

# Public Health and Workplace Expectations Training Guide



<b>Section 1</b>	General Health Guidelines .....	3
1.1	How to keep yourself and others safe .....	3
1.2	How RISD will keep you and our community safe .....	3
1.3	Using, cleaning and making face coverings .....	4
1.4	Washing hands .....	5
1.5	Understanding and coping with physical distancing .....	5
<b>Section 2</b>	Working on Campus .....	6
2.1	Staffing options and accommodations .....	6
2.2	PRIORITY: Download the MyRISD app .....	6
2.3	Commuting .....	7
2.4	Arriving on campus .....	8
2.5	Meetings and classes .....	9
2.6	Campus visitors .....	9
2.7	Disinfecting personal and shared spaces .....	10
2.8	Meals on campus .....	11
2.9	Additional resources for employees .....	11
<b>Section 3</b>	Screening, Testing and Care .....	13
3.1	Employee Health Coordinator .....	13
3.2	Screening .....	13
3.3	Testing .....	13
3.4	Contact tracing .....	14
3.5	Isolation and quarantine procedures .....	14
3.6	Employment during quarantine and isolation .....	15
<b>Section 4</b>	Community Compliance and Accountability .....	16
4.1	How to talk to others who aren't physically distancing .....	16
4.2	Reporting violations of expectations, guidelines and policies .....	16
4.3	RISD's policy for non-compliance .....	17
4.4	Community commitment to health pledge .....	17

# **Introduction**

Being on campus will look different this fall. This training guide is designed to give you an understanding of the guidelines, policies, and procedures that have been established to keep our community healthy and safe.

It is imperative that members of the RISD community comply with all policies and procedures that are outlined not only in this training document, but also on the college's COVID-19 website ([covid.risd.edu](https://covid.risd.edu)).

## **About This Document**

This training document serves to educate all employees, which includes faculty and staff, about how to safely return to campus and follow RISD's new guidelines for public health during the COVID-19 pandemic.

All employees are required to complete this training whether they are returning to campus in the fall, have been working on campus all summer or are continuing to work remotely. An equivalent training course is required for all new and returning students.

## **Learning Objectives**

After reviewing this document, you'll be able to:

- Navigate campus and conduct in-person interactions safely.
- Identify campus resources for additional information.
- Acknowledge and comply with the expectations, policies, and procedures relevant to working at RISD during COVID-19.

# Section 1 | General Health Guidelines

## Section 1.1 | How to keep yourself and others safe

- Wear a cloth face covering at all times, indoors and outdoors.
- Keep six (6) feet away from others whenever possible.
- Wash hands frequently and thoroughly.
- Perform daily health screening through the MyRISD mobile application.
- Perform daily contact logging through the Crush COVID RI mobile application.

### IMPORTANT INFORMATION ABOUT COVID-19

- Physical distancing is not a substitute for wearing a cloth face covering.
- You don't have to have symptoms to be infected with COVID-19.
- People who are infected and don't have symptoms can still spread COVID-19.
- Visit the CDC's website ([cdc.gov](https://www.cdc.gov)) for information about the virus and how to protect yourself and others.
- Visit the Rhode Island Department of Health's website ([health.ri.gov/covid](https://health.ri.gov/covid)) for local guidelines.

### THE BOTTOM LINE

- Self-screen every day, report to your manager and HR if you feel unwell and don't come to work.
- If you are feeling well and are coming to campus, wear a face covering, keep six (6) feet apart from others and wash your hands frequently.

## Section 1.2 | How RISD will keep you and our community safe\*

- De-densified student housing, including quarantine and isolation housing
- Pick-up dining with no, or very limited, seating
- Majority hybrid or online courses
- Reconfigured class and academic space for physical distancing
- Required daily self-screening on the MyRISD app
- Baseline (on arrival) and surveillance testing
- Contact tracing through the Crush COVID RI app
- Cloth face coverings for all students, faculty and staff
- Increased custodial staff and disinfecting frequency

- Cleaning supplies and hand sanitizer in all shared spaces

*\*All measures subject to change based on evolving guidelines.*

Visit [covid.risd.edu](https://covid.risd.edu) for the most up-to-date information.

## **Section 1.3 | Using, cleaning and making face coverings**

### **DO**

- Make sure you can breathe through it
- Wear it whenever going out in public
- Make sure it covers your nose and mouth
- Wash after using
- Wear a cloth face covering over vented dust masks in shops and studios

### **DON'T**

- Use specialized masks or other personal protective equipment (PPE) intended for healthcare workers
- Wear under your nose or on your chin
- Remove to speak (CDC)

### **WHEN AND WHERE SHOULD I WEAR A FACE COVERING?**

- Wear a face covering at all times on campus, indoors and outdoors.
- Face coverings should not be considered a substitute for physical distancing and regular hand washing.
- Face coverings are **not required while eating**, but please maintain six (6) feet of distance from others.

### **HOW CAN I MAKE MY OWN FACE COVERING?**

- RISD will supply a reusable cloth face covering for employees working on campus.
- You may wish to purchase or make additional face coverings.
- We recommend that you follow the CDC guidelines for fabric types and fit when making your own face covering(s).

### **HOW DO I SANITIZE MY FACE COVERING?**

- Cloth face coverings should be washed after each use. Disposable masks should be worn once and then discarded.
- Wash with regular laundry, using detergent and hot water.
- Dry on high in the drier or air dry.
- Or hand-soak in a bleach solution.

## **Section 1.4 | Washing hands**

- Wash your hands frequently and thoroughly, including:
  - Before/after touching your face
  - Before/after handling your cloth face covering
  - After blowing your nose, coughing or sneezing
  - After leaving a public space or using public transportation
- Wash for at least 20 seconds using soap and water.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- **Avoid touching your eyes, nose and mouth** with unwashed hands.

## **Section 1.5 | Understanding and coping with physical distancing**

In addition to wearing a face covering, all individuals are expected to maintain a distance of six (6) feet or two (2) meters from others while on campus.

Interactions that cannot accommodate six (6) feet of physical distancing should be kept to 15 minutes or less, with face coverings strictly on, and/or include additional protective measures, such as plastic barriers in service locations.

### **COPING WITH PHYSICAL DISTANCING**

While staying physically distant keeps us safe, it can negatively impact our sense of well-being. Our relationships, collective creativity and innovation will allow us to create a unique physically distant yet socially connected on-campus experience.

- Take regular breaks during the workday.
- Connect with coworkers virtually through chat or on Zoom.
- Visit the CDC's website ([cdc.gov](https://www.cdc.gov)) for tips on managing stress during the pandemic.
- Make use of AllOne Health (1-800-451-1834)—RISD's 24/7 confidential employee assistance program (EAP)—for assistance with personal, family and work/life matters.
- Learn more about webinars and resources available to RISD faculty and staff at [hrrisd.wordpress.com](https://hrrisd.wordpress.com) (Search: webinars)

## Section 2 | Working on Campus

### Section 2.1 | Staffing Options and Accommodations

Supervisors should continue to encourage remote work options, unless the essential duties of an employee require an on-campus presence.

- To reduce physical contact among employees, supervisors should:
- Establish flexible work schedules
- Include staggered arrival and departure times
- Alternate shifts
- Consider a hybrid or fully remote work option

Employees working remotely must follow RISD remote work policies, which can be viewed on the HR website at [hrrisd.wordpress.com](http://hrrisd.wordpress.com) (Search: remote work).

### ACCOMMODATIONS AND DISCOMFORT WITH BEING ON CAMPUS

RISD maintains an existing fair and equitable ADA process by which faculty and staff may request reasonable accommodations to perform the essential functions of their job. Under this policy, any RISD faculty or staff member identified by CDC guidelines as being at elevated risk of severe illness from COVID-19 (or who shares a household with someone at high risk) may now initiate a request for a job-related accommodation due to the potential threat of exposure to COVID-19 in the workplace.

While RISD reserves the right to make the determination regarding accommodations, the employee may otherwise consider alternative options available to faculty and staff, up to and including leaves of absence.

Learn more by visiting [covid.risd.edu/working-at-risd/discomfort-to-be-on-campus](http://covid.risd.edu/working-at-risd/discomfort-to-be-on-campus).

### Section 2.2 | PRIORITY: Download the MyRISD app

Use the “Faculty & Staff” persona on the MyRISD app or at [my.risd.edu](http://my.risd.edu) to safely navigate your work day at RISD.

### DAILY HEALTH SCREENING

Complete the self-assessment form on the MyRISD app every day before reporting to work. All faculty, staff and students are required to complete screening daily before coming to campus.

### APPOINTMENT MANAGEMENT

Schedule appointments at key service points using the QLess app (via MyRISD app), including Card Services, Mailroom and more.

## **MOBILE FOOD ORDERING**

In mid-September, employees will be able to order food online via mobile device or a web browser with Grubhub Campus (via the MyRISD app) for pickup at Portfolio using RISD Bucks.

## **EMERGENCY AND SAFETY SERVICES**

Report suspicious activity, request emergency services, access RISD and local community resources and receive emergency communications through LiveSafe (via the MyRISD app).

## **Section 2.3 | Commuting**

Travel can increase the possibility of virus transmission through movement between communities and/or close contact with other individuals for an extended period of time.

### **BASIC PRINCIPLES**

- Stay home if you have COVID-19 symptoms or have had close contact with someone with COVID-19 and contact your supervisor to notify them.
- Follow COVID-19 travel guidelines and regulations as outlined by the Rhode Island Department of Health ([health.ri.gov/covid/](https://health.ri.gov/covid/)).
- If you commute from a state on the **State Restricted Travel List**, you must quarantine for 14 days and self-monitor for symptoms. If you are tested during your quarantine in Rhode Island and get a negative test result, you can stop quarantining.
- Please be aware of your own state's current travel/commuting guidance, which could include quarantine or a test after returning from Rhode Island. Some states have exceptions for commuting.
- Participate in baseline and surveillance testing if you plan to be on campus **at any time** during the fall semester. More details will be provided in the next segment of training.

### **SOLO TRAVEL (CAR OR BIKE)**

- Wash hands upon arrival.
- Disinfect any surfaces touched.
- Put on your face covering before entering RISD buildings.
- There will be no cost for RISD parking permits through December 31, 2020.
- Due to exterior space reconfiguration, some parking spaces may be unavailable.

### **PUBLIC TRANSPORTATION (BUS, TRAIN OR RIDESHARE)**

- If possible, commute to campus during off-peak hours.
- Wear your face covering and keep six feet apart from others.

- Use touchless payment if possible.
- Avoid touching trash cans, poles and door handles.
- RISDRides may have reduced capacity due to current Rhode Island guidelines.

Learn more at [covid.risd.edu/campus-life/travel-and-commuting](https://covid.risd.edu/campus-life/travel-and-commuting).

## **Section 2.4 | Arriving on campus**

Before arriving on campus, remember to self-screen and put on your cloth face covering.

### **FOLLOWING SIGNAGE AND VISUAL CUES**

- Every building on campus has been outfitted with educational and directional signage to help reinforce public health protocols.
- Floor markings may also indicate physical distancing spacing or traffic flow directions.
- Signage templates for individual departmental needs will be available soon.

### **USING ELEVATORS AND STAIRWELLS**

- Avoid congregating in or around stairwell and elevator entrances.
- Follow the signage, which will indicate:
  - This elevator's occupancy.
  - These stairs are only for going up/down.

### **ENTERING AND LEAVING BUILDINGS/ROOMS**

- Stand six (6) feet back, or allow as much passing space as possible, when another person is exiting or entering.
- Follow the signage, which will indicate:
  - This door is an entrance/exit.
  - This room's allowed occupancy is \_\_\_\_.

### **USING SHARED BATHROOMS**

- Pay attention to posted occupancy limits before entering a shared bathroom.
- If needed, wait outside well clear of the entrance and practice physical distancing.
- Wash your hands thoroughly.
- Face coverings are required in shared restrooms.



## **Section 2.5 | Meetings and classes**

### **USE DIGITAL TOOLS WHENEVER POSSIBLE**

- Communicate with colleagues and supervisors by email, instant message or phone, etc. instead of face-to-face.
- For meetings, use Zoom, Google Hangouts or conference calls.

### **IN-PERSON MEETINGS**

- In-person meetings are only allowed if videoconferencing or telephone is not possible.
- Pick a meeting space that allows for physical distancing.
- All participants must wear face coverings for the duration of the meeting.
- Limit the meeting to two (2) individuals in an office or meeting room unless higher occupancy is indicated on the meeting room signage.
- Departments should remove or rearrange chairs and tables in meeting rooms to support physical distancing practices between attendees.
- Departments can contact the Planning, Design and Construction office if they need assistance with arranging space and/or adding visual cues and markers to shared areas.

### **IN-PERSON COURSE WORK**

- Shared academic spaces will have posted on the entrance their maximum capacity and any restrictions on use. There are two types of occupancy signs:
  - “Maximum occupancy is X,” which applies to students, staff and faculty.
  - “Student maximum occupancy is X.” For these rooms, faculty and staff maximums have already been factored in.
- Faculty and students must wear face coverings and physical distance for the entirety of the class. Physical distancing is not a substitute for wearing a face covering and vice versa.
- Faculty and students must wear a cloth face covering over vented dust masks in shops and studios.

## **Section 2.6 | Campus visitors**

To help reduce health risks, non-essential visitors will not be permitted in RISD buildings or facilities. Essential visitors, such as contractors, must be escorted by a RISD host responsible for communicating campus protocols to the visitor.

### **ALL VISITORS MUST**

- Complete a health self-screen assessment on the MyRISD app *before entering any RISD buildings*.
- Follow all physical distancing guidelines and regulations.
- Wear a face covering at all times.

## **VISITOR NON-COMPLIANCE**

- Respectfully remind on-campus visitors of physical distancing and face covering requirements.
- Contact Public Safety if visitors refuse to comply with RISD policy or Rhode Island law, as they may be required to leave RISD property.

Learn more about RISD's visitor policies at [covid.risd.edu/campus-life/campus-visitors](https://covid.risd.edu/campus-life/campus-visitors).

## **Section 2.7 | Disinfecting personal and shared spaces**

Increased RISD custodial staff will regularly disinfect key areas (common or high-traffic spaces, railings, building door handles, etc.) but all on-campus employees are responsible for regularly cleaning and disinfecting personal work spaces and shared spaces and equipment before and after each use.

## **OFFICES AND EQUIPMENT**

You are responsible for regularly disinfecting your individual work space and equipment before and after each use. Do not delegate cleaning to another individual, and avoid sharing equipment or supplies.

## **SIX KEY AREAS TO CLEAN**

- Keyboards— palm rests, space bars, cracks and crevices
- Surfaces—kitchenettes, conference tables and countertops
- Mobile phones—avoid placing on communal surfaces
- Office supplies—staplers, photocopiers, pens, etc.
- High-contact surfaces—door knobs, elevator buttons, faucets
- Personal items—avoid placing purses and backpacks on the floor and communal surfaces

## **CLASSROOMS, SHOPS AND STUDIOS**

Allow for additional time (20 minutes) between classes to facilitate cleaning, especially for spaces with more equipment or surfaces, like shops.

Paper or cloth towels and spray bottles with disinfectant will be installed in all classrooms, studios and shops. Shops will be supplied with disposal buckets for towels used to clean tools and shared equipment. Custodial staff will attend to the buckets regularly.

Clean surfaces before/after each discrete use, including but not limited to:

- Desks, workstations or tables
- Machines, equipment or tools
- Computers
- Other high-touch surfaces

## **MEETING SPACES AND CONFERENCE ROOMS**

All meeting participants are responsible for sanitizing the space used with provided supplies before and after use:

- Presentation equipment
- Desk or table surfaces
- Chair handles
- Door handles

## **REQUESTING CLEANING SUPPLIES**

RISD has centralized the ordering and distribution of all cleaning supplies and PPE in order to protect and aid employees in complying with these cleaning procedures.

Contact RISD Facilities at 401-454-6485 or submit a work order at [workorders.risd.edu](http://workorders.risd.edu)

- For disinfection requests beyond what is detailed here
- To request cleaning supplies and PPE for your department or area (classrooms, shops and studios are automatically stocked with supplies)
- To request a restock of cleaning supplies in a shared area

## **Section 2.8 | Meals on campus**

Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees.

- Wash hands thoroughly before and after eating.
- Face coverings may be removed to eat, but should immediately be replaced afterwards.
- Eat in your office area or outside when possible.
- Maintain physical distance and do not sit facing one another.
- Wipe down all surfaces after use in common areas, including tables, counters, refrigerator or microwave handles, coffee machines, etc.

## **Section 2.9 | Additional resources for employees**

Information and guidance is rapidly changing, and RISD is committed to providing up-to-date guidelines, policies and procedures to ensure compliance with state and federal requirements, as well as to ensure the health and safety of all members of our community.

*To keep current with all relevant information, please read the weekly RISD COVID Updates newsletter or visit [covid.risd.edu](http://covid.risd.edu).*

## **FOR ALL EMPLOYEES**

- COVID-19 Resources for Employees
- Resources for mental and emotional well-being through RISD's EAP AllOne Health

- Available at [hrrisd.wordpress.com](http://hrrisd.wordpress.com)

### **Contacts**

- Employee Health Coordinator: Karen Chase ([kchase@risd.edu](mailto:kchase@risd.edu))
- Accommodations: Marissa McNally ([mmcnally@risd.edu](mailto:mmcnally@risd.edu))

### **FOR FACULTY**

- Canvas (learning management system) technical support
  - ([itservices.risd.edu/OIT/Pages/Training](http://itservices.risd.edu/OIT/Pages/Training))
- Teaching and Learning Lab workshops
  - ([events.risd.edu/seiworkshops](http://events.risd.edu/seiworkshops))
- Online teaching support
  - ([sei.risd.edu/teaching-learning-lab/online-teaching-support](http://sei.risd.edu/teaching-learning-lab/online-teaching-support))

### **FOR SUPERVISORS AND MANAGERS**

- Attend monthly administrative managers meetings.
- Establish COVID Updates weekly email and [covid.risd.edu](http://covid.risd.edu) as sources of information and resources for your team.
- Contact HR partners with questions and concerns or for assistance with interpretation of applicable policies and procedures.

### **HR partners**

- Alison Douglas ([adouglas@risd.edu](mailto:adouglas@risd.edu)) for  
Academic Affairs (Staff)  
Finance & Administration  
ITS  
Enrollment/Student Affairs
- Candace Baer ([cbaer@risd.edu](mailto:cbaer@risd.edu)) for  
Institutional Engagement  
President's Office
- Cassie Goryl ([cgoryl@risd.edu](mailto:cgoryl@risd.edu)) for  
Campus Services  
RISD Museum
- Liz Rainone ([erainone@risd.edu](mailto:erainone@risd.edu)) for  
Faculty  
HR  
Media Group  
Research

## Section 3 | Screening, Testing and Care

### Section 3.1 | Employee Health Coordinator

RISD has hired Employee Health Coordinator Karen Chase, a nurse practitioner in Human Resources, to serve as the primary point of contact for supervisors, and as needed for other employees who have questions about COVID-19. Karen will also conduct contact tracing and work with Health Services to direct employee baseline and surveillance testing.

Managers and supervisors should immediately submit the HR COVID-19 reporting form or contact Karen Chase (kchase@risd.edu) directly should one of their employees become symptomatic or is exposed to the virus either themselves or through close contact.

### Section 3.2 | Screening

Screening is a strategy used to help identify those who may have symptoms of COVID-19 and may need further evaluation or testing, as well as to maintain awareness of one's own health.

#### USE THE MYRISD APP

Or visit [my.risd.edu](http://my.risd.edu) every day before you arrive on campus to complete your self-screening.

#### CALL YOUR HEALTHCARE PROVIDER

If you notice new symptoms or are feeling sick, you may need to get tested for COVID-19.

#### KNOW YOUR PRIVACY RIGHTS

RISD will not monitor screening answers or collect medical information but will use analytics to identify public health trends.

### Section 3.3 | Testing

#### BASELINE TESTING

RISD will test all students, faculty and staff upon arrival to campus with results available in 24 hours. Paid for by RISD, the test is a self-collected swab of the inside of the nostril tip in the presence of a medical observer.

- All employees who anticipate coming to campus during fall semester (including for mail or file retrieval, etc.) must receive a test. Scheduling details forthcoming.
- If you choose not to get tested your card access will be deactivated for the fall semester and you will not be allowed on campus for any reason.

#### SURVEILLANCE TESTING

- RISD will test 10 percent of the campus population every two (2) weeks.
- This strategy helps RISD monitor the incidence of the virus on campus.
- If and when you are selected, you'll receive an email to schedule self-administered testing as described above. You will only be considered for testing if you participated in the baseline testing.

## **DIAGNOSTIC TESTING**

- All community members who have symptoms must let the school know and arrange for a diagnostic test by contacting their health care provider.
- If you have symptoms, inform your supervisor or department head and do not report to work.
- Supervisors may contact the Employee Health Coordinator with any questions: Karen Chase (kchase@risd.edu).

## **Section 3.4 | Contact tracing**

Contact tracing is the identification of contacts of a confirmed positive individual for the purpose of further testing and quarantine to stop chains of transmission.

### **USE THE MOBILE APP**

All community members are required to use the Crush COVID RI app and/or keep a journal that records daily activity. The app is available for download at [health.ri.gov/covid/crush](http://health.ri.gov/covid/crush).

### **PROCESS FOR POSITIVE CASES**

RISD will notify the RI Department of Health and community members who had close contact with the infected person.

- Two contact tracing coordinators will coordinate information related to students and employees.
- Expanded Paid Special Leave benefits are available for employees who are in need of quarantine and/or isolation as a result of testing positive for COVID-19. Learn more at [hrrisd.wordpress.com](http://hrrisd.wordpress.com) (Search: COVID paid leave).

Learn more at [covid.risd.edu/health-self-care/quarantine-and-isolation](http://covid.risd.edu/health-self-care/quarantine-and-isolation).

### **PRIVACY**

When people who have come in contact with infected individuals are notified, they will not learn the infected individual's identity.

## **Section 3.5 | Isolation and quarantine procedures**

### **ISOLATION**

Separates sick people who test positive for COVID-19 from people who are not sick.

### **QUARANTINE**

Restricts the movement of people who were exposed while waiting to see if they become sick.

## **QUARANTINE AFTER EXPOSURE TO THE VIRUS**

- Close contact with someone who has tested positive will require you to quarantine for 14 days.
- A negative COVID test will not release you from quarantine.

## **QUARANTINE AFTER TRAVEL**

- Anyone traveling from areas of the US with a COVID-19 positivity rate greater than 5 percent must undergo a 14-day quarantine or provide proof of a negative COVID test.
- Anyone traveling outside of the US will be required to quarantine for 14 days following their return.
- This includes travel during Thanksgiving, winter and spring break, which are strongly discouraged.

## **ISOLATION AFTER TESTING POSITIVE**

Faculty and staff who test positive will be required to isolate at home and will not be permitted to return to campus until they have met Rhode Island Department of Health guidelines for ending isolation. Learn more at [health.ri.gov/diseases/ncov2019](https://health.ri.gov/diseases/ncov2019).

## **Section 3.6 | Employment during quarantine or isolation**

### **PAID SPECIAL LEAVE**

RISD has implemented “Paid Special Leave,” which provides for up to 10 days of paid leave beyond normal vacation and sick time to address the impact of COVID-19:

- During isolation after testing positive for COVID-19
- During quarantine due to exposure, essential travel or while awaiting test results
- To care for a dependent or household member with COVID-19

Learn more at [hrrisd.wordpress.com](https://hrrisd.wordpress.com) (Search: COVID paid leave).

*NOTE: Isolation/quarantine required as a result of non-essential travel (i.e., vacation) will not qualify for Paid Special Leave and must be covered by other leave types in accordance with RISD policy or by remote work arrangement where feasible and if the employee’s job duties are conducive to working from home.*

### **CAN I WORK DURING ISOLATION OR QUARANTINE?**

If you are well enough to work during isolation or quarantine, you may request remote work arrangements instead of requesting Paid Special Leave. Keep in mind that not all positions and/or job responsibilities are able to be performed remotely and therefore a remote work arrangement may not be possible.

You’ll need to check in with your supervisor regarding:

- Options for remote work in your position, and if remote work is possible
- Performance expectations (what should be accomplished, key projects, tasks, etc.)

## **Section 4 | Community Compliance and Accountability**

All members of the RISD community have an important role to play in keeping our fellow community members safe by doing our part to stop the spread of COVID-19. While we cannot eliminate the risk of COVID-19 completely, we can meaningfully reduce that risk if everyone does their part.

### **Section 4.1 | How to talk to others who aren't physically distancing**

#### **UNDERSTAND THEIR EMOTIONAL NEEDS**

Physical distancing can make us irritable, frustrated, lonely, anxious or bored. Understanding what's motivating someone to disregard health guidelines can better prepare you for speaking with them.

#### **UNDERSTAND THE ROLE OF BIAS AND DISCRIMINATION**

Crises, such as a pandemic, can increase incidents of bias and discrimination against people from historically marginalized communities. For some community members, wearing a mask in public or walking alone can heighten their risk of being targeted. Understanding these dynamics can better help you support others who may be concerned about complying with current public health guidelines.

#### **HAVE A SCRIPT AND START WITH "I" STATEMENTS**

It can be helpful to focus on your own values and experiences and to express that you are coming from a place of care and concern.

*"Hey, I noticed you're not wearing a face covering. Do you want me to help you find one?"*

*"Hey, I'm worried about getting you sick. Can we please stand six (6) feet apart?"*

#### **DRAW A HARD LINE**

Sometimes others need a hard line to help them understand how serious and important these guidelines are. Faculty members may ask students who refuse to comply to leave their classroom and may refer the matter to the coordinator of student conduct for potential disciplinary action. Managers may require that employees who refuse to comply leave for the day. Managers should contact their HR partner regarding pay and other disciplinary implications.

### **Section 4.2 | Reporting violations of expectations, guidelines and policies**

We recognize that some community members may continually ignore the guidelines or that there are instances when lines of authority may make you feel uncomfortable speaking out, such as employee to supervisor.



## **TALK TO SOMEONE ABOUT IT**

If you've already encouraged the offender to follow physical distancing guidelines or you feel uncomfortable doing so, speak first to your supervisor, who can help address the situation.

## **USE THE COVID-19 REPORTING FORM**

If you see repeated offenses, including COVID-related bias incidents, you can formally report a violation of RISD's health guidelines and expectations.

- Only submit serious violations (purposely hosting a large gathering, refusal to wear PPE, etc.) of the Commitment to Community Responsibility.
- Do not report a first-offense failure to wear a cloth face covering or someone who may have accidentally walked too close to another in a hallway.

Observed offenses can be reported at:

[covid.risd.edu/health-self-care/community-compliance](https://covid.risd.edu/health-self-care/community-compliance)

## **Section 4.3 | RISD's policy for non-compliance (repercussions for not following COVID-19 policies)**

Employees who fail to observe COVID-19 workplace expectations, policies and requirements as detailed on [covid.risd.edu](https://covid.risd.edu) and in RISD's required COVID-19 trainings may be subject to progressive corrective action in accordance with applicable faculty and staff disciplinary procedures.

Student failure to observe RISD's COVID-19 protocols, as outlined in the COVID-19 Code of Conduct Addendum, may result in engagement of the formal student conduct process.

Learn more at [hrrisd.wordpress.com](https://hrrisd.wordpress.com) (search: Corrective Action).

## **Section 4.4 | RISD community commitment to health pledge [slide five]**

Members of the RISD community must take steps to stay well, not only for their own sake, but also in order to protect others and promote a safe return to campus for everyone. Because of this, RISD requires community members to take the Community Commitment to Health Pledge to help stop the spread of the COVID-19.

I understand as a member of the RISD community returning to campus in the academic year 2020–21, that I have an important role to play in the health and safety of the whole campus and that I am expected to do my part to stop the spread of COVID-19. I understand that the health and safety measures I am being asked to undertake are necessary to protect the health and safety of others in my community and beyond. I also understand that adherence to these measures is a prerequisite for being on campus and back in studios, shops, classrooms and offices, and I agree to abide by all federal, state, city and RISD policies, requirements and training related to COVID-19.

## **AS AN EMPLOYEE OF RISD, I COMMIT:**

### **Health and self-care**

- To adhering to all public health protocols required by RISD, including daily self-screening and monitoring for symptoms, as part of my service and commitment to protecting my fellow RISD community members.
- To wearing a cloth face covering at all times, either indoors or outdoors.
- To maintaining appropriate physical distance (6 feet/2 meters) from others whenever possible.
- To washing my hands frequently, for at least 20 seconds, throughout each day and before and after interactions with others.
- To keeping a journal or using a mobile application that records my daily contacts, in order to help in tracing.
- To being tested for COVID-19 when first arriving on campus and to any other subsequent testing for COVID-19 as requested by Health Services.

### **Community care**

- To being deliberate with my time and schedule to allow for movement through campus that respects distancing protocols and adheres to requirements for making and keeping appointments.
- To remaining mindful of the responsibility I have to keep others safe in the spaces I occupy by maintaining good COVID-prevention practices.
- To following procedures for entering and exiting campus buildings, which will be indicated on signs near the entrances and exits of campus buildings.
- To using alcohol-based disinfectant wipes provided throughout campus buildings to clean surfaces with which I come into contact, including but not limited to easels, shared equipment and tools, and desks and seats in studios, workshops, classrooms, offices and other common spaces.
- To engaging in constructive, respectful conversation or using appropriate reporting tools or contacting a supervisor if I witness unsafe behavior.
- To keeping myself informed of updates to protocols and policies as communicated in the weekly COVID update email and through other campus-wide platforms, including the [covid.risd.edu](https://covid.risd.edu) website, emails from the president and town hall meetings.

### **Travel and guests**

- To refraining from having guests, including family members, in campus work spaces.
- To following campus guidelines for escorting third-party visitors for work purposes while on campus. (Learn more at: [covid.risd.edu/campus-life/campus-visitors](https://covid.risd.edu/campus-life/campus-visitors).)
- To quarantine as required due to non-essential travel out of state and understand this makes me ineligible for COVID-19 Paid Special Leave.

**Closing statement**

As more information is gathered and known, RISD may modify these guidelines and expectations. I understand that it is my responsibility to make every effort to keep myself informed of these changes to protect myself and the entire RISD community.

RISD's priority is the health, safety and well-being of its students, employees and visitors. I understand and acknowledge that despite reasonable efforts by RISD to mitigate the spread of COVID-19, I may still be exposed to COVID-19 and other infections. In order to reduce my risk of exposure and exposure to others, I commit to being an active participant in maintaining my own health, well-being and safety, as well as the safety of others, by following all the guidelines and expectations outlined by RISD.

# Daily Self Assessment

This survey is a tool based on generally available information related to the coronavirus (COVID-19). It is not intended to provide official medical advice, treatment or diagnosis.

If you have specific medical concerns, you should contact a doctor or other healthcare professional.

## When should this tool be used?

Please complete this screening prior to arriving on campus for the day.

### 1. Do you have any of these symptoms?

Cough	Sore throat
Fatigue	New loss of taste or smell
Shortness of breath	Headache
Fever of 100.4°F (38°C) or higher	Nausea
Feeling feverish (e.g. chills, sweating)	Vomiting
Muscle pain	Diarrhea

Select **NO** if you have any of the symptoms, but the symptoms have a known cause to you (e.g. you have asthma, COPD, chronic sinusitis, or another condition).

**YES** or **NO**

### 2. Have you had close-contact with:

- A person diagnosed with COVID-19 or
- A person who has a pending COVID-19 test result?

*Note: close-contact is defined as being closer than 6 feet (2 meters), for longer than 15 minutes.*

**YES** or **NO**

### 3. Are you under a quarantine or isolation order due to recent travel, or from a healthcare provider or government agency?

See <https://health.ri.gov/covid/travel/>

**YES** or **NO**

**If you answered YES to any of the above questions:**

- Don't report to work on campus.
- Please contact a primary care provider.
- Notify your Manager, Supervisor or Department Head of your absence.

For further information, contact Human Resources at [humres@risd.edu](mailto:humres@risd.edu) or call 401-454-6606.

**If you answered NO to all the above questions:**

You may come onto campus today.

As a reminder: while you're on a campus it is crucial that you continue your efforts to reduce the risk of COVID-19 exposure for our entire community:

- Wear a face covering
- Wash your hands for 20 seconds with soap and water
- Maintain physical distancing

Thank you.

By taking this self assessment every day you show care for the RISD community.

**PLEASE REPEAT THIS ASSESSMENT EVERY DAY PRIOR TO ARRIVAL ON CAMPUS.**