WELCOME TO FALL 2021!

A Return to Campus Guide for Emory University Staff
you did it! thank you!

Words cannot express the gratitude and appreciation we feel for our Emory University staff members! You truly rose to the occasion and did everything you could to help us navigate and overcome one of the most difficult and challenging times in our University’s history. The COVID-19 pandemic forced us to rethink everything we knew about work and together, we came up with new, creative ways to continue serving our students, conducting our research, and achieving our mission. We could not be prouder of your incredible accomplishments! Thank you!

We now look forward to bringing all our staff, faculty and students back to our beautiful and vibrant campus for the fall semester. Whether you have been working on campus throughout the entire pandemic, or you have been working remotely, the upcoming fall semester is going to be a big transition for everyone. We recognize it will not be easy. Some of you may be eager to get back to a full, in-person working experience again while others may feel apprehensive and nervous. That is okay. We have all been through a lot.

To help ease your concerns and take away some of the mystery about what the fall semester will be like, we have put together this Return to Campus Guide. Inside, you’ll learn more about what Emory is doing to make our campus safe, what responsibilities you will have as an Emory community member, and what resources are available to help ensure your transition to the fall semester is a smooth one.

We have truly missed having our entire community on our campus, and we cannot wait to see everyone together again soon!

The information provided in this guide is based on available information and guidelines from Emory University, the CDC and other resources as of August 1, 2021. Please be aware that due to the nature of the pandemic, guidance and policies may change.
From the start of the pandemic, Emory’s top priority has always been the health, safety and well-being of our community members. Our diligence in keeping campus density low and establishing rigorous safety protocols has allowed us to continue our work and keep our campus safe. Now, with the COVID-19 vaccines widely available, Emory is confident that we can safely bring all our staff, faculty and students back to campus. Here are some of the things Emory is doing to ensure our campus continues to be a safe place to work:

- Requiring all staff, faculty and students to be fully vaccinated or to request an exemption.
- Requiring all staff, faculty and students who are unvaccinated to get weekly COVID-19 screening tests.
- Requiring everyone, regardless of vaccination status, to wear masks indoors and on shuttles. Masks are not required outdoors on campus, but unvaccinated individuals are advised to wear masks when physical distancing cannot be maintained. Note that some spaces on campus may have more restrictive protocols in place.
- Regularly cleaning all common areas and high-touch surfaces such as building entryways, elevator lobbies, break rooms, doorknobs, etc.
- Installing hand sanitizer stations in all campus buildings.
- Improving indoor air quality. Emory is following CDC guidance for ventilation in buildings including: increased fresh air changes; improvements to building automation systems; installation of higher efficiency systems where possible; and increased HVAC inspections.
All Emory University staff, faculty and students are required to be fully vaccinated for COVID-19 for the fall semester.

Getting a Vaccine
You can get a vaccine at Emory Employee Health, at mobile popup clinics offered by Emory, or at various retail locations such as CVS, Walgreens, Kroger, and others.

Uploading Your Vaccine Card
If you receive your vaccination outside of Emory or at one of the popup clinics, you need to upload your vaccine card to the employee health portal (HOME system). Instructions can be found on the HR website at: https://hr.emory.edu/eu/fall-2021/vaccine-card-upload.html. If you need help, call the Benefits Department at 404-727-7613.

Requesting a Vaccine Exemtpion
Vaccine exemptions can be requested for medical reasons or for a strong personal objection which includes religious restrictions. The form for requesting an exemption is available on Emory Forward at https://www.emory.edu/forward/covid-19/vaccine.html and should be submitted by August 16, 2021.

Testing Requirement for those who are Unvaccinated
If you are not vaccinated, regardless of the reason, you will also need to get a weekly COVID-19 screening test. At this time, testing is required weekly, however, the frequency could increase in the future, depending on community prevalence of the virus.

Getting Your Test
Only COVID-19 screening tests administered by Emory University count towards compliance with the testing requirement. Testing dates, times and locations can be found on Emory Forward’s testing webpage at https://www.emory.edu/forward/covid-19/testing/index.html.
You can test any time during the week to remain in compliance for that week (Monday-Friday). Schedule your test in advance to ensure your appointment is reserved and space is available. If you are not on campus for a certain week (due to vacation, remote work, etc.), then you must request an exemption from the testing requirement. If you are a remote worker, you are still required to test unless you complete the exemption form.

Testing Compliance
You are considered “in compliance” for any week if:
• You are fully vaccinated and your documentation is available in the HOME system; or
• You have tested at any time during the week; or
• You have requested a testing exemption, and it has been approved.

If you have not completed a weekly test by Friday, you and your supervisor will get a non-compliance notification the following Monday, and this will begin a disciplinary process.
When it comes to the COVID-19 vaccines, unfortunately, there is a lot of false and misleading information out there. Here are some facts about the vaccines that we trust:

- All of the COVID-19 vaccines authorized in the U.S. provide near complete protection against severe infection, including hospitalization and death. Evidence shows that vaccination slows the spread of COVID-19 by decreasing transmission from one person to another.

- Vaccines help reduce transmissibility and infections, thus preventing strain mutation. Pfizer and Moderna have been shown to be effective against the new variants.

- You can’t get COVID-19 from the vaccines because none of the vaccines authorized for use in the U.S. contain a live virus.

- The vaccines don’t alter your DNA. They do not pose a threat to men or women of childbearing ages or women who are pregnant or breastfeeding.

- Based on the results of a recent study and expanded safety review, the CDC now formally recommends COVID-19 vaccines for pregnant women.

- There is no evidence that the COVID-19 vaccines result in sterilization or infertility.

- Side effects are fleeting and severe reactions are extremely rare. While temporary side effects like fatigue, a headache or fever may happen, they generally last for a very short time. They’re not dangerous – just a physical sign that your body is responding and the vaccine is working. And, if you do not have these side effects, you do not need to worry as the vaccine is still doing its job.

- The Pfizer, Moderna and Johnson & Johnson vaccines all gained Emergency Use Approval (EUA) from the FDA, and that’s not easy to get. Their vaccines proved to be safe and effective in rigorous clinical trials with thousands of participants.

- There is now a great deal of experience with, and knowledge about, these vaccines, with millions of doses having been administered in the U.S. thus far, and with an impeccable safety record.

Source: Emory Healthcare
your responsibilities

We’ve learned a lot from the pandemic and continuing good health habits will help keep us all safe. Even though we know that COVID-19 mostly spreads through respiratory droplets, it is still a good idea to practice good hygiene. Here are some key reminders:

- **If you feel sick or have symptoms, don’t come to work.** Use sick leave or work from home, but do not come to campus until you are symptom-free.

- **Keep a mask with you at all times.** Masks are still required indoors on Emory’s campus and on the shuttles.

- **Obey any signage** related to safety that Emory has posted.

- **Stop the spread of disease-causing germs by washing your hands often.** Use hand sanitizer if soap and water are not available.

- **Avoid touching public surfaces such as elevator buttons, stair rails and door handles.** If you do touch these surfaces, use hand sanitizer or wash your hands immediately afterwards. When you can, take the stairs instead of the elevators.

- **Wipe down surfaces regularly.** Keep tissues, hand sanitizer, and disinfectant near your workstation so you can keep your area clean and germ-free. Emory is providing sanitizing stations in all campus facilities so that you will have access to these items.

- **Be mindful of your actions when using communal spaces such as restrooms and break room areas.** Wash your hands before and after use and wipe down shared surfaces you may have touched (coffee pot, microwave, refrigerator, etc.).

- **When you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands.** Properly dispose of your tissue in a trash can.

- **Be understanding and empathetic.** Learning new habits in our workplace will take time, so please remember to be respectful and kind to each other as we all learn to adapt.

- **Do not ask co-workers about their vaccine status.** While Emory requires all staff, faculty and students to be vaccinated, some may have approved exemptions, so don’t ask others about their vaccination status. If you wish to share your own status with others, that is okay.

- **Watch the Video: Returning to Campus: How to Keep You and Our Community Safe.** This video outlines the steps Emory University is taking to prepare for the return to campus while prioritizing the health and safety of our university community. [View video here.](#)
taking care of yourself

If you are feeling increased levels of anxiety or stress about the fall return to campus, you are not alone. These feelings are completely normal. Following these steps can go a long way to helping you stay calm and focused as you manage the transition to the fall semester:

• **Exercise regularly.** Aerobic exercise (e.g., walking, running, hiking), can help release endorphins (natural substances that help you feel better and maintain a positive attitude).

• **Maintain a healthy diet.** Stress can adversely affect your eating habits and your metabolism. To combat emotional or stress-related eating, be mindful of what triggers you. Then, make a plan for alternate, healthier habits (e.g. drink a glass of water, go for a short walk, etc.).

• **Get enough sleep.** It’s especially important to get the recommended amount of sleep to stay focused and manage your stress. Strive for enough sleep every night, so you feel well rested in the morning.

• **Connect with others.** Being away from friends and family members has been one of the hardest parts of the pandemic, and long periods of isolation can lead to depression and anxiety. Reach out to your family members, friends and colleagues regularly. Social connections with others have a tremendous impact on our emotional well-being.

• **Take a break from the news.** While it’s important to stay informed of the latest news and developments, the evolving nature of the news can get overwhelming. Find a balance of exposure to news that works for you.

• **Stay positive.** Do your best to avoid negativity and try to develop and keep a positive mindset about the fall return to campus. We recognize you may have fear and anxiety, and there will be times when this is hard. Reach out for support when needed.
Emory offers numerous resources to help you make your health and well-being a priority. For additional resources, visit the Fall Return to Campus webpage: https://hr.emory.edu/fallreturn.

- **Fitness Centers**: Emory’s Atlanta campus fitness centers are open. The Blomeyer Health Fitness Center, Woodruff PE Center (WPEC), and the Student Activity and Academic Center (SAAC) currently have new restrictions and limitations in place to ensure safety. Membership is required to use the facilities. Learn more at: [https://blomeyer.emory.edu](https://blomeyer.emory.edu) and/or [http://recwell.emory.edu](http://recwell.emory.edu).

- **Well-being Check-ins**: Schedule an appointment with a Faculty Staff Assistance Program (FSAP) clinician for a virtual preventative check-in to see how you are doing emotionally; then, identify strategies for enhancing your resilience and coping mechanisms, including an action plan to emotionally prepare for the fall semester. Learn more.

- **Anxiety Toolbox**: Develop skills, techniques and practical strategies for reducing anxiety with this three-session seminar led by FSAP which will help you cope with day-to-day anxiety. Learn more.

- **Behavioral Health Services**: Receive a confidential, comprehensive assessment for personal and work-related concerns that can impact your transition back to campus and overall performance. FSAP currently offers this service through tele-mental health services (virtual platform). Call 404-727-WELL (9355) for an appointment.

- **Mindfulness Meditation Practice**: Learn strategies for staying centered and reducing your level of stress with weekly sessions offered by FSAP on Tuesdays at 12:00 noon. Learn more.

- **Single Mingle**: Join FSAP virtually to meet other single Emory colleagues or reconnect with previous participants. Offered monthly every third Thursday, with different topics and themes each month. Learn more.

- **Healthy Emory Programs**: Take advantage of resources and programs in the areas of physical activity and movement, healthy eating and weight, diabetes prevention, sleep management, stress and emotional health. Visit [www.healthy.emory.edu](http://www.healthy.emory.edu).

- **Family Resources**: If you are struggling with issues related to child care or adult care, Emory offers resources, services and benefits to help you and your family with adjusting to the return to campus. For more information in navigating care for the children/adults in your life, visit the WorkLife website: [www.worklife.emory.edu](http://www.worklife.emory.edu) or contact WorkLife for a one-on-one consultation at 404-727-7613.
Emory is committed to a flexible work environment and encourages you to explore your options. As the way we work continues to evolve, so does the technology we use. Emory has many resources to help you utilize the technology you need to do your work.

Workplace Flexibility Options
There are many different ways you may be able to work flexibly, such as a flexible work schedule, compressed work week, reduced work schedule, job sharing, shift swapping, remote work, telecommuting, and more. Not all types of flexible work are suited to all positions, but we encourage you to explore what options may be available to you. Emory’s schools and units have developed their own individual workplace flexibility plans for the fall return to campus and you are encouraged to discuss your options with your supervisor. New training on flexible work is now available online: Understanding Flexible Work Arrangements in Today’s Workforce (ELMS Course #200919-18384).

Hybrid Work Model
When we return to campus for the fall semester, some departments may adopt a hybrid work model, with some employees working a combination of both on campus and off campus work. The hybrid work model may bring some challenges as we all adapt to a different style of collaborating with each other.

Technology Tools
The Office of Information Technology (OIT) has created a series of videos and resources to help you use technology effectively for collaborating in a hybrid work environment. You can find these resources on the WorkLife’s Workplace Flexibility Technology Tools and Training page here. Additionally, OIT has some IT security guidelines that all staff should be aware of. View these guidelines here.

Phones
Phone technology continues to evolve and it is a good idea to check and make sure you are using the most efficient tools in order to communicate effectively. If you are planning to continue to work remotely on a regular basis, be sure to forward your office phone when you are working off campus. The ability to reach you during the workday should be no different, whether you are on campus or off, for a more seamless customer service environment. Contact OIT for assistance, if needed.
**Parking**

If you plan to park on campus, you will need a parking permit. If you have not replaced your permit since September 2020, you will need to get a new one. Register for a permit on the Transportation and Parking website at: https://transportation.emory.edu.

Effective September 1, 2021 there are different permit options available for faculty and staff who need to park on campus weekly (see chart below). Unless you select the annual option, the daily option will be used for billing.

<table>
<thead>
<tr>
<th>PARKING FREQUENCY</th>
<th>TYPE OF PERMIT</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you generally park on campus 2 times or less per week</td>
<td>Daily</td>
<td>$6/day with monthly cap of $56</td>
</tr>
<tr>
<td>If you generally park on campus 3 times or more per week</td>
<td>Annual</td>
<td>$51/month*</td>
</tr>
<tr>
<td>If you generally park on campus after 2 pm</td>
<td>Daily</td>
<td>$1/day with monthly cap of $10**</td>
</tr>
</tbody>
</table>

* Discount provided for annual permit.

** Note: The evening rate ($1/day, capped at $10/month) only applies to parking after 2 pm. If you park at any point before 2 pm, you will be charged the $6/day rate, which is capped at $56/month. Thus, it is possible to be charged two different rates within the same month depending on when you park. For example, Employee A parks after 2 pm 18 times in a month. Employee A also parks before 2pm 2 times that month. Employee A will be charged $22 ($10 evening rate cap + [$6 daily rate X 2]= $22).

**Get the Parking App**

Download the FlashParking app from your mobile app store for more parking features. The app will allow you to access your parking deck even if you don’t have your parking permit in your car with you. After downloading, follow the prompts in the app to verify your mobile number. Your FlashParking account is linked to your mobile phone number and your parking permit on file in the Emory parking portal.

**Emory Shuttles**

Capacity on Emory shuttles will be governed by CDC guidelines, Emory protocols, and policies. Safety protocols, including daily disinfecting of vehicles, rear door loading, and required mask wearing for all riders and drivers will continue at this time. In addition, all shuttles have needlepoint bi-polar ionization units and MERV 7 HVAC filters installed for enhanced safety.

**Smart Commute Programs**

There are a few changes to the Smart Commute Programs (previously known as Commute Alternatives Program). For more details, check the Transportation and Parking website: https://transportation.emory.edu.
Here are some things to remember as you prepare for the fall return to campus:

- **Be kind and empathetic to your co-workers.** We are “one Emory” and we are all here to support and help one another.

- **Stay in compliance with testing requirements.** Emory takes compliance with these new requirements very seriously in order to ensure the safety of all community members. Disciplinary action will result for non-compliance.

- **Get the vaccine.** The easiest way to stay in compliance with testing requirements is to just go ahead and get vaccinated. Remember to upload your vaccine card if you get your vaccine outside of Emory Employee Health.

- **Know your work schedule.** Discuss your work schedule and specific plans for returning to campus with your supervisor in advance so you are clear about the expectations. Each school and unit is handling the timing of the return differently.

- **Bring back equipment.** If you took equipment home to work remotely (laptop, monitors, cords, etc.) be sure to bring those items back in order to work on campus. If you need help getting your computer equipment hooked back up, go ahead and schedule an appointment with your local IT support.

- **Plan your transportation.** If you drive to work, make sure your car is commute-ready. You may need a tune-up, oil change, or tires checked. Remember to register for a new parking permit if you have not already done so. If you take public transportation, check the schedules and plan your route ahead of time.

- **Plan ahead for changes to your routine.** Think about how your daily life will change, what time you will need to get up in the morning, how long it will take you to get ready for work, when you will need to cook, etc. Also be aware that restaurants around Emory are more limited, so you may want to pack a lunch.

- **Prepare family members, children and pets.** Getting back into a routine with school/daycare will be an adjustment, especially with new policies and procedures that may be in place. Plan ahead by checking your school’s calendar, virtual learning days, and policies for closures related to the pandemic, etc. And don’t forget about your pets who also may be used to a new routine. Try spending longer periods of time away from them prior to returning to campus.
contingency planning

Emory has taken comprehensive steps to maintain a healthy campus environment and is prepared to adjust protocols as needed to preserve academic continuity, keep campus open, and live our mission.

Emory’s response efforts are guided by evidence-based decisions as informed by public health data and environmental conditions. COVID-19 health indicators are continuously reviewed and evaluated alongside any specific guidance emerging from the CDC and Georgia Department of Public Health.

resources

Emory Forward
Human Resources Fall Return to Campus
Faculty Staff Community Compact