Resources for further direction. See page 4 for a list of symptoms.

COVID-19 Testing Options

If you have any symptoms and are a patient of NSU, you may call the NSU Healthcare Clinics at **(954) 262-4100** to schedule a TeleHealth visit and/or to request an order for COVID-19 testing. Employees enrolled in NSU's ICUBA medical insurance plan, may access Teladoc's virtual physician office visit. Please visit the Office of Human Resources for information on accessing Teladoc services at nova.edu/hr/benefits/Teladoc_2020.html. Otherwise, please contact your personal medical care provider for guidance.

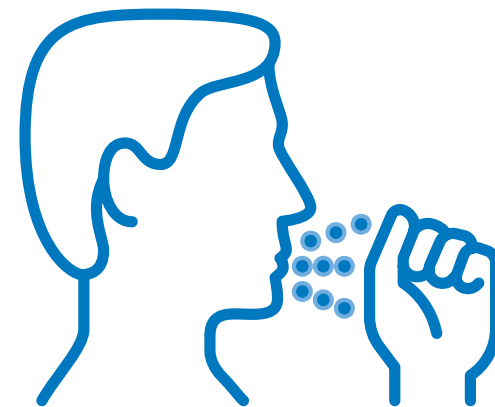
What If I am High-Risk?

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those individuals may include: older adults/senior citizens (those 65 and older); people with HIV, asthma (moderate-to-severe), chronic lung disease, diabetes, serious heart conditions, chronic kidney disease being treated with dialysis, severe obesity (body mass index [BMI] of 40 or higher), or those with a compromised immune system. If you have concerns about your ability to safely return to work at an on-campus or office work location, please speak with your dean, vice president, or supervisor to discuss possible workplace accommodations or schedule accommodations.

What If I Test Positive for COVID-19?

Employees who receive a notification of a positive COVID-19 test result should promptly notify their supervisor. Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and not return to campus until they meet the CDC criteria for discontinuing home isolation. Employees who feel well may be able to telework until cleared to return to campus. Work with your supervisor, dean, program head, or department chair who will contact the Office of Human Resources for further direction.

Please note: Students who test positive for COVID-19 should immediately notify NSU's Student Health Center at **(954) 262-1262**.



Safety Practices

Workplace and Campus Expectations & Guidelines

Only those faculty and staff who have been contacted by their supervisor are required to work on site. All faculty and staff are required to comply with these guidelines, which apply to all NSU campuses and locations. The university expects that everyone will take responsibility for doing their part.

In the event that employees and/or staff violate these guidelines, you will be counseled by your supervisor regarding the importance of your compliance. Repeated violations may result in immediate revocation of building access privileges and possible disciplinary action.

Classrooms and Learning Environments

With the resumption of in-person classes, labs, research, and clinical programs this fall, a number of provisions are being used to protect the health and safety of the NSU community, following federal, state and local public health guidelines. Specifics for each course or setting will vary, but here are some of the practices that be in place:

- **On-ground courses will be offered in the classroom and remotely at the same time, so that students can choose to attend in-person or online. Some labs and clinical experiences cannot be conducted remotely. Maintaining physical distancing will be essential in all classrooms and learning environments at all times.**
- **To assist faculty and students with start-up processes, procedures, and delivery of instructional classes, NSU is introducing Room Sharks. These Federal Work-Study students will support, train, and assist faculty with the classroom. We anticipate this new resource will be high in-demand and critical to maintaining and facilitating quality education at NSU.**

- **There is a specific guide for research activities, which is available at nova.edu/cv19 or by contacting the Office of Sponsored Research.**
- **Faculty and staff with additional questions about course delivery or academics should contact their dean or vice president.**

General Safety Practices

In the best interest of the health and safety of our community and based on recommendations from the CDC, NSU, and the Broward County Emergency Order No. 20-12, **employees are required to wear a face covering** while in all public areas of campus where contact with others may occur to minimize the potential spread of COVID-19. Additionally, please follow these safety practices:

- **Wash your hands often with soap and water for at least 20 seconds – use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.**
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Stay home if you are sick, have a fever or flu-like symptoms, and contact your supervisor.**
- **Avoid close contact with people who are sick unless necessitated to treat patients in a clinic.**
- **Get a flu shot. A flu shot will not protect against COVID-19, but if you do get the flu, your symptoms will be less severe, easing the burden on health care facilities. It will also reduce your chances of being mistakenly quarantined for COVID-19 when you have an unrelated illness.**
- **Avoid sharing common office supplies, such as pens and notebooks.**
- **Develop sanitizing procedures for work areas with commonly used or shared equipment, tools, computers, copiers, etc.**

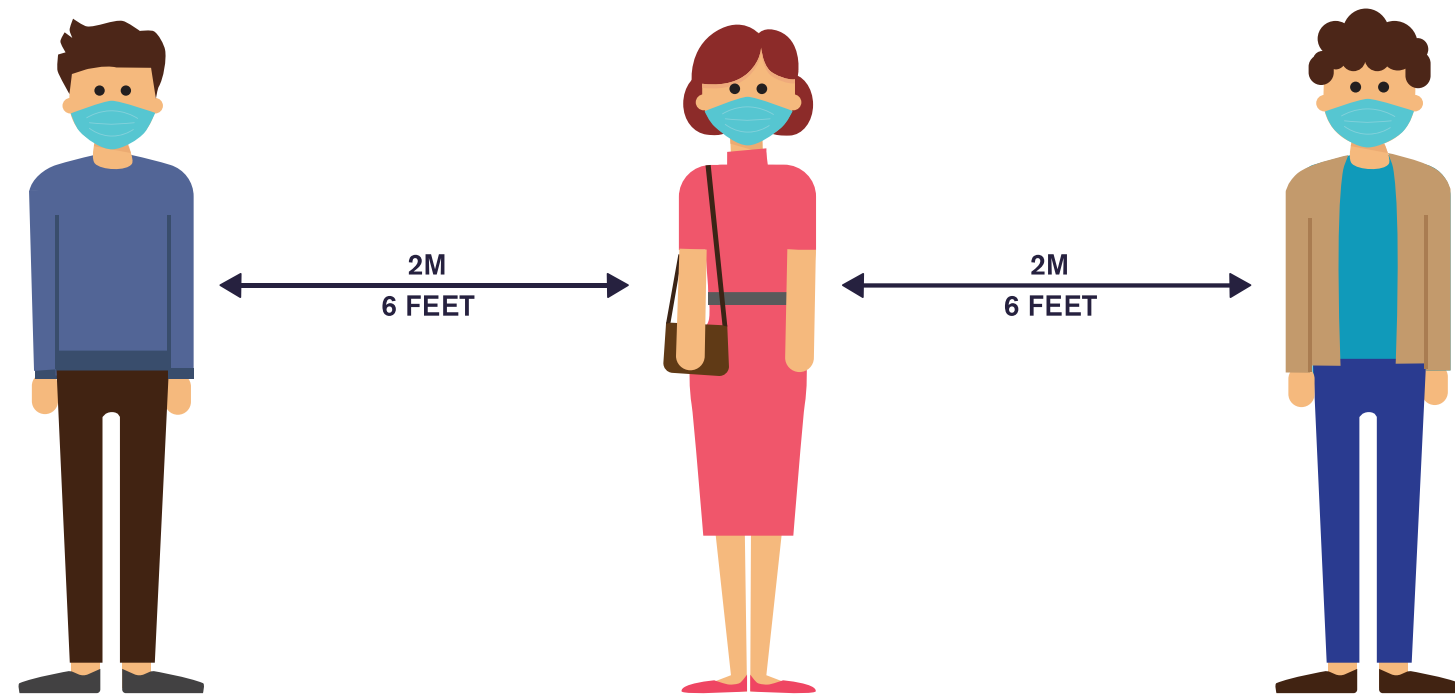
Physical Distancing and Building Use

People can spread the virus before having symptoms; it is important to keep physical distance from others when possible. Faculty and staff should use the following safety practices:

- **Maintain six feet (about two arm’s length) of distance from other people.**
- **Follow posted signage reminders to practice physical distancing in shared areas (templates available).**
- **Wear a face covering, unless you meet the conditions outlined on the next page, in the Face Coverings section.**
- **Avoid gathering in groups in common areas in buildings.**
- **Continue to limit large group meetings by utilizing distance communication tools, like Zoom.**
- **Use of NSU facilities by outside parties requires approval from the provost or the university’s chief operating officer.**

Personal Protection Equipment (PPE)

8 Medical, clinical, and health care faculty, practitioners, students, and other professionals whose environment requires the use of PPE will be issued appropriate equipment by the clinic or college. Your dean, program head, or supervisor will explain the procedures for acquiring appropriate PPE for your use, as needed.



Face Coverings/Cloth Coverings

In the best interest of the health and safety of our community, and based on recommendations from the CDC and local ordinances, all NSU individuals — faculty, staff, students, and patients — are required to wear a face covering while in all public areas of campus where contact with others may occur, to minimize the potential spread of COVID-19.

NSU will provide each faculty, student, and staff person on campus with two cloth face coverings for routine, daily use at NSU facilities. The facilities include all public spaces and spaces used by multiple people, with an even greater expectation for those who traverse campus to work in multiple buildings on a routine basis. Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread the coronavirus, which causes COVID-19, to others, even if you do not feel sick.

Face coverings should not be worn by children under the age of two, and anyone who has trouble breathing or is unable to remove the face covering without assistance. If you feel you cannot wear a face covering because of a health concern, please speak with your dean, vice president, or supervisor to discuss possible workplace accommodations.

When in doubt, wear your face covering. And, remember, a personal, face covering is not a substitute for physical distancing. If you wish to purchase additional face coverings, you will be able to do so through the NSU Bookstore or other retailers.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions	Commercially manufactured masks that help contain wearer’s respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ physical distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

If You Use a Disposable Mask

Disposable masks may only be worn for one day and then must be placed in the trash. It is our expectation that, at this time, our staff will wear their personal NSU face coverings.

Putting on the Face Covering/Disposable Mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.

Taking off the Face Covering/Disposable Mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing face covering/disposable mask.

Care, Storage and Laundering

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.

Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Handwashing

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face.
- If soap and water are not readily available, use one of the readily available hand sanitizers on campus.
- Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

- Only health care workers and others in high-risk areas should use gloves as part of PPE.
- According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- Washing your hands often is considered the best practice for common everyday tasks.
- Improper gloves use can contribute to contamination spread and is discouraged.



Guidance for Workplace

Cleaning and Disinfecting

Best-practice measures are in place to clean, sanitize, and disinfect all NSU facilities and spaces. Special attention will be taken with high-contact areas such as door handles, buttons, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, and vending machines. Additional hand sanitizers and hygiene stations have been installed and signage is in place to reinforce required physical distancing.

NSU will also provide materials for sanitizing that may be used by faculty and students to disinfect classroom surfaces they might touch, including classroom tabletops, chair armrests, and computer workstations.

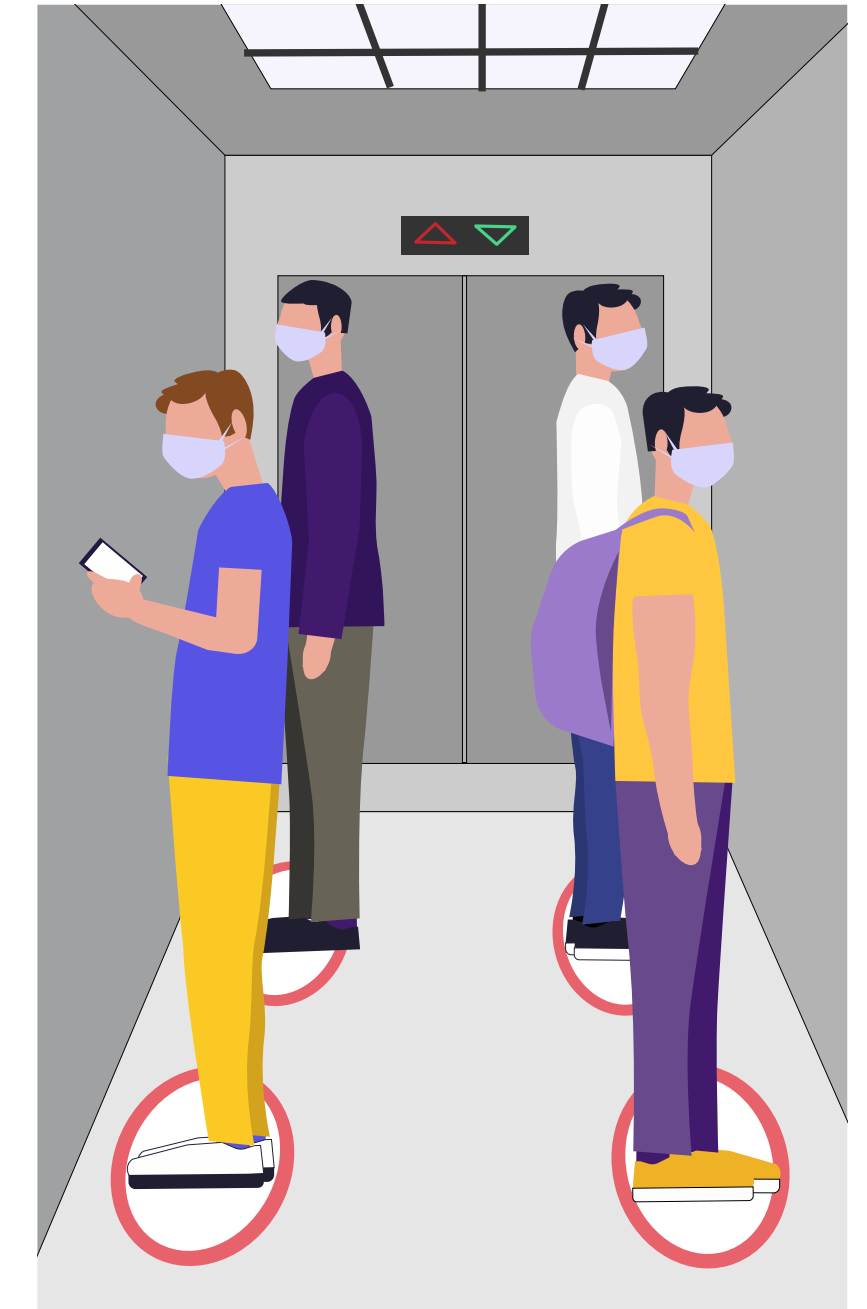
For items such as keyboards and other types of technology equipment, alcohol-based wipes may be used. Do not allow cleaning products to pool on the surface during cleaning. It is recommended to use wipeable computer covers, if applicable.

Using Elevators

- Consider stairs whenever possible.
- Occupancy on elevators should be limited. Please follow signage provided.
- Masks are required while on campus and should be worn in elevators.
- Avoid touching elevator buttons with exposed hands/fingers when possible.
- Wash hands or use hand sanitizer upon departing the elevator.

Restrooms

Use of restrooms should be considered based on facility size to ensure proper physical distancing– use your best judgment. If the restroom is full, wait outside in the hallway and observe physical distancing.



Dining Options

NSU is working to finalize safe and convenient dining options for the fall semester/term that will still allow for variety in menu choices, service hours, and locations.

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, wear your face covering until you are ready to eat and then replace it afterward. Eating establishments have been setup to meet the requirements for at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another and everyone is encouraged to take food back to their office area or eat outside, if it is reasonable for your situation. Individuals are not permitted to rearrange seating.

NSU Vehicles

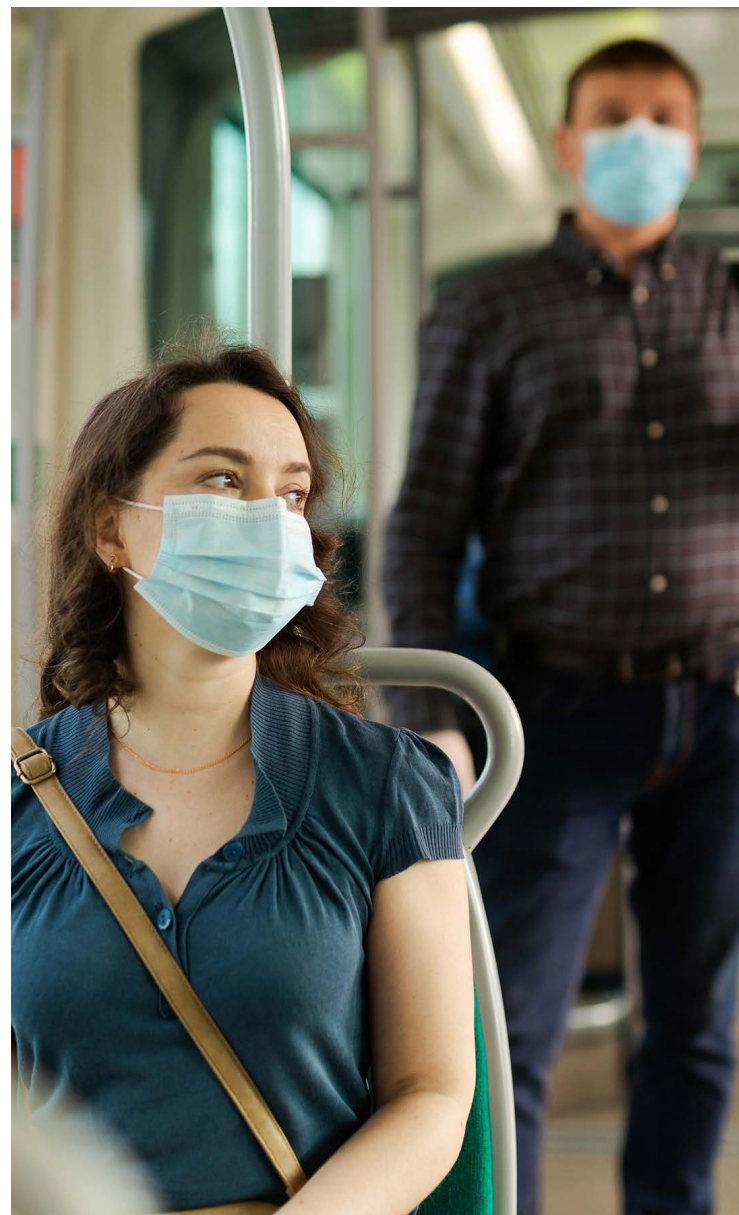
NSU vehicles are limited to two simultaneous occupants. If two occupants are in a vehicle, then both are required to wear a face covering.

Travel

Non-essential travel is currently prohibited. During the pandemic timeframe, NSU faculty and staff may continue to travel between NSU locations, as needed. All other travel is limited to essential business needs and such travel requires the approval of NSU's chief operating officer or the provost. Travel requests must be submitted in Ariba via the usual process. The Office of Business Services will work with NSU departments to communicate travel requests and approvals.

Public Transportation/NSU Transit

If you must take public transportation or use the NSU shuttle, wear a face covering, keep it on for the duration of the transport, and avoid touching surfaces with your hands. Maximum one person per row, ten riders per shuttle. Upon disembarking, wash your hands or use a hand sanitizer with at least 60% alcohol as soon as possible and before removing your face covering.



Working in Campus Environments

- **When working in an open environment, be sure to maintain at least six feet of distance from coworkers.**
- **If possible, have at least one workspace separating you from another coworker. You should wear a face covering at all times while in a shared work space/room.**
- **Use visual cues such as floor decals, colored tape, or signs to indicate to individuals where they should stand while waiting in line. We have installed many of these cues throughout most of campus already.**



Meetings and Events

Convening in groups increases the risk of viral transmission.

When feasible, meetings should be held in whole or part using the extensive range of virtual collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state, and federal orders. Individuals are expected to maintain six feet of separation for physical distancing requirements and wear a facial covering for the duration of the meeting.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of virtual collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Whether for work functions or as part of your programming, large group gatherings should be limited and must be managed to ensure physical distancing and adhere to all other safety guidelines. Any request to host an external event at NSU must be approved by NSU's chief operating officer, until further notice.

Staffing Options

Once staff members have been instructed to return to work on-site, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

Remote Work

Those who can work remotely to fulfill some, or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the coronavirus, which causes COVID-19. These arrangements, which should be approved by an immediate supervisor, can be done on a full or partial day/week schedule as appropriate. Please see the OHR Telework Policy and supporting materials found at nova.edu/hr/COVID19/resources.html.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments may explore scheduling partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

Shared Office/Alternate Dates

In locations where offices are shared space, consider alternating days on-site with staff or staggering shifts to avoid having staff in smaller spaces at the same time.

Mental and Emotional Well-being

NSU's Counseling and Well-being Center is available for treatment for anxiety, panic, depression, and many other issues affecting your well-being. Call (954) 424-6911 or (954) 262-7050 anytime to make an appointment for support and counseling by phone or in the office. This number includes a 24/7 crisis hotline option as well. The center can also provide outreach programs for faculty, staff, and students.

The Employee Assistance Program (EAP) is available to offer a broad range of support and interventions including emotional and mental health counseling, access to financial resources, childcare and eldercare resources, and planning. EAP services may be accessed by calling

(877) 398-5816 (press option 1 for EAP services) or visiting the Office of Human Resources' EAP benefits page (nova.edu/hr/benefits/eap.html).

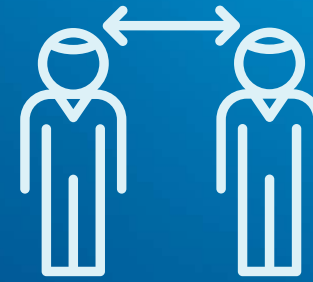
Employee Wellness

NSU believes that education, support, and empowerment are three critical components to an employee's health and well-being. We are here to support you. Visit the Office of Human Resources' website nova.edu/hr/wellness for more information and resources that will help provide support to manage stress and enhance your resilience.



BE A SMART SHARK.

MAINTAIN PHYSICAL DISTANCE.



Handshakes and hugs aren't a good idea, but a wave and a "Fins Up!" are!

USE A FACE COVERING.



Cover your mouth and nose and avoid touching your face.

WASH YOUR HANDS, PLEASE.



Spend at least 20 seconds and use plenty of soap and water.

DON'T FEEL WELL? STAY HOME.



Monitor your symptoms and call your doctor early on.

KEEP IT CLEAN.



Clean and disinfect all surfaces and objects you frequently touch.

STAY INFORMED.



Visit nova.edu/coronavirus and cdc.gov for updates and to keep yourself safe.



NSU Florida