FSU’s Plan for a Return to Learning and Working On Campus
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FSU Community Members:

Perhaps as in no time in our history, the Framingham State University community will regather in a new way, both on campus and online. We must commit collectively and individually in the midst of a worldwide pandemic to care for one another while we protect ourselves and others through personal responsibility and commitment. This collective commitment to the well-being of our community from a public health perspective and a broader social equity approach not only honors and values all the members of our community but actively engages us in caretaking to keep our community healthy both physically and emotionally.

This plan will not be complete until it is no longer necessary. Its publication marks not its completion but rather its debut. These materials reflect determinations made with input from representatives from nearly every constituency within the FSU community. It will guide our actions and reflects our dedication to the continuation and advancement of our mission through one of the most difficult chapters in our history and perhaps that of the world. We have hope that on the other side of this public health crisis lies a better future that has been strengthened by the test of this crisis and marks a societal shift that amongst other things features social justice for all.

Framingham State University is committed to supporting the health and safety of all who come to our institution to learn, live, work, and visit. As part of this commitment, the University plans to increase, gradually and intentionally, the number of staff working on campus, over the summer months as we prepare to welcome our students back to their studies in the fall.

F. Javier Cevallos
President
The input and dedication of each of the various COVID-19 work teams are reflected in this document. A multitude of details have been examined, recommendations made, standards created and approved by the University’s Executive Team and shared with representatives from the collective bargaining units – all stakeholders in the development and the launch of this plan. Among our many goals was a strong intent to ensure equity and access for our community members. The success of these efforts will require the individual and collective cooperation of every member of the Framingham State University community. Responsiveness and responsibility will become part of each of our daily efforts as we continue to do our part to reduce the transmission and spread of COVID-19. Some of these measures seem unnatural; while others, like face coverings, will need to become our new way of life. The University will rely on everyone’s continued commitment and assistance as we move forward. This will require cooperation, care for each other and ourselves, continued flexibility and patience, and a close monitoring of the situation.

Key Planning Objectives

- Identify acknowledged risks within society as a result of the pandemic.
- Create and communicate mitigation activities designed to increase personal and public health and safety on the FSU campus.
- Build new communities of commitment while learning, growing, and continuing to fulfill our mission.
- Monitor state, regional, and local data and information as well as guidance from government and public health authorities to remain compliant.
- Respond and adjust to an evolving public health situation until its resolution.
- Ensure that equity and access continue to remain a central tenet of our university operations.

The plan is divided into four sections: Community Commitment that addresses responsibilities of everyone on the FSU campus; Working which addresses information specific to employees; Learning which addresses the teaching and learning environment and Living that describes the student experience for both residential and non-residential students.
The world is grappling with the ongoing COVID-19 pandemic, rising racial tension, and economic inequities which continue to create opportunity gaps, health disparities, and unequal educational outcomes. It is well documented that the pandemic has disproportionately negatively impacted Black, Indigenous, and Latinx communities of color, while also adding to anti-Asian racism and xenophobia.

We recognize these negative impacts on our community and remain committed to maintaining a focus on equity and access for our students, faculty, staff, and larger community. Plans are in place to ensure that community members have access to technology, mental health support, emergency funding, and resources. Please visit this page for more information: FSU’s Equity Focus During COVID-19.
In a community wide effort to reduce the transmission of COVID-19 on the Framingham State University campus, all members of the community as well as visitors and vendors will be expected to uphold standards set forth by the University that require their personal compliance. These standards are detailed within this plan as well as in more detailed plans developed by the various stakeholders of locations such as classrooms, laboratories, residence halls, Centers, and other “common” areas.

**Prospective Undergraduate and Graduate Students:**

**Student Recruitment and Admissions**

The University continues to actively recruit students using multiple forms of communication (e.g., mail, email, text, phone, digital advertising, social media, radio streaming, etc.). Given COVID-19 restrictions, traditional on-campus recruitment activities have shifted to remote events to safely engage students and staff in the enrollment processes. Multiple resources are available, ranging from virtual and video tours to a variety of scheduled events. Up-to-date visit options are available on the FSU Admissions webpage and will include the following:

- Remote Information Sessions
- Remote Transfer Student Sessions
- Remote Campus Tours
- Remote Individual Appointments
- Remote FSU Student Panels
- Remote Academic Program Sessions

The Admissions Welcome Center will be open with limited staffing Monday – Friday from 9:00 a.m. to 5:00 p.m. Prospective students are strongly encouraged to use online and remote resources to learn more about the University. For students who need to visit campus, limited on-campus appointments are available for self-guided tours. Appointments must be scheduled in advance using online scheduling; drop-in appointments are not currently available. Campus visitors must follow University COVID-19 safety precautions. Access to the Welcome Center and various campus buildings will be limited.

Admissions staff plan to attend off-campus recruitment events (e.g., individual high school visits, college fairs, industry conferences, and employer showcases) whether they take place on-site or remotely. Event information is forthcoming based on the venue host.

The University expanded the Undergraduate Admissions Test Optional Policy, and most applicants will not be required to submit an SAT or ACT to be considered for admission. Also, many graduate programs do not require standardized tests for admission. Visit the Admissions website for more information.

Email is the preferred method of communication until the University returns to full staffing capacity.

- Undergraduate Admissions: admissions@framingham.edu
- Graduate Admissions: gradadmissions@framingham.edu
Guidelines for Social Distancing and Hygiene Practices
Expectations of FSU Community Members, Vendors, and Visitors

The President’s Executive Team, Cabinet, and all Administrators will work to ensure that established
distance and hygiene practices (listed below) are maintained by employees, students and all
who visit the campus. Employees and students must exercise the following precautions while working,
learning or living on campus:

• Limit close personal contact and maintain a minimum 6-foot distance apart when possible.
• If you work in an individual office, you should consider working with your office door shut.
• Engage in frequent hand washing.
  o Wash hands with soap and water for at least 20 seconds as frequently as feasible.
• Use hand sanitizer after interactions with people or objects, if soap and water are not readily
  available. Hand sanitizer stations will be established in public areas, and University department
  managers should order sufficient quantities of hand sanitizer to meet demand.
  o Cover coughs and sneezes into the sleeve or elbow, not hands.
  o Avoid touching your face.
  o Refrain from shaking hands.
  o Supplement the routine Facilities Department cleaning with “before and after use”
    cleaning by individuals. Clean and disinfect high-touch surfaces (buttons, door handles,
    counters, workstations, keyboards, telephones, Plexiglas sneeze guards, etc.) regularly.
    University departments should order, and have available in each department, supplies to
    do this “before and after use” cleaning.
• Wear personal face coverings in public spaces and anytime you cannot maintain a safe physical
distance from others including in shared office locations, except where unsafe due to medical
condition in accordance with the FSU Face Covering Standard. If a student or employee forgets to
wear a mask and needs one temporarily, paper masks will be available at designated locations on
campus. Individuals should not rely upon the University to supply their personal face coverings
on a routine basis.
• Avoid using other employees’ or students’ phones, desks, offices, or other work tools and
  equipment, when possible. If necessary, clean and disinfect them before and after use.
• If an employee needs to meet with another person and their office does not permit social
distancing it is recommended that the meeting be moved to a virtual setting or to a larger meeting
space, like a conference room. If the meeting is conducted in-person, social distancing must be
maintained and face coverings must be worn. Examples of these meetings may include but are not
limited to academic advising, office hours, counseling, one-on-one appointments, etc.
• Limit the number of people at gatherings to ensure compliance with the Commonwealth’s
  requirements: Examples include:
  o Video conferencing and conference calls can be used instead of in-person meetings. This
    may include required faculty office hours and academic advising sessions, counseling
    services and other similar activities.
  o When in-person meetings are necessary, no more than the Commonwealth’s limit may be
    present, social distancing of 6-feet must be planned for, face coverings must be worn and
    every effort should be made to limit the length of time of in-person contact.
Please note that the multi-person limit on gatherings includes personnel that may be present in managing the space or event.

- No events, meetings, or gatherings will be approved that exceed current statewide gathering limitations or do not demonstrate plans to satisfy these delineated requirements.

- Remain mindful of physical distancing in small public spaces including elevators, hallways, copy rooms, stairwells, restrooms, etc.
  - Where possible, only one person should use an elevator at a time.
  - Limit occupancy to one person and frequency of use in copy rooms, break rooms, and other small spaces whenever possible.

- Follow direction signs in hallways, common spaces and staircases if they are provided. When walking in corridors or hallways, stay on the right side according to the direction you are heading in order to maximize distance when passing others.

- Eat in a location that allows for appropriate physical distancing (preferably outdoors, in an enclosed or private space, in a private office, etc.). If eating in a FSU Sodexo dining facility follow area expectations and protocols as indicated.

- Regularly check the FSU COVID-19 website for updates.

- Contractors and outside vendors associated with capital projects will be further expected to follow Massachusetts State Guidelines for Construction.

Training

Prior to returning to work on campus, employees will be required to review the online training: COVID-19 Safety Training on Social Distancing and Hygiene Expectations. FSU community members who continued to work on campus are also subject to these requirements in addition to having received training, information, and/or guidance at earlier stages. New students and residence will receive information prior to return to campus with similar safety information.

The videos included in the employee training cover best practices to prevent the spread of the illness, and to help you keep yourself and the FSU community safe. Closed captioning allows for translations of the videos into many different languages. Employees should review each step of the training carefully, watch the videos, and attest to their understanding of the compliance expectations. Questions about the training, or anyone needing assistance in meeting the requirements, should not hesitate to contact the Office of Human Resources at humanresources@framingham.edu.

In addition to the online training, certain departments may have additional training requirements regarding employees specific roles or work in a particular department. Supervisors or instructors will provide this information to individuals directly.

Communication and Campus Signage

As the University proceeds with repopulation, communication is one of the most vital requirements in order to share important information with the University community. FSU will use a multichannel approach designed to reach various populations within the community. The FSU website with COVID-19
Updates, Resources and Information will be updated frequently to reflect current conditions on campus. Emails will be sent to target specific messages and updates by the President and other campus officials. Remote Town Halls or traditional meetings if permitted, will be held to maintain open lines of communication and generate ongoing feedback from campus constituents.

Signage
The entrance to every building will have a poster regarding the face covering and social distancing requirements. Similar signage will be posted directly on the doors of every active classroom space. The FSU Copy Center will print signage on a material that adheres directly to the doors. Employees will be provided with a template that they can fill in, print, and post, with additional safety guidelines specific to their office, classroom, or lab space.

The McCarthy Center, with its many framed poster displays, will serve as a central hub for all informational signage that is produced. Safety precaution, tips, and best practices posters will be displayed in common areas and on boards that are typically used for signage.

The Facilities department will provide signage and/or stickers to cover a number of common area social distancing guidelines including:

- Floor stickers for use at 6-foot intervals where offices cannot serve customers remotely or with appointments.
- Stickers designating suggested or maximum occupancy limits in small spaces such as elevators, copy rooms, mailrooms, break rooms, etc.
- Reminders stickers and/or signs for wearing face coverings in all public spaces and where 6-feet of social distancing cannot be maintained.
- Signs for restrooms reminding people to wash hands.

The Residence Life department will manage signage in the residence halls based on their institutional knowledge of their facilities and the various area requirements.

Travel
Due to frequently changing travel and quarantine restrictions, all University sponsored domestic and international travel for employees and students has been suspended until further notice. A Travel Subcommittee was established in March 2020 to make recommendations to the President regarding travel. They review the national and international standards frequently to update limitations or allowances. At this time, local (in-state) travel is allowed and all required safety precautions must be observed for the duration of, and subsequent to (in the event that quarantine requirements are required), the travel period.

Study abroad programs have been temporarily suspended. Their status will be reviewed frequently when travel restrictions by the World Health Organization, the Centers for Disease Control and Prevention (CDC), and the U.S. State Department have been relaxed. Resumption of these programs will be re-initiated when public health data indicate these activities are allowable.
Daily Self-Health Assessment and Symptom Monitoring

All employees and students should monitor their own health on a daily basis. We have created a Daily Self-Health Assessment (Appendix A) to complete each day before returning to work or attending face-to-face classes. The University is investigating a mobile application for students to use to aid in this daily routine.

If after the self-assessment an individual finds themselves with symptoms, they should follow the following steps to address their concerns:

For employees:
• Step 1: Call your supervisor
• Step 2: Contact the HR Office at humanresources@framingham.edu

For students:
• Step 1: Contact your instructors as recommended by their syllabi
• Step 2: Contact the FSU Health Center at 508-626-4900 to discuss your symptoms with one of the nurse practitioners. After hours call to leave a message as to your concern and how and when to contact you or email the Health Center at healthcenter@framingham.edu.

If you start feeling sick during your shift or at the conclusion of class participation, follow Steps 1 and 2 above.

Applications for Monitoring Symptoms

There are apps that you can use to self-monitor your health in addition to the FSU Daily Self-Health Assessment. Employees and students may find these helpful and can download them at their discretion.

• COVID Symptom Tracker (Harvard T.H. Chan School of Public Health, Massachusetts General Hospital, King’s College London, and Stanford University School of Medicine)
• COVID-19 Self Checker (Johns Hopkins)
• COVID-19 Self-Assessment (Google/CDC)
• Buoy Symptom Checker

Testing

Testing efforts will be addressed on campus through a mixture of referrals for independent testing for symptomatic individuals and University supported testing for specific asymptomatic individuals. The FSU Health Center will coordinate these efforts in concert with an outside vendor who will be providing testing services.

A plan is being devised by the University that identifies individuals and groups of FSU community members who, based upon their work or other circumstances, may be at higher risk of exposure to COVID-19 while on campus.

Contact Tracing

• At this time, the University is reviewing options for contact tracing. Contact tracing for confirmed cases will be conducted by the Framingham Board of Health with assistance from the FSU Contact
Tracing Team for students who live on campus or in Framingham and employees who are Framingham residents. Contact tracing for employees and commuter students who reside in other cities or towns will be conducted by the local Board of Health with assistance from the FSU Contact Tracing Team for on-campus tracing.

- Additionally, community members are encouraged to keep personal records of their close contacts each day in the event that they are contacted or asked to provide this information.
- As additional details are determined by the University, information will be shared with Community members on efforts to participate in effective contact tracing by employees and students.

Campus Events

The Campus Events department has produced detailed requirements for FSU departments and visitors approved to use campus spaces. All health and safety precautions described in this plan will apply to these authorized FSU community members and visitors and monitored by Campus Events personnel. Under all circumstances, events will be required to conform to the capacity and gathering restrictions dictated by the Commonwealth of Massachusetts.

Specific Health and Safety Requirements for FSU Centers and Operations

A number of Centers, departments, and areas on campus may have additional specific requirements based on their Commonwealth reopening requirements, licensure, or public health requirements. Each of these areas will develop a plan to satisfy these general and specific requirements prior to reopening and providing services. Individuals accessing these services will be required to meet the heightened requirements in addition to those described previously in order to participate in these programs or services. These departments include: FSU Centers for Early Childhood Education; Danforth Art Museum and School; FSU Athletic Center; FSU Health Center; MetroWest Entrepreneur Innovation Center; Christa McAuliffe Center for Integrated Science Learning; Campus Bookstore; Warren Center and Inn.

External Community Partners

From the outset of the COVID-19 worldwide outbreak, the University has relied upon and will continue to receive support from essential community partners. Services, information and assistance are provided to FSU by the following national and international organizations: American College Health Association (ACHA); Centers for Disease Control and Prevention (CDC); National Institutes of Health (NIH); Occupational Safety and Health Administration (OSHA); U.S. Department of Education (DOE); Federal Emergency Management Agency (FEMA); United States Department of State (DOS); Equal Employment Opportunity Commission (EEOC); and the World Health Organization (WHO).

Assisting with state, local and regional services and information, that inform our daily work are: Commonwealth of Massachusetts Department of Public Health (DPH); Massachusetts Emergency Management Agency (MEMA); Executive Office of Education (EOE); Massachusetts Department of Higher Education (DHE); and the City of Framingham Board of Health.
Since the beginning of the COVID-19 outbreak, the University has closely monitored and followed the CDC’s public health guidance, the Commonwealth’s requirements for employers, and the Commonwealth’s “reopening plans” including general guidance provided by the Massachusetts Higher Education Working Group of the Governor’s Reopening Advisory Board (Higher Education Reopening Working Group).

On June 8, 2020 (the start of Commonwealth’s “Phase 2” of the state’s reopening plan), the Commonwealth began allowing employers to start to return employees from remote work conditioned on having appropriate social distancing and hygiene protocols in place. While many of the University’s Facilities staff (as well as other certain offices) continued to work on campus for the duration of the spring months, FSU delayed the return of additional employees to campus to extend the period of social distancing, provide the COVID-19 Working Groups and Continuity Teams time to plan for the re-population of the campus, assist employees who have children impacted by the closure of child-care facilities, and provide department managers time to develop specific plans of how their areas would operate under the new social distancing and hygiene protocols mandated by the Commonwealth. Beginning in mid-July, after the commencement of “Phase 3” of the state’s reopening plan that began on July 6, 2020, administrative offices began to return additional staff to campus in order to prepare office spaces with the necessary health and safety precautions while gradually increasing that number through mid-August.

**Departmental Staffing Plans**

Executive Staff Members have been implementing staffing plans that may include a combination of staff working in-person and temporarily, or intermittently teleworking (if job functions permit). Staggered starting and ending times, as well as alternate work schedules, may be necessary in certain areas to allow for the continuation of social (physical) distancing and necessary low-density work areas. It is anticipated that, prior to the beginning of the fall 2020 semester in mid-August, an increased number of employees – and particularly those whose work responsibilities that require on-campus presence or those offices with a public facing in-person presence, will have returned to campus (except for documented exceptions with alternative arrangements). Employees who are not able to return to work on campus, and are not approved to continue teleworking, may be eligible for pandemic leave and/or accommodations and should follow the process outlined in Appendix B: Procedures to Request Additional Temporary Telework/Pandemic Leave/Accommodations and if applicable may complete the Request Form.

Individuals’ work situations will be continuously evaluated until the effects of the pandemic have been reduced or eradicated allowing the resumption of work and learning activities without these necessary precautions.

Supervisors will work with each of their direct reports to develop a work plan that will include a specific date for their return to work and/or new agreed-upon alternative work arrangement for the fall 2020 semester.
Expectations of Supervisors

Work Environment

The President’s Executive Staff and Cabinet will work with Department Directors/Heads, and Department Chairs to evaluate the work environment and make the necessary changes and adjustments to ensure physical distancing practices can be followed. In shared offices or workspaces, the following should be considered: utilizing flexible work schedules, staggered work hours, and staggered arrival and departure times. This may include: schedules that rotate employees on in-person and telework (remote work) days in order to ensure office coverage while also supporting physical distancing and decreasing congestion and density in the office; Staggering employees’ arrival and departure times, so that not all employees arrive or depart at the same time; alternating work or lunch schedules to minimize the number of individuals working together, congregating in one area, or gathering; and adjusting furniture and office layout to allow for physical distancing.

Office designs should take into consideration options to move desks or furniture apart to maximize spacing within offices, office suites, work areas, reception areas, conference rooms, and departmental lounges. Department heads should contact Facilities for support in moving larger items with Facilities staff or a vendor, if required. The Facilities department will be responsible for common building lounges, classrooms and general public spaces. If possible or necessary, relocate individuals to alternate spaces or use larger spaces. Departments should also consider the use of office partitions or Plexiglas dividers for areas where the prominent purpose is customer service or interacting with walk-up traffic of students, faculty, staff, parents, or campus visitors.

In order to limit congregating factors or spaces where the virus could be easily spread, departments should discontinue the use of centralized office coffee pots. Post signage to require disinfecting handles on refrigerators and microwaves, as well as control panels of microwaves and vending machines and post signage discouraging drinking from water fountains. Additionally, if necessary, alter break room setups to increase physical distancing and limit occupancy to one person at a time in break rooms. Use break rooms for food storage or prep, but do not eat in break rooms and employ “clean after you use” protocols. Supervisors should also encourage outdoor break periods if possible and limit centralized copy rooms, mailrooms, or file rooms to one person at a time when feasible.

Finally, where interaction with customers cannot be done via appointment or remotely, clearly demarcate 6-feet of space in lines using decals or signage. In narrow aisles or in location where people may stop to browse or read, create one-way traffic patterns (such as in aisles or library stacks) to decrease face-to-face interactions. Utilize signage or breakable tape as needed to insure proper traffic patterns and limit access. Do not use furniture to block aisles or doors as this may violate fire code. Departments are also encouraged, when possible to keep logs in of visitors to assist with contact tracing.

Mental Health and Wellness

The CDC states, “Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma toward people, places, or things.” At FSU we expect individuals to treat others with respect and dignity.
This challenging time impacts everyone differently and the presence of the COVID-19 virus in the world combined with other societal and personal pressures may create elevated levels of stress. Employees are encouraged to take care of themselves physically and emotionally. Employees feeling stress or anxiety about these events and needing someone to talk to, may access confidential support and counseling through the Employee Assistance Programs (EAP):

**EAP for Full-time Employees and their Household Members**  
Mass4You  
Confidential assistance: 844-263-1982  
Wellness resources: liveandworkwell.com

**EAP for Part-time Employees and their Household Members**  
AllOneHealth  
Confidential assistance: 800-451-1834  
Wellness resources: [https://mylifeexpert.com/login](https://mylifeexpert.com/login)

**Employees or Students Who Feel Unsafe Self-Quarantining**  
We recognize that increased presence and isolation in the home may create an increased risk of violence in the home as well. Please contact [Voices Against Violence](https://www.voicesagainstviolence.org) at 800-593-1125, the [National Domestic Violence Hotline](https://www.thehotline.org/chat) (chat option available) or for employees, the employee assistance program for more information on support and options. Additional resources are available on [SHAPE](https://shapeselfcare.org).

**Expectations of Employees with COVID-19 Symptoms or with a Sick Family Member at Home with COVID-19**

- Employees who have **symptoms** (i.e., fever, cough, or shortness of breath) should do the following:
  - Do not report to work,
  - Notify their supervisor of their absence in accordance with the Department’s regular call-in procedures,
  - Contact their healthcare provider, and
  - Utilize leave in accordance with their collective bargaining agreement and applicable University policy.
- Employees with confirmed cases of COVID-19, and in isolation at the advice of a medical professional, should do the following:
  - follow the [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/community/worksites/prevention.html),
  - use pandemic leave or leave in accordance with their collective bargaining agreement or other applicable University policy, and
  - should not return to work until the criteria to **discontinue home isolation** are met, in consultation with healthcare providers and state and local health departments,
  - contact the Office of Human Resources to discuss leave options at [humanresources@framingham.edu](mailto:humanresources@framingham.edu).
• Speak with your supervisor regarding the option of telework or remote teaching as an alternative during the period of quarantine or isolation

- Employees who are well but have been a contact of a confirmed case of COVID-19 should:
  - notify their supervisor and the Office of Human Resources,
  - follow [CDC recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov.html),
  - stay at home or another safe location, and
  - utilize pandemic leave or leave in accordance with the applicable collective bargaining agreement and University Policy.

- Speak with your supervisor regarding the option of telework or remote teaching as an alternative during the period of quarantine or isolation.
**Academic Calendar**

The fall semester begins on September 2, 2020 and continues through December 14 (exclusive of final exam snow day).

**Academic Schedule and Operations**

Instructional schedules have been developed for the fall 2020 semester with a variety of priorities intended to address the academic and health interests of students and faculty. Faculty were surveyed to determine their ability to return to the campus classroom environment. Simultaneously, courses were reviewed to determine which would be best (from a teaching and learning perspective) offered on campus. These two priorities were then merged producing an online/remote and on-campus schedule for students to choose from. Importantly, both formats will be produced with remote instructional options to enable a student to participate remotely even with an on-campus course in the event that they are unable to attend the course on campus due to a COVID-19 related concern.

Most of the University’s course offerings will be offered remotely, either partly or fully. The University has generated a list of classes that have a face-to-face component. Remote courses or components will be offered primarily on the University’s Blackboard® learning management system. Classes will be scheduled in both synchronous (all members meet at the same time, either on-campus or remotely) and asynchronous formats to address student needs. Classes with laboratories and others with applied learning modalities will be offered in spaces adhering to classroom density standards. Academic continuity plans have been established in the event that the University should revert to all remote instruction or if a faculty member and/or staff should become ill. Faculty are adapting course outlines to allow for flexibility in case a student becomes ill or is otherwise affected by COVID-19.

**Classroom Spaces and Activities**

While many classes will be offered remotely, traditional (face-to-face) classes will also be conducted with settings modified to meet the standards described in this document for personal hygiene and social distancing. In some of these face-to-face classes, all students will meet together at the same time in the same room; however, this will only be possible for those classes assigned to large enough rooms and with small enrollments to allow for social distancing. In cases not meeting these requirements, the class members will be divided into additional rooms and joined synchronously via Zoom, or alternatively, the class groups will meet in the classroom on alternate days with those not present joining via Zoom. In the case of laboratory classes, students will be divided into adjacent rooms with the instructor alternating between them as needed.

In all cases, whether the class is remote, hybrid, or traditional face-to-face, allowance will need to be made for students unable to participate on campus, or unable to participate at a given time, due to COVID-19 related concerns. Therefore, all synchronous class content will be made available to students, preferably by the authorized recording all classes. The University is exploring technology to facilitate this method.
Students were notified of these course options in late June and will be able to add and drop courses according to their particular needs.

**Attendance Policies**

Due to the health and equity concerns presented by the pandemic, instructors are strongly encouraged to be highly flexible with regard to class attendance. Just as faculty and staff have requested and been granted considerable leeway with regard to working remotely, we need to extend the same consideration to students. Many students will have COVID-19 related concerns and challenges that make it difficult or create greater risks to attend at a specific time or place. Students are encouraged to request, and instructors are encouraged to find ways to make available, any content that a student has missed in such a situation.

**Classroom and Laboratory Safety Measures**

The Facilities department will provide hand sanitizers and disinfecting wipes for use in wiping down touch surfaces in the classrooms and laboratories. Facilities will provide daily cleaning of each occupied classroom space. However, in order to maximize health and safety conditions, occupants of the classroom also will need to adhere to certain precautions: All occupants of the classroom are required to wear a well-fitting cloth or disposable face covering at all times. A fixed dispenser with disposable masks will be located in classrooms offering face-to-face instruction in the event that a student or instructor forgets their personal face covering; however, each individual should make every effort to enter the building already wearing a face covering in order to protect other building occupants consistent with the campus policy. Free standing stations that have hand sanitizer and wipes will be located in the common areas of buildings so as not to disrupt classroom instruction and to aid in the restocking of such material. In classrooms and across campus, individuals are urged to maintain their own and others’ health and safety by sanitizing their desk, seating, and work area before and after use, similar to common practice in gyms and fitness centers.

Social distancing will be maintained by the intentional placement of furniture. Classroom furniture may not be moved from these prearrangements at any time except in case of emergency. Technicians will provide their regular clean up and set up of the laboratory and studio settings in compliance with standards set for the instructional space. Students will be responsible for before and after cleaning of equipment.

**Teaching**

**On-Campus Technology**

Teaching on-campus in the fall will present some new challenges for both faculty and students. Clear communication of expectations will be paramount to preserving the quality and equity of the learning experience. Students and faculty need to know in advance about the technology they will need in order to participate effectively regardless of the class format. The University is working to determine the
technology needs for the various class formats and will publish that information as it becomes available. Faculty will be provided with training opportunities to prepare for the on-campus teaching challenges and use of new technologies, as well as an opportunity to “test drive” the classroom technology prior to the start of classes.

**Classroom Protocols**
Faculty and students will need to work together to understand and implement safety practices including wearing of face coverings at all times; assigned seating in the classroom to facilitate contact tracing; class dismissal by rows to maintain appropriate social distancing; and paperless classrooms to limit viral transmission, as well as to better include remote students.

Communication and implementation of these practices will require clear and uniform messaging between faculty and their students. The University will assist with developing standardized language regarding expectations and also will provide signage and web messaging to reinforce these communications.

**Remote Teaching**
Several challenges and opportunities have been identified with regard to remote teaching, especially those courses that have not previously been taught remotely. To optimize the online experience for the student and instructor, the University will assist faculty with developing techniques for building rapport in a remote learning environment; addressing diversity/equity issues to avoid invisibility in the remote learning environment; developing techniques for balancing teacher-centered and student-centered instruction in a remote environment; exploring technology that allows for the best break-out groups to facilitate participatory learning; exploring tools for proctoring remote exams; stressing the importance of timely feedback to students, especially in a remote learning environment; reviewing best practices to accommodate students who are unable to attend synchronous meetings; encouraging faculty to collaborate with librarians in remote courses, e.g. an embedded librarian; and training faculty to make materials accessible.

The University will continue to engage in ongoing conversation with faculty and students for the duration of this period to ensure responsiveness and support for an optimal teaching and learning experience.

**Out-of-Class Learning Experiences**
**Internships, Student Teaching, and Practicums**
Availability of off-campus learning experiences will be limited during fall semester due to restricted access to schools, medical facilities, business, and nonprofit settings. However, the University is exploring ways to make some off-campus learning experiences available to students. Remote internships are becoming increasingly available, and the University will work to help students identify such opportunities. Local on-site internships/practicums will be allowed in settings that are permitted to be open and that are following health and safety requirements. Out-of-state internships/practicums will become available only after travel restrictions are lifted by the Commonwealth of Massachusetts. Exceptions would be remote out-of-state internships or internships undertaken by out-of-state students who will remain in their own home state for the fall semester. Academic departments with programs requiring internships/practicums or
study abroad experience for graduation are identifying alternative ways for students to satisfy that requirement. Students engaging in off-campus learning experiences will be asked to sign an acknowledgment of risk form prior to commencing with their internship or other learning experience.

**Study Abroad**
Study abroad opportunities will become available for students only after travel restrictions are lifted. Academic programs requiring a study abroad experience will work with students to find an alternative means of satisfying that requirement.

**Library**
The Henry Whittemore Library will open its doors with reduced evening and weekend hours in the fall. A new text and online chat support service will also be launched to assist students. There will be a dedicated space in the Reference area to accommodate students taking their remote classes. Library furniture will be arranged to maintain social distance. Face coverings must be worn at all times in the Library.

**Research**
Faculty will be asked to submit a plan before reopening a research laboratory or studio. This plan will include the number of individuals allowed in the laboratory at one time, the names of individuals allowed in the lab, plans for signage and space markings, hygiene plans, and locations of log books. These plans will be submitted to department chairs for review and approval. Reopening plans must comply with the guidance from the Commonwealth as applicable.
A Community Agreement
Students will be asked to review and agree to a signed list of standards that they will agree to uphold for the duration of the pandemic. As articulated, these behaviors will need to develop into routines and habits that will be conformed to for the protection of the students and those whom they are in contact. This standard extends to their off-campus activities as well since we acknowledge that the virus and potential for its transmission is everywhere and not confined to the campus environment.

Residence Life
Framingham State University plans to open residence halls for fall 2020 in a modified manner consistent with public health guidance and the necessary health and safety requirements for members of the campus community. As such, capacity of the halls has been decreased to reduce the density of students in the residence halls and the University will institute a number of residence hall adaptations and policies in response to the COVID-19 pandemic.

We are committed to working to keep our residence halls open to as many students as we can while mitigating public health risks for the campus community. While this fall will be different than other semesters, we believe that the on-campus housing provides students important access to in-person academic programs and the ability to make connections with other students even in an altered format.

Residence Hall Configurations
Residence hall bed counts have been carefully reviewed and adjusted to reduce density. In residence hall areas with shared community bathrooms (Corinne Hall Towers and Larned, Horace Mann, Linsley, and Peirce Halls) we will have significantly decreased occupancy (generally one person to a room) to decrease population density and the number of residents sharing community bathrooms. If policies and public health guidance allow, it is possible occupancy may be expanded in these rooms at some point during the academic year.

In suites and conjoined rooms with shared private bathrooms (West, Miles Bibb and Linsley Halls) residents will be allowed to live in “household units” with roommates. Household units mean that the residents in these units will commit to live as a household (similar to groups living in apartments and houses off campus) and will be expected to manage health and cleaning precautions together within their room/suite. Residents living in household units will be asked to support each other and develop bathroom use and cleaning schedules.

Residence Hall Adaptations and Policies
It is important to recognize that there are health and safety risks associated with interacting with others during the COVID-19 pandemic. While we cannot anticipate, much less eliminate all risks, a number of residence hall policies and adaptations are planned to support public health and reduce risks. At this time, these include:
• The required use of face coverings in all residence hall public areas.
• A “No Guest” policy in the residence halls to limit the number of people entering each hall. This includes students who live in other halls.
• Elevator occupancy limits will be in place. Use of stairwells will be strongly encouraged for residents medically able to use stairs.
• Social distancing guidelines will be in place, and there will be limitations on gatherings.
• Certain residence hall lounges and common areas will be closed to allow staff to concentrate sanitation efforts in high touch/traffic areas.
• Security desks will implement a no-touch self-scan process and Plexiglas will be placed between SDAs and scanners.
• Soap dispensers have been ordered and will be installed in residence hall community bathrooms.
• Certain common areas and stairwells will have directional indicators for foot traffic.
• Residents will be asked to provide emergency travel plans and off-campus treatment and isolation plans in case the halls are required to close or in case of illness or medically recommended self-quarantine.
• The maximum number of persons allowed to be present in any residence hall bedroom will be limited to the number of occupants plus 1 person. Suites will be limited to the number of occupants plus 2 additional persons. Face coverings must be worn and the time the additional person(s) is in the room must be less than 15 minutes.
• Community bathroom use will be restricted to a designated number of users at any given time and use will be limited to floor members. In some areas schedules will be created to help provide predictable shower access given lower occupancy limits.

Social Responsibility, COVID-19 and Vulnerable Populations
COVID-19 has the potential to be contracted anywhere in society with no boundaries on or off campus. Residents are asked to carefully consider when and how they interact with others on and off campus because such behavior could increase risks for others. During the 16 weeks of the semester, residents are asked to limit travel and excessive group activities other than with those in their immediate “household units” (see prior).

It is also important for all members of the community to remember that there are students – including some residents who have pre-existing medical conditions placing them at greater risk for contracting COVID-19. Similarly, faculty, staff, and those close to your friends and neighbors may also have increased risk. We ask all students to act in a way that shows they care about one another’s well-being and reduce the potential spread of the virus.

Pre-Existing Medical Considerations
Returning residents with pre-existing medical conditions placing them at greater risk for COVID-19 are encouraged to speak with their doctor(s), assess risks, and make a personal determination about whether living in a shared residential community is in the student’s best interests at this time.
Quarantine and Isolation
Residents will be generally expected to enact their emergency travel plan and/or off-campus treatment and isolation plans in case of illness or medically recommended self-quarantine. In some cases it may be deemed necessary for a resident to remain in self-quarantine or isolation on campus. In such cases approximately 20 rooms have been designated on campus and arrangements at local hotels are being identified for this purpose.

Students arriving to Massachusetts from out of state or from international locations with certain exceptions, are expected to self-quarantine for 14 days. Students planning to arrive from these locations may wish to plan arrival to the state early and explore off campus accommodations during the quarantine period. Students in quarantine or medical isolation are not allowed to leave their assigned living area (residence hall, etc.) except for medical care or in a public safety emergency (e.g. fire evacuation).

Dining
Sodexo dining services continues to provide dining in a number of venues on the FSU campus, in full compliance with the Commonwealth of Massachusetts safety standards and requirements for restaurants and dining facilities. Students accessing dining options on campus will be required to comply with all posted health and safety requirements in the dining areas.


Student Support and Involvement
The University’s student support services continue to operate through a combination of on-campus and remote services to students. Individual departments hours and methods of operation are posted to the FSU website so that students may reference the information easily.

Health Center
The Health Center will provide service by appointment only through phone/email. Most appointments will be conducted virtually by telehealth (confidential Zoom portal) or by phone. If a physical examination is determined to be necessary, a time will be set for your arrival. You must wear a face covering and adhere to social distancing as much as possible. As always in the event of an emergency on campus dial University Police at 508-626-4911, or if off-campus dial 9-1-1.

Counseling Center
The Counseling Center will provide service by appointment only through phone/email. Most counseling appointments will be conducted virtually (Zoom) or phone, with a limited number conducted in person.

Ram Tram Transportation
Transportation Services will follow all CDC and the Commonwealth of MA guidelines for public health and safety.
• Shuttles will be equipped with sanitizing products to be used on all frequently touched surfaces, seating will be restricted to meet social distancing requirements, proper PPE for all drivers including plastic barrier between driver and all passengers entering and exiting the shuttle will be in place.
• A “no face covering no service” policy will be in effect for all passengers. This message will be scrolling on the shuttle marque.

Student Involvement and Leadership Development (SILD)
The Student Involvement and Leadership Development office will provide service by appointment only through phone/email. All appointments will be held by phone or remotely (through Zoom or Microsoft Teams), unless an in-person meeting is necessary. In this case, an appropriate space will be located that allows social distancing and all participants must wear face coverings. Most events for the fall will be virtual with some small in-person events as well.

Student clubs and organizations will hold meetings virtually over Zoom. Student organization or club offices will be closed to student use. Any in-person meetings will be held by appointment, an appropriate space will be designated by the SILD Staff for the meeting, and all people involved will need to follow face covering and social distancing requirements.

Student Services Center (SSC)
The SSC will be open remotely during posted business hours. Staff members will be available to assist individuals over the phone or by email, but the SSC will be closed to walk-in traffic. Students requiring an appointment to discuss their situation will be able to schedule phone or Zoom appointments with each office.

Financial Aid and Student Accounts will offer limited in-person appointments which must be scheduled prior to arriving at the SSC. Students attending an in-person appointment should come by themselves unless permission is given in advance to bring a family member.

The Registrar’s Office does not plan to offer in-person appointments to reduce the total number of students visiting the SSC.

Athletics
The Massachusetts State Collegiate Athletic Conference (MASCAC) announced on July 16th that the eight MASCAC Presidents had made the decision to suspend the fall 2020 athletic season, including all indoor and outdoor athletic competition. Although there will not be fall contests, the state universities are planning to provide student-athletes with on-campus, in-person practices, conditioning and training opportunities during the fall semester to support their physical and mental well-being. These practice and training opportunities will not use a year of NCAA Eligibility and will be done in compliance with the campus, city, state, federal and NCAA COVID guidance and protocols. The conference is considering alternative competition options for the 2020-2021 academic year such as shifting fall athletics to the spring term and is working with the NCAA, conference teams, MASCAC presidents and state officials to
determine the viability of such a plan. Winter sports are still being evaluated and will be addressed in the fall.

**Testing & Self-Health Assessments**

**Testing**
At this time, the University is developing a plan for testing students. Considerations, resources and protocols for testing (asymptomatic and symptomatic) will be determined prior to the start of the fall semester.

**Self-Health Assessment**
Students will attest in writing that they have self-quarantined (defined as no out-of-state travel except in New England and no attendance at large gatherings) and are symptom free prior to arriving on campus.

- All students will be required to pre-screen their health symptoms using the Daily Self-Health Assessment (Appendix A) prior to returning to campus attending class, and/or participating in campus based activities and attest to having no COVID-19 symptoms and no known infection.

If a student cannot attest to being symptom free 14 days prior to coming to campus or was in close contact with someone who has tested positive. Students will need to see their health care provider.

- If they have symptoms and test positive, they will need follow their provider’s instructions and isolate before coming to campus for a minimum of 10 days.
- If they have symptoms and do not test positive, it is highly recommended they quarantine for 10 days prior to returning to campus
- If a student has been in close contact with someone who has tested positive for COVID-19, they will need to be tested. Even if the test is negative, they will be required to quarantine off-campus for 14 days since their last contact with that person.

Expectations of Students with COVID-19 Symptoms or who visit and have close contact with a person who tested positive for COVID-19 after arriving for the semester

- Should not report to class or work.
- Contact the FSU Health Center, 508-626-4900, and follow their recommendations.
- Notify faculty members and/or work supervisor(s) of their absence in accordance with the syllabus requirements or department’s regular call-in procedures.
- Participate in remote learning when well enough and until cleared to return to in classroom or on-campus learning.
- Commuter students should follow the recommendations above and stay off campus until cleared to return to campus for classes by the FSU Health Center.
- Residential students may be required:
  - To leave campus or activate their emergency transportation and care plans per their Residence Life agreement
  - To return home until well or moved temporarily for isolation or quarantine purposes to another room/building.
Mental Health and Wellness

- If you are concerned about your physical health contact the Health Center for an appointment. There is no appointment fee and telehealth may be an option depending on the concern.
- Managing the stress presented by COVID-19 can be very hard for students. For mental health assistance contact the University Counseling Center. There is no appointment fee and telecounseling is available.
- YOU@Framingham is a good online resource to learn about several health and wellness strategies and issues, including COVID-19.

For Students Who Feel Unsafe Self-Quarantining

- We recognize that increased presence and isolation in the home may create an increased risk of violence in the home as well. Please contact Voices Against Violence at 800-593-1125, or the National Domestic Violence Hotline (chat option available). Additional resources are available on SHAPE.

Additional COVID-19 Related Resources

Commonwealth Of Massachusetts COVID-19 Prevention and Treatment Guidance
Massachusetts Department of Public Health (DPH)
DPH playlist of shareable videos related to COVID-19
Maintaining Emotional Health and Wellbeing During the COVID019 Outbreak
CDC Fact Sheet Prevent the Spread of COVID-19 if You Are Sick
COVID-19 Employee and Student Daily Self-Health Assessment

Please review this checklist every day before reporting to work or class. If you reply YES to any of the questions below, STAY HOME OR IN YOUR ROOM and follow the steps described in the FSU Repopulation Plan to address your symptoms.

**Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?**
- ☐ Yes
- ☐ No

**New Loss of Smell or Taste?**
- ☐ Yes
- ☐ No

**Muscle or Body Aches?**
- ☐ Yes
- ☐ No

**Sore Throat?**
- ☐ Yes
- ☐ No

**Cough?**
- ☐ Yes
- ☐ No

**Shortness of Breath?**
- ☐ Yes
- ☐ No

**Chills?**
- ☐ Yes
- ☐ No

**Headache?**
- ☐ Yes
- ☐ No

**Congestion or Runny Nose?**
- ☐ Yes
- ☐ No

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea or loss of appetite?**
- ☐ Yes
- ☐ No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**
- ☐ Yes
- ☐ No

**Have you been asked to self-isolate or quarantine by a medical professional or local public health official?**
- ☐ Yes
- ☐ No
Appendix B
Procedures to Request Additional Temporary, Telework/Pandemic Leave, or Accommodations

High Risk Employees, Vulnerable Family Member, & Childcare Concerns

Introduction

Based on currently available information and clinical expertise, the Center for Disease Control (CDC) guidance states that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. The University acknowledges that there are likely employees who fall into one or both categories. In addition, the University is aware many employees may have a vulnerable family member within the household or are managing childcare needs during this public health emergency.

The Commonwealth of Massachusetts is reopening under a phased approached as established by the Governor’s Reopening Advisory Board (“RAB”). While the University has remained open, many staff have been working remotely and, as a result, the University will be following a phased approach to return employees to campus, while also ensuring alignment with the framework provided for the higher education sector by the RAB.

The purpose of these procedures is to outline the appropriate process to follow should there be a need for an employee to request an extension of their COVID-19 Temporary Telework assignment or initiate a request for temporary telework after resuming on-campus work because of:

- Being in a high-risk category identified by the CDC, and/or
- Having a vulnerable family member within the immediate household, and/or
- Having childcare needs.

The University recognizes, however, that not all positions are feasible for telework and the responsibilities of the position and operational needs of the University are among the various considerations taken into consideration when deciding about a temporary telework request.

Underlying Medical Conditions

People of any age who have a serious underlying medical condition(s) might be at higher risk for severe illness from COVID-19. The CDC lists medical conditions such as:

- Chronic Lung Disease or moderate to severe asthma
- Serious Heart Conditions
- Immunocompromised
- Severe Obesity
- Diabetes
- Chronic Kidney Disease (undergoing dialysis)
- Liver Disease
Employees identifying with one of these medical conditions or other medical conditions or disabilities that may render them as high-risk of severe illness from COVID-19 may apply for a reasonable accommodation through the Office of Human Resources (HR). Please see the Disability Reasonable Accommodation Resources web page and/or contact humanresources@framingham.edu for assistance.

**Older Employees**
The CDC identifies older adults – people 65 years of age or older – as those at high-risk for severe illness from COVID-19. To reduce the risk of getting sick, social distancing and proper hygiene practices are recommended.

Telework may be an alternate work option for older employees, if feasible. Employees who believe they need this alternate work option should submit a request form to the Office of Human Resources. When assessing the request, HR Staff will verify the age of the employee, verify their position, and dialogue with the employee’s supervisor(s) about the effectiveness and feasibility of telework for the type of position held. If telework is not feasible due to staffing/business needs of departmental operation or if the employee’s job is not suitable for continuing to telework, the employee will be notified.

**Childcare Concerns**
While the Commonwealth of Massachusetts proceeds through the phased reopening approach established by the Governor’s Reopening Advisory Board, childcare options for employees may be limited due to day care, school, and camp closures due to COVID-19.

Telework may be an alternate work option for employees, if feasible. Employees who believe they have a need for this alternate work option should submit a request form to the Office of Human Resources. When assessing the request, HR Staff will verify the school, day care or camp closure and dialogue with the employee’s supervisor(s) about the effectiveness and feasibility of telework for the type of position held. If telework is not feasible due to staffing/business needs of the departmental operation or if the employee’s job is not suitable for continuing to telework, the employee will be notified.

Employees interested in learning more about Families First Coronavirus Response Act (FFCRA) leave eligibility and/or other leave options should contact the Office of Human Resources at humanresources@framingham.edu for assistance.

**Vulnerable Family Member in the Immediate Household**
During this public health crisis, employees who have a vulnerable family member – a person who is considered high-risk per CDC guidelines – living in their household may be eligible for telework as a temporary alternate work option.

Employees who believe they need this alternate work option should submit a request form to the Office of Human Resources. When assessing the request, HR Staff will request that the employee provide medical documentation to verify that the family member within the immediate household is considered high-risk due to a medical condition or disability and will dialogue with the employee’s supervisor(s) about the effectiveness and feasibility of telework for the type of position held. Employees who have a family
member deemed vulnerable due to age are also eligible to request an extension of their telework assignment.

**Short-term Leave**
Not all positions are structured for or are conducive to remote work. For positions where a remote work option cannot be offered and an employee is unable to work due to at-home considerations, there may be short-term leave options available. The Families First Coronavirus Response Act (FFCRA) provides employees with the ability to take leave related to COVID-19 if the employee is unable to work, including unable to telework, for certain qualifying reasons. For more information about the qualifying reasons and eligibility, employees can view FFCRA Employee Rights Poster.

Employees interested in learning more about FFCRA leave eligibility and/or other leave options should contact the Office of Human Resources at humanresources@framingham.edu for assistance.

**General Understandings**
When assessing requests for telework, the University must remain mindful of the volume of requests and the University’s ability to grant all requests, especially in small department. Telework is a temporary alternate work privilege being offered by the University during this public health crisis and there is no requirement that telework be offered or granted. Telework privileges will be assessed periodically by department supervisor(s) for its continuation and can be canceled at any time and for any reason by the University. Further, the University has the sole discretion to amend, modify, or replace this Process to Request Additional Temporary Telework at any time and for any reason.

Employees approved for an Additional Temporary Telework assignment must complete a Telework Work Plan approved by their supervisor and submitted to Office of Human Resources. Employees must comply with University rules, policies, practices, and instructions while teleworking. Short-term telework in extraordinary circumstances does not change the basic terms and conditions of employment with the University. Temporary telework assignments do not change an employee’s classification, compensation, or benefits. The policies applicable to leave and the use of accrued leave shall be applicable to all benefited employees, regardless of Telework privileges.

Employees may appeal the denial of a request to continue teleworking to their respective FSU Executive Staff Member (President or Vice President) for a final determination.

All injuries incurred by employees during the performance of official duties and during working hours must be reported promptly, and applicable Workers’ Compensation laws will apply. While teleworking, employees are required to maintain a safe working environment.
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