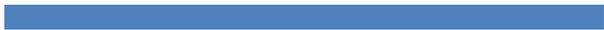




# COVID-19 Policies and Guidelines



Cummings School  
of Veterinary Medicine



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## Criteria and Conditions for a Staged Return to Campus

Plan as of **November 9, 2020** (subject to updating)

The COVID-19 pandemic reached Massachusetts in early March 2020. The response of Tufts University and Cummings School of Veterinary Medicine entailed:

- sending all students home and moving teaching to remote delivery
- having all employees not essential to maintenance of campus infrastructure, maintenance of research resources, conduct of exempted and COVID-19 related research, and delivery of essential and emergency care in our hospitals and clinics work from home and/or remain off-campus.
- permitting employees to self-identify as vulnerable (“high-risk”) or living with someone who was vulnerable, and not including them with our essential business continuity employees.
- instituting policies and practices to protect employees continuing to work on site.

The peak of the first wave of the pandemic occurred in April in Massachusetts and we are planning for a staged return to campus that will allow for controlled increases in clinical activity, engagement of final year students in clinical rotations, an increase in on-campus research activity, and a return of master’s and DVM students for the fall term.

We must do this in a thoughtful way that protects the health of our employees, our students, and our clients. Our goal is to prevent or minimize the transmission of SARS-CoV-2 within our community and between our clients and members of our community. The science around COVID-19 continues to evolve, as does the environment in which we operate. This means that our protocols and practices must continue to evolve as the course of the COVID-19 pandemic unfolds.

The plans set out will not eliminate risk of transmission within the Cummings community, but they are intended to reduce it as low as reasonably possible. On the other hand, people may be exposed in the broader community and may develop COVID-19. This does not mean that they were infected on campus. Recent reports out of New York reflect our experience. The prevalence of COVID-19 infection in frontline workers who are taking precautions, was less than in the general population in New York. It is important for employees and students to understand that working on campus is only one of the possible sources of infection. Presence of COVID-19 in the Cummings Community will not reflect a failure of protocols, but evidence of transmission on our campuses would.

This document outlines the criteria and conditions for a staged return to campus. For the purposes of this document, campus refers to the Grafton campus, the Woodstock campus, and Tufts at Tech. It is also expected that the principles will apply to Tufts VETS.

In preparing these plans, it was assumed that we are planning for the presence of significant occurrence of COVID-19 until the end of April 2021. Depending on what actually happens, the guidelines presented may be relaxed or extended. This decision will be made by the dean, following consultation with internal groups and appropriate consideration of any relevant university or regional decisions. **All decisions and recommendations will be considered flexible and subject to change.**

**The plan balances the health and safety of employees and students** with consequences of on-going restrictions on activities. It aligns with the four principles articulated in the Commonwealth's guide to reopening Massachusetts (<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>):

- **Protect the health and safety of students, faculty, staff and people in surrounding communities.**
- **Enable students to make meaningful progress towards their educational goals.**
- **Contribute to research and innovation.**
- **Minimize adverse economic impact on families, employees and the Massachusetts economy.**

Our plans also align with the various CDC documents and guidelines that have been produced over the preceding months. It is our intention that our guidelines, protocols, and policies align, at a minimum, with the latest guidance from the CDC and the government of Massachusetts, and the Department of Public Health. **Success** in implementing the plans **relies on the cooperation, flexibility, teamwork, and excellence of the whole Cummings community. An important component of planning will be caring for the mental health and wellness of all employees and trainees.**

#### Establishment of Policies and Procedures to Manage Response to COVID-19 and its Risk

It is essential that the Cummings community understands the risks and the practices that need to be followed to contain and mitigate transmission. Clear policies must be in place and must be communicated effectively to our community. **Appendix 1** outlines the various groups that

are providing advice and determining protocols. All policies and activities that effect academic programming directly must be approved by the Curriculum Committee and the Executive Faculty Board (EFB). Any changes in policy related to the areas outlined in the Faculty Handbook must also be approved by Executive Faculty Board.

Operational policies and practices related to health and safety, on the other hand, must be developed by different bodies to ensure appropriate safety standards and protocols are in place. These are normally developed and approved within various administrative units, or at the School level. Under normal circumstances, School level policies that have a significant impact on academic and research programs would be approved by EFB. During the COVID-19 pandemic, however, such policies are approved by the Dean, following input from the various groups and committees. These policies and procedures must also be in alignment with the relevant University-wide policies and procedures, whether pre-existing or established during the pandemic.

#### A Staged Return to Campus

Cummings School will take a thoughtful, careful staged approach to returning to campus. The approach will align with university, Commonwealth, and appropriate health authority guidelines, but will consider these minimum standards to be met.

<b>Mass. Phases</b>	<b>University Phases</b>	<b>Cummings Stages</b>	<b>General Description</b>	<b>Dates</b>
1: Start	1A	1 Preparatory	Limited Increase in Clinical, Diagnostic, and Research Activities	Entered on May 20, 2020
2: Cautious	I	2 Preparatory	Clinical Rotations, Externships and Research Activities	Entered on June 8, 2020
3: Vigilant	II	3 Reopening	Modified On-campus Teaching	Aug 17, 2020
4: New normal	III	4 New Normal	New Normal Programming	Fall, 2021

As outlined in the following sections, criteria for starting and continuing any stage in our plan are laid out. We will only move to the next stage if the criteria have been met and we are convinced that it is appropriate to advance.

### Assumptions and Guidelines Regarding Risk

The following assumptions underlie the development of the criteria and conditions for a staged return to campus and how we manage risk. They cannot be quantified, but they can guide decisions.

<b>Increases Risk</b>	<b>Decreases Risk</b>
High and/or increasing level of community spread in the region	Low and/or decreasing level of community spread in the region
Lack of population immunity and/or vaccine	Presence of population immunity and/or vaccine
Diagnostic testing not available; low sensitivity & specificity	Rapid diagnostic testing available; high specificity and sensitivity
Failure to rapidly isolate individuals with suspect or diagnosed COVID-19 and to properly trace and self-quarantine individuals in close contact.	Rapid isolation from campus individuals with suspected or diagnosed COVID-19, contract tracing, and taking appropriate action.
Close contact between individuals (esp. if sick or asymptomatic): defined as < 6 feet, for > 15 min	Not being within 6 feet of any individual, and if you are, limiting exposure time as much as possible.
Mixing or meeting more individuals in different circumstances & different groups	Limiting interactions with different groups and people
Failure to follow principles of physical distancing and personal health hygiene	Careful attention to physical distancing and personal health hygiene
Lack of or failure to use PPE appropriately	Appropriate use of PPE
Large groups (>50)	Keeping group interactions limited and small
No diagnostic or screening testing	Rapid diagnostic and screening testing, on a regular basis
Presence of high-risk and vulnerable populations on-campus (risk of serious outcome, not incidence)	Quarantine off-campus high-risk and vulnerable individuals (decreases risk of serious outcome, not incidence)
Individuals come to campus when ill, regardless of signs.	Individuals do not come to campus when ill, and appropriately quarantine off-campus.
No common point of contact and clear procedures to monitor illness, cases and quarantine/isolation requirements.	Central point of contact and clear procedures to monitor illness, cases, and quarantine/isolation requirements.
Poor communication of policies, practices, and information	Effective communication of policies, practices, and information.
Direct, unprotected interaction with clients and visitors to campus	Physical distancing and appropriate PPE for interactions with clients
No appropriate quarantine location and support for students who are sick	Appropriate quarantine location and support for students

## Cummings Community Staged Return to Campus

### Criteria Used to Determine Entering Stages 1 – 3

The four stages in the return to campus will have specific criteria for determining if we enter a stage. During each stage, there will be specific conditions that must be met. The first two stages are considered preparatory (Stages 1 and 2), with Stage 3 considered to be the reopening of the campus.

The following criteria must be met at each stage:

- No stay-at-home or shelter-in-place orders in place in Massachusetts.
- No restrictions on campus or other activities from the government.
- Evidence of a significant, steady decline in new cases over the previous two weeks
  - Determined by consideration of the following metrics: number of new cases/day; rolling 3 day average of new cases; number of tests per day; per cent positive tests per day; number of hospitalizations per day; number of deaths per day.
  - Once case numbers are low (less than ~250 per day), an on-going decline over the previous two weeks may not be required. Rather, a steady incidence rate will be considered sufficient.
- No sustained surge in cases following lifting of any stay-at-home advisories in Massachusetts.
- No increase in cases diagnosed among employees and students, or evidence of on-campus transmission (through cases in traced contacts) at Cummings School of Veterinary Medicine.
- **Access to sufficient and appropriate PPE** (See **Appendix 2** for details on requirements and use of PPE).
- Access to rapid PCR-based diagnostic testing. Ability to have anyone with symptoms that could be COVID-19 tested with a short turn-around time is important to manage containment and mitigation (see **Appendix 3** for containment and mitigation strategies). Regular testing has been implemented in accordance with Tufts University guidance. Rapid antigen-based testing has a high rate of false negatives (exact % is not clear). It is considered definitive if positive, but negatives cannot be used to determine if an individual is free of coronavirus. Antibody testing is only useful for determination of previous infection and cannot be used to assess current coronavirus status.
- Availability of cleaning/sanitizing supplies
- Facilities adaptations completed if required and relevant to the Stage.

- Required management plans in places.
- Appropriate policies and communications in place and being followed.

The decision to enter a Stage shall be made by the dean, on the advice of the Cummings COVID-19 Coordinating Group (CCCG), and in accordance with any over-arching university guidelines. All plans at the level of operational units must be signed off by the dean.

#### General Requirements Until April 30, 2021

1. All requirements for PPE must be followed in Stages 1 – 3 (**Appendix 2**)
  - a. A minimum of non-medical grade face mask must be worn at all times on campus, unless in a single, private office.
  - b. For extended interactions requiring individuals to work in close proximity, the addition of eye protection in the form of a face shield or goggles is strongly recommended (must be worn with a mask). The use of a face shield when wearing cloth or non-medical grade masks is preferred.
  - c. Enhanced requirements for PPE are outlined in the Appendix.
2. All containment and mitigation strategies must be followed in Stages 1 – 3 (Appendix 3).
  - a. This includes physical distancing, personal health hygiene, and monitoring temperature twice daily (one of which must be before coming to campus).
  - b. All requirements around use of spaces must be followed, including respecting physical distances in the space, maximum room occupancy requirements, and furniture arrangements (**Appendix 3**).
  - c. Sick employees and students are not to come to campus or are to leave immediately if they become ill on campus. They should report through Cummings School's established reporting system and follow all directions regarding isolating from campus. They must contact their health care provider and follow any instructions provided. These instructions are to be communicated to the School. (**Appendix 3**)
  - d. Elms Café eating area is now open on a limited basis for in-person dining. No shared food (e.g. pizzas, candy bowls, etc.) will be permitted until further notice. Takeout food will be available.
  - e. Only one person in an elevator at a time.
  - f. Stair wells will be labelled up and down. Please follow the directions.
3. School business meetings should be held by web conference whenever possible. In person meetings should be limited and 6 feet of distancing must be respected. No meetings over ten people are permitted.

4. University-sponsored or organized student and employee social events will not be permitted on or off-campus. Extra-curricular educational activities that have been approved by the relevant academic office and the dean may be permitted.
5. No public events or events with guests will be held on campus until May 1, 2021 without sign-off by the dean.
6. Cummings School of Veterinary Medicine faculty and staff shall not organize or offer in-person or off-campus events. Only the dean may approve well-justified exceptions.
7. All faculty, staff, and students must follow any specific university-related travel guidelines issued by Massachusetts, Tufts University, and Cummings School that will be in place until April 30, 2021
  - a. As of July 1, Tufts University no longer has a strict no university-associated travel in place for faculty and staff. However, all non-essential travel is discouraged.
  - b. Student international travel remains prohibited by Cummings School until August 30<sup>th</sup>, 2020 and it is very likely this will be extended.
  - c. As of July 20, 2020, self-quarantine is not required if individuals travel to a designated list of lower-risk states (<https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->) However, if traveling leads to engagement in risk of high exposure activities (attendance at group gatherings, frequent eating inside restaurants, lack of ability to maintain social distance, sharing accommodations with individual outside of your normal circle, attendance at conferences, etc), a stay-off-campus request may be issued.
  - d. When traveling by public conveyance or attending any group events (currently defined as greater than 10 people), faculty, staff, and students should report the travel or attendance to the School. A 14-day stay-off-campus request may be issued.
8. We will work to maintain the number of faculty, staff, and students on campus as low as possible, with only those required to deliver programs and/or not able to complete their work from home being present on campus. Some employees may spend part of their work week on campus and part of their week working from home. Faculty and staff are to continue working from home as much as possible. Faculty and staff are expected to return to work on campus as required to deliver Cummings School programs. See **Appendix 4** (faculty) and **Appendix 5** (staff) for details. These will be updated in accordance with the needs and expectations of the school.
9. Faculty, staff, and students considered vulnerable or at high-risk because of age should consult with their health care provider. In cooperation with the Office of Equal Opportunity, we will work with the employee to create, to the best of our ability, a reasonably safe working environment, on campus or at home, and a set of job

responsibilities that meets the needs of Cummings School. This includes providing N95 masks and other PPE, when available.

10. Each clinic, hospital, and teaching session must develop an operational plan that is consistent with the containment and mitigation plans.

### Programming at the Different Stages

#### **Stage 1: Limited Increase in Clinical, Diagnostic, and Research Activities**

The duration of the pandemic has led to an increase in the number of essential cases being presented to our clinics and hospitals. As the seasons progress, delivery of essential preventive medicine is becoming more important. Delaying provision of care to animals means that providing veterinary care eventually becomes essential. Increased activity outside of homes is leading to an increase in emergency cases presented to our clinics (e.g. more hit-by-cars) and an increase in sick and injured wildlife. To maintain research continuity, it will become essential to start up limited activity, particularly for very important, time-sensitive externally funded research. Veterinary care and biomedical research are both considered essential activities by the Commonwealth.

Stage 1 focuses on continuing these essential activities and supporting the increased activity associated with limited increases in clinical, diagnostic, and research activities. Stage 1 is preparatory to accepting fourth year clinical students in Stage 2 and in preparing for a partial reopening of campus in Stage 3.

Stage 1 will have two separate programmatic themes:

- **1A: Increase in veterinary clinical services to manage increased essential and emergency care in our hospitals/clinics and associated increase in diagnostic services**
  - Individualized plans for clinics and services are to be developed and approved in advance of entering Stage 1. Only modest increases in clinical caseload will be permitted. This will be service and clinic dependent and must align with the staffing and operational capabilities of clinic/hospital. It is anticipated that the maximum increase would be approximately 25% of the usual caseload and this may occur in a stepwise fashion.
  - Clients are still to remain outside all buildings and PPE criteria will remain in place until such time as determined otherwise by the CCCG.
  - Increased clinic staffing to manage increased caseload/rotation teaching

- Clin path expected to increase staffing to match increased hospital case load. Biopsy service will continue. No necropsies to be performed, unless considered necessary for legal reasons or for a population level problem.
  
- **1B: Increase in research in individual laboratories**
  - Starting 1B will be in conjunction with approved start dates from the University.
  - Please consult with Vice-Provost for Research website and the Associate Dean of Research and Graduate Education for updated policies.
  - Clinical research will continue under specific guidelines
  - Important, external grant-funded research that is time sensitive and can be conducted in individual laboratories or work areas while respecting physical distancing will be permitted first (**Appendix 9**).
  - Limited studies with animals already on campus may be approved if a suitable plan and capacity to manage are in place.
  - There must be an approved individual lab management plan in place
  - Only faculty, postdoctoral fellows, and technical support staff permitted on campus during Stage 1.

**Employees who can complete the majority of their work from home will continue to do so. Employees who are needed to support increased functions on campus will be asked to return according to scheduled needs.** The essential work force will be expanded to meet the new demands. Students will not be permitted to return for academic programs in Stage 1. Faculty and staff should consult **Appendices 4 & 5** for guidance.

### **Stage 2: Clinical Rotations, Externships and Research Activities**

The dean on the advice of CCCG will make the decision to enter Stage 2. There can have been no increase in cases of COVID-19 on campus that are traced to on-site transmission or entry to Stage 2 will be delayed. There must be adequate PPE available. The remainder of conditions outlined for Stage 1 must still be met.

Employees who can complete the majority of their work from home will continue to do so. Employees who are needed to support increased essential functions on campus will be asked to return according to scheduled needs.

Students enrolled in the final year of the DVM program will be permitted to return to campus for clinical rotations. Students in the DVM program and in the master's programs will be allowed to engage in externships under specific requirements. Students must complete an educational program explaining operations and health and safety measure that must be followed by all students. Residents and other advanced clinical trainees may be permitted to participate in external training experiences under the same conditions and requirements as professional and graduate students.

Students and employees who may be high-risk or vulnerable should seek advice from their primary care physician with regards to best practices for engaging in clinics and/or returning to campus. If medical advice is not to return, they should apply for a Medical Leave. When medically indicated, Cummings School will supply N95 respirators, if available. It is important to recognize that availability of N95 respirators is limited and Cummings School cannot guarantee being able to supply them on every occasion.

- **2A: Fourth-year students – clinical rotations and externships**
  - Clinics/hospitals/services maintain number and breadth of essential and emergency cases as in Stage 1
  - Rotation/hospital/clinic must have a plan that aligns with conditions
    - Review by hospital/hospital directors, dean for service activity
      - Will be reviewed with hospital/clinic directors and the dean.
      - Approved by the dean. Plans are included in **Appendix 6**.
    - Rotation plans submitted to OAA by May 14, 2020
      - Curriculum Committee to review
      - Signed off by dean after approval by ADAA
  - Fourth-year DVM clinical rotations and externships to resume, pending approval of individual plans by hospital/clinic director, ADAA, dean
  - Externships are permitted when conditions at the clinical site meet our established criteria with regards to COVID-19 in the area and must have appropriate health and safety practices in place.
  - Any and all travel restrictions, state quarantine, and Cummings School off-campus requirements must be followed.
  
- **2B: Research ramp-up, including animal research**
  - Clinical research will continue under current guidelines

- Limited incoming animals based on ability of Laboratory Animal Medicine Services (LAMS) to manage with staffing model and LAMS operational model.
  - Animal orders will be accepted prior to Stage 2 provided we are committed.
  - Research conducted in individual laboratories with approval
    - Same conditions as Phase 1 but all funded research (not just external)
  - No research involving face-to-face contact with public
  - Must meet specific requirements and follow strict protocols
  - PhD graduate students working in laboratories may return
  - Plans submitted to the Office of Research and Graduate Education.
- **2C: Externships for graduate students and advanced clinical trainees**
    - Externships may be permitted when conditions at the externship site meet our established criteria with regards to COVID-19 in the area and must have appropriate health and safety practices in place.
    - Any and all travel restrictions, state quarantine, and Cummings School off-campus requirements must be followed.
    - Not to start any sooner than July 1<sup>st</sup> and only after approval by the Associate Dean of Research and Graduate Education, with sign-off by the dean.
  - **2D: Targeted increase in non-essential, elective caseload in hospitals/clinics in second half of Stage 2 in preparation for campus reopening in Stage 3**
    - This will be reviewed by July 15<sup>th</sup>, 2020 to determine if further increases in caseload are indicated and can be managed.

### **Stage 3: Campus Reopening for Modified On-campus Teaching**

Stage 3 is the reopening of campus for modified on-campus teaching. The decision to enter Stage 3 will be made by dean, on the advice of the CCCG. Entering Stage 3 will be contingent on no significant increase in cases in Massachusetts, no current stay-at-home advisories, and no clear upward trend in cases on campus resulting from on-site transmission.

All protocols for PPE and containment and mitigation strategies outlined in the appendices will remain in place unless the situation in Massachusetts has changed dramatically for the better.

**It is particularly important to respect the containment and mitigation requirements. The restrictions on room use, numbers of people, access to classroom space, and restrictions on**

**travel around campus are very important. Designated room use, restrictions on numbers of people, seating layouts, and other specific criteria have been posted on each room.**

Employees who can complete the majority of their work from home will continue to do so. Employees who are needed to support increased functions on campus will be asked to return according to scheduled needs.

DVM students and master's student will be permitted to return to campus. Students must complete an educational program explaining operations and health and safety measures that must be followed by all students.

If it is not possible to enter Stage 3 based on current conditions, then course delivery will start remotely with the plan to move to on-campus delivery when the conditions are appropriate. This would most likely involve a re-scheduling of courses so that didactic material can be delivered at the beginning of the academic term, with laboratories occurring once return to campus is possible.

- **3A: staged return of additional staff as situation and needs dictate**
  - 3A will be a slow increase and will start one to two weeks prior to 3B
    - Anticipated to start on Aug. 1, 2020.
  - Faculty working in single offices may return to prepare for the academic year.
  - Staff whose job functions from home are very difficult or who are required for essential functions if students return may return with approval from the dean.
  
- **3B: Small group teaching: <25-30 per class; social distancing possible**
  - Return of DVM and graduate students in accordance with their program start dates
  - Classes will be assigned to specific classrooms. Students will be asked to remain located in that building for the duration of the semester and not to co-mingle with other classes except when necessary.
  - Classes sizes will be targeted to be less than 25, but classes up to 50 may be considered if physical distancing can be maintained. This decision will be finalized in early August 2020 depending on the current status of the COVID-19 pandemic.

– **General**

- Increased research activity will occur, with continued attention to physical distancing.
- Provided caseload management in the hospital is not overwhelming staff, recruitment of controls for clinical trials and launch of new clinical trials or studies will be permitted.
- Increased animal research will be permitted as LAMS staffing returns to normal rotations.

**Stage 4: New Normal Programming**

No planning for Stage 4 is currently underway. Stage 4 will reflect a return towards normal activity. This will be dependent on the creation of a vaccine, identification of cost-effective treatments, or the natural waning of the virus. None of this is currently predictable. Based on current predictions, we anticipate that Stage 4 will not occur earlier than September 2021.

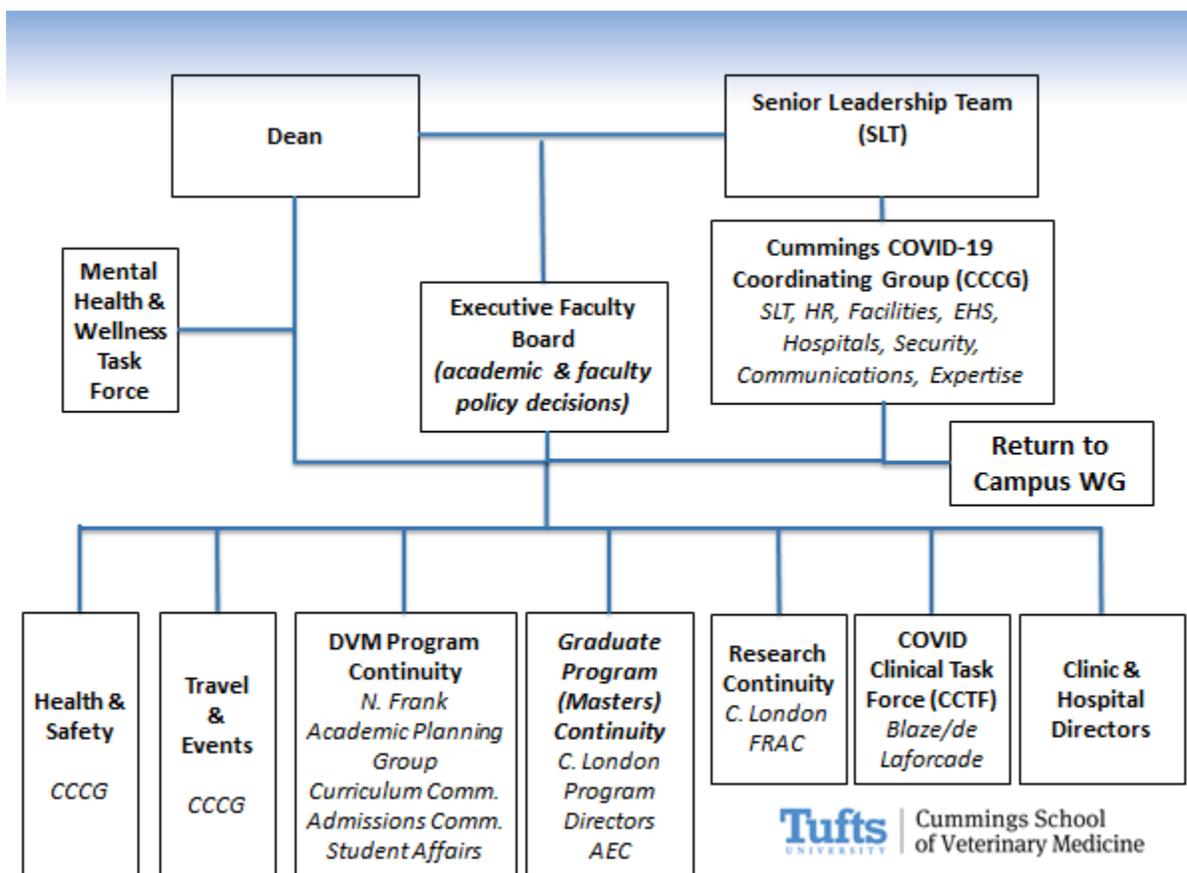
**Summary**

This plan outlines a staged return to campus, during which we will work to mitigate the risk of transmission of SARS-CoV-2 (COVID-19) at Cummings School. We will establish guidelines to protect students when they are on externships and implement safeguards for when they return to campus.

Any concerns or questions regarding this plan should be forwarded to Dean Alastair Cribb (Alastair.cribb@tufts.edu).

Appendix 1

**COVID-19 OVERSIGHT COMMITTEES**



## Appendix 2

### **Policy on Personal Protective Equipment Related to COVID-19**

(July 31, 2020)

**PURPOSE:** The purpose of this policy is to describe the requirement for and use of personal protective equipment (PPE) at Cummings School of Veterinary Medicine during the occurrence of significant cases of COVID-19 in Massachusetts. The use of PPE does not diminish the requirement for proper personal health hygiene, physical distancing, illness reporting and monitoring, and other mitigation and containment strategies.

(Note: these policies do not supersede any policies or SOPs in the New England Regional Biosafety Laboratory, or any procedures requiring additional PPE).

#### PRIMARY CONSIDERATIONS

<b>SUMMARY OF KEY POLICIES</b>
<p><b>1. ALL PERSONNEL and anyone coming onto the Cummings School campuses or on any Cummings School related activity <u>must wear a mask at all times</u> on campus. The minimum acceptable mask is a cloth mask that meets the CDC guidelines, but it is preferred that everyone wear the 3-ply disposable masks provided by the university. Masks must adequately cover the mouth and nose and fit snugly to the face.</b></p>
<p><b>2. It is strongly recommended that appropriate eye protection, in addition to masks, be worn when working within six feet for extended periods of time (&gt;15 minutes).</b> There may be exceptions to this during specific activities such as surgery or other interventional procedures when eye protection interferes with the ability to carry out the activity or compromises personal safety.</p>
<p><b>3. Gloves are not required on a routine basis.</b></p>

PPE is intended to be used in concert with all other mitigation measures outlined in the Guidelines for Containment and Mitigation of COVID-19. Physical distancing, personal health hygiene, and other behavior modifications are essential and should be adhered to at all times. It is now recognized, however, that wearing of non-medical grade (NMG) face masks may reduce transmission, even when physical distancing is practiced. We should **always minimize the time we spend less than 6 feet from another person**. In veterinary medicine, as in other health professions, working and learning within the recommended 6 feet of physical distancing is necessary at certain times. When it is necessary to work within 6 feet of each other, the use of PPE will enhance safety. Non-peer-reviewed data obtained in the United States supports the concept that use of non-medical grade face masks (e.g. cloth and disposable masks) and other appropriate PPE can reduce transmission in the general population. Eye protection (goggles, shields) may reduce transmission via droplets through the conjunctiva.

## PPE REQUIREMENTS

The PPE requirements outlined in this policy are **MANDATORY**. The final authority for implementation is the dean.

The critical process in ensuring compliance is education and moral suasion. We should all engage in the appropriate behavior such that it is socially unacceptable for someone not to comply. Immediate peer feedback is the first approach to increase compliance. Requesting support from immediate supervisors or chairs is the next step.

We will also establish an anonymous reporting system for non-compliance. Reports will be monitored and provided to the relevant individual for action (listed below):

1. DVM students – Associate Dean for Academic Affairs.
2. Graduate students – Associate Dean for Research and Graduate Education
3. Hospital/clinic/LAMS staff – Relevant Director
4. Department and research staff – Relevant Chair
5. Administrative staff, tenants – Executive Associate Dean
6. Senior Leadership Team and Administrators – Dean

In the event that an individual repeatedly fails to comply (e.g. a third request or warning), putting themselves or others at risk, the matters should be brought to the Dean who will determine the appropriate next steps in consultation with the relevant individual from the list above.

## FACE MASKS, FACE SHIELDS, AND/OR EYE PROTECTION

1. For the purposes of this document only, non-medical grade (NMG) face coverings are included with PPE.
2. This policy does not modify any identified needs for masks related to specific activities in clinics or research laboratories, such as surgical procedures, or BSL 2/BSL 3 protocols.
3. **ALL PERSONNEL and anyone coming onto the Cummings School campuses or on any Cummings School related activity must wear a NMG face mask, a surgical mask, or a respirator (e.g. N95, KN95, P100, PAPR) at all times that they are in an indoor public space and when outdoors within six feet of another person, unless a medical exemption is provided.**
  - a. At the time of writing, Massachusetts requires all individuals to wear a face mask or a cloth face covering in public indoor and outdoor places at all times, which includes indoors and outdoors on campus, except when in a private office or when eating and drinking at an appropriate social distance.
  - b. Masks may be removed to drink and eat, but a minimum six-foot distance must be maintained (or other physical barrier must be present) from other people.
  - c. The dean is responsible for authorising any changes in required mask use guidelines.
  - d. Cummings School requires use of NMG masks (see below; includes cloth and NMG disposable masks) as a routine mitigation measure. It does not accept cloth face coverings such as bandanas, scarves, or extended neck coverings.

- e. Tufts university will supply all employees and students with 3-ply NMG disposable masks, to be used at a rate of 1 per day. Only masks for days on campus will be provided.
  - f. Employees or students who wish to use non-medical grade cloth masks will be provided with three cloth face masks which they are responsible for maintaining and washing after each day of use. They may also use their own. These must adequately cover the face and nose, be a minimum of 2 layers of material, and fit snugly to the face.
    - i. Employees and students may provide their own cloth masks, but they must at a minimum meet the CDC requirements. See below for details.
  - g. If an employee or student cannot wear a mask on an extended basis as a mitigation measure, they may be excused with a medical note. This may only be approved by the dean, associate dean for academic affairs, or associate dean for research and graduate education. Alternative protective mechanisms will be required. The normal approved alternative protective mechanism will be wearing of a face shield at all times and, if it can be tolerated, an alternative looser fitting cloth face covering. In accordance with Tufts policy, a face shield cannot routinely be used to replace a face mask.
  - h. Employees who require the use of a respirator (e.g. N95 mask) for health reasons must provide a medical documentation through Human Resources. Students should provide the Office of Academic Affairs or the Graduate Program manager with these documents.
  - i. Any style of face mask provided by the university will meet the CDC's performance requirements, if they are available.
4. **When working within 6 feet for extended periods of time (>15 min), eye (face) protection must also be worn in addition to an appropriate face mask.** The exception to this may be for the primary and first assistant surgeons when eye wear interferes with the ability to carry out the activity. (see Eye Protection section for details.)

#### 5. USE OF A FACE MASK

- a. It is important to use a face mask properly for it to be effective in mitigation.
- b. Masks must be worn to cover the mouth and nose at all times.
- c. Masks should fit reasonably snugly to the face. N95 respirators must be fit tested (see N95 section for details on fit testing).
- d. Wash your hands prior to and after either putting on or taking off a face mask.
- e. Wash your hands prior to and after adjusting the mouth or nose area of a face mask.
- f. Avoid touching the actual mask – use the strings or ear loops to handle the mask. Avoid touching the inner and outer surfaces.
- g. Do not put a used face mask down on any common use area. Masks should be left around the wearer's neck during the day if removed for any reason (e.g. eating)
- h. Disposable masks should be worn for a maximum of one day only or until wet or dirty. They should immediately be disposed of in a proper trash receptacle.

- i. Cloth masks should be washed at least once a day and should be changed any time they are wet or dirty.
- j. Masks with one-way exhalation valves are not acceptable.
- k. If an exemption is required for a specific activity, it must be approved by the relevant supervisor, the relevant area director, and by the dean. In all cases, an alternative form of protective face covering, or specific requirements related to physical distancing, isolation, and/or disinfection must be in place before it will be approved.

## 6. NON-MEDICAL GRADE MASKS (NMG MASKS)

- a. NMG masks refers to a purpose-produced mask that covers the mouth and nose.
  - i. NMG masks include cloth masks and NMG disposable masks. (Note: CDC includes cloth masks under cloth face coverings, but common usage is “cloth face mask”.)
  - ii. NMG-disposable masks may be used. Minimum 2-ply, 3-ply preferred.
- b. Cummings School will provide either 3-ply disposable NMG masks or 3 cloth masks.
- c. NMG masks are to be worn as a routine mitigation measure. The purpose of NMG masks is to reduce the risk of asymptomatic carriers spreading respiratory droplets that could infect other people.
- d. NMG masks are not intended to protect the wearer, although they may provide some protection. As a result, they are not to be worn when SARS-CoV-2 is known to be present or has a reasonable probability of being present.
- e. NMG masks do not replace surgical or procedure masks or respirators when those are indicated by the nature of the activity.
- f. Employees and students were initially provided with three cloth face masks. However, after August 1, 2020 Tufts University will provide NMG 3-ply disposable masks for use by all employees and students.
  - i. Employees or students who wish to use cloth masks instead of disposable masks may request cloth masks from Cummings School or they may provide their own. Cloth masks must adequately cover the face and nose, be a minimum of 2 layers of material, and fit snugly to the face. Please see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
  - ii. **Cloth (or disposable) masks should not have any attachment, treatment, or stitching that impacts the integrity of the layers that cover the mouth or nose.**
  - iii. **NMG masks that do not appropriately cover, stay in place, or fit snugly will not be permitted.**
- g. Masks should be changed if they become dirty or wet during the day.

- h. In research labs, where taking home of materials for washing is not permitted under biosafety regulations, NMG disposable masks (minimum 2-ply, 3-ply preferred) must be worn at a minimum. Procedure or surgical masks may be worn if available and must be worn if indicated by the activity. If you are wearing an NMG disposable mask in the lab, it should be discarded, and you must wear another disposable mask or a cloth mask upon exiting.
- i. Surgical masks and N95 respirators should not be worn when NMG masks are acceptable, because of on-going limitations in PPE supplies. We may permit surgical masks once the supply chain improves globally.
- j. Students and employees may use either disposable, non-medical grade masks or cloth masks for routine wear when an NMG mask is indicated.
- k. NMG masks are **required at all times in indoor public spaces and not just when you are in the presence of another person.**
  - i. Individuals in a single, private office are encouraged but not required to wear a face covering if they are alone and their door is closed.
  - ii. Individuals who are alone in their own personal vehicle do not need to wear a mask while driving on or off campus.
  - iii. Individuals who are in a school vehicle that may be used or contain other Cummings employees or students must wear a face covering at all times, unless the cab will be disinfected prior to another individual entering or using the vehicle. Face coverings must always be worn if more than one person is in the vehicle.
  - iv. When possible, limit vehicles to two people and physically distance as much as possible within the vehicle.

## 7. SURGICAL MASKS

- a. Because of on-going limitations in availability of surgical and procedure masks and the CDC guidelines that they be preserved for use in the health care system, use is limited to situations with specific requirements.
- b. When surgical masks are required, they will be provided by the school.
- c. Surgical masks (Level 1) are used in certain veterinary procedures (teaching, clinical or research) to protect the patient and will continue to be used for those purposes.
- d. Procedural masks (Level 1 - 3) are used during dentistry (teaching, clinical, or research) and other procedures to protect the wearer and will continue to be used for this purpose.
- e. Surgical masks or respirators (N95 respirators) may be required according to specific clinic or research protocols for enhanced protection.
  - i. Please refer to specific hospital/clinic or research protocols for use.
  - ii. Normally, one mask will be provided per day or per four hours of use.

- f. Additional eye protection (e.g. goggles or face shield) are highly recommended during the COVID-19 pandemic when people are carrying out procedures requiring surgical masks and working in close proximity (< 6 feet) for consistent, extended periods of time (15 minutes). However, given that they may interfere with surgical procedures or provide safety hazards when working with large animals, they are not mandatory for the primary clinician or diagnostician and relevant assistants.
  - i. The primary default is always physical distancing and even when surgical masks are worn, efforts to maintain physical distance should still be in place.
  - ii. Intermittent periods of proximity over an extended time do not require use of surgical masks.

## 8. N95 AND P100 RESPIRATORS

- a. N95 or equivalent respirators should not be used for routine face coverings unless medically indicated. This is to preserve N95 respirator supply for required internal and health care system use.
- b. All respirators with exhalation valves, including N95 respirators, do not meet the requirements of this policy, because the exhalation valve allows unfiltered exhaled air to be released.
- c. N95 respirators may be required in specific situations according to clinic and/or hospital protocols, or research protocols
  - i. These protocols must be followed when in place
  - ii. Cummings School will provide N95 respirators or an alternative, when required
- d. N95 respirators must be properly fit-tested and individuals must have medical clearance evaluation prior to use. Please see Tufts Respiratory Protection Program at [https://viceprovost.tufts.edu/ehs/files/Respiratory-Protection-Program-05.01.2020\\_Final-1.pdf](https://viceprovost.tufts.edu/ehs/files/Respiratory-Protection-Program-05.01.2020_Final-1.pdf).
  - i. Contact Tufts EHS (Environmental Health and Safety) Chris Rock for fit testing
- e. Employees and students with documented medical concerns that place them at higher risk of becoming infected with COVID-19 will be provided with N-95 respirators.
  - i. Employees should contact Human Resources for an assessment.
  - ii. Students should submit medical documentation to Assistant Dean Barbara Berman.
- f. Tufts University also recommends obtaining medical clearance before voluntary (i.e. not required for medical or use reasons and not supplied by Cummings School) use of N95 or P100 disposable one-piece respirators. Contact TEHS for guidance.
- g. **Employee or students whose only use of respirators involves the voluntary use of respirators (See 29 CFR 1910.134(c)(2)(ii)).** Those employees or students must be provided with the information specified in OSHA's 1910.134 Respiratory Protection standard Appendix D of the standard (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard.

## 9. EYE PROTECTION: FACE SHIELDS OR GOGGLES

- a. **When working within six feet for extended periods of time (>15 minutes), eye-protection is strongly recommended, in addition to a face mask. If an interaction is anticipated to last more than a few minutes, eye protection should be put on prior to starting.**
  - i. If wearing a cloth mask or NMG disposable mask, the best eye-protection/face-protection is a face shield.
  - ii. If wearing a surgical or N95 mask, goggles that fit closely to the face may be sufficient, instead of a face shield
  - iii. Students and faculty should wear eye-protection in anatomy laboratories, clinical skills laboratories, and other situations where close-contact is anticipated.
- b. **For surgery, interventional procedures, and some diagnostic procedures, wearing of additional eye protection or face shields may interfere with the activity. In these situations, individuals directly involved in the activity may choose not to wear additional protective eyewear.** Other faculty, staff, or students within 6 feet not directly engaged in the activity should still wear eye protection or face shields, as described above.
- c. Face shields or eye protection (goggles) must be worn when required by biosafety or biosecurity protocols and activities in the clinics/hospitals, laboratories, and during research.
- d. Each student will be supplied with a face-shield for their personal use. They are to clean it regularly and must not share the shield. Face shields should be stored in a personal bag (cloth or zip-lock type) when not being worn on the head.
- e. Face shields or appropriate eye protection will be provided when required according to specific protocols.
- f. Employees and students who wish to routinely wear a face shield may do so.
- g. Face shields and goggles **must not** be shared between individuals unless they have been washed with hot, soapy water at a minimum.
- h. Wearers must avoid handling the shield or goggle part while wearing. Anytime the shield or goggle part is touched, hands should be washed before and after touching.
- i. The face shield area must be washed immediately after taking off, before placing on a surface or hanging up a face shield.
- j. Face shields may be used indefinitely provided they remain clear.
- k. If face shields need to be discarded because of use in a situation where COVID-19 is known to be present, they will be replaced.

## GLOVES

1. **Gloves are not required on a routine basis.** Regular handwashing and/or use of hand sanitizer is preferable.
2. When clinic or research protocols require enhanced or full PPE, including gowns, surgical masks, and/or shields, then it is appropriate to wear disposable gloves.
  - a. Gloves are single use and should be discarded when finished.
3. Use of gloves for all other routine indications in clinical, laboratory, or research should continue as indicated by the specific conditions. Pay attention to proper glove etiquette, removing and disposing properly.

## CLINIC CLOTHING AND PROTECTIVE OUTERWEAR

1. **Clothes** that are worn unprotected in the hospital or clinic environment **should not be worn** outside of the hospital or clinic
2. Protective outerwear may be worn over street clothes or scrubs in lieu of (or in addition to) changing into dedicated clothing.
  - a. Protective outerwear includes lab coats, coveralls, and gowns.
  - b. Protective outerwear **must not be worn** in any common spaces outside of rounds rooms within the hospitals or clinics.
  - c. Protective outerwear should not be worn from home to the clinics/hospitals/labs or from clinics/hospitals/labs to home, either in private vehicles or on public transit.
3. Clothing should be washed regularly at home or through the clinic/hospital system, as indicated.
4. Gowns (washable or disposable) should be worn, as indicated according to research or clinic protocols.
  - a. For biosecurity protocols
  - b. For surgical protocols
5. Protective outerwear (PPE) should follow standard protocols in research and teaching laboratories.
  - a. When clinic protocols require it to receive animals from clients or to handle animals at risk of carrying COVID-19 as specified in clinic protocols.

### Appendix 3

## **Guidelines on Containment and Mitigation Strategies**

**PURPOSE:** The purpose of these guidelines is to describe the containment and mitigation strategies that will routinely be used to reduce risk associated with COVID-19 when it is present in Massachusetts until such time as it is deemed safe to discontinue. These containment and mitigation strategies are only part of the over-all protocols and procedures designed to manage risk. Please also refer to all relevant Tufts University and Cummings School protocols. These guidelines are in effect until April 2021, unless rescinded or modified by Cummings School of Veterinary Medicine and approved by the dean.

**It is mandatory that all employees and students follow the guidelines in this document.**

### CONTAINMENT STRATEGIES: Reporting, Quarantine, and Isolation Requirements

Containment strategies are designed to stop the spread of COVID-19 from a known or presumptive positive individual to other members of the Cummings community. This includes using contact tracing to find and isolate sick individuals and quarantine individuals that have been exposed.

#### **General**

1. **All employees and students must complete the Tufts Daily Health Check online before coming to work.**
2. All individuals who are sick or unwell for any reason are required to **stay at home or to leave the workplace immediately.**
3. **All employees and students are expected to take their temperature twice a day.** If their temperature is above 100.0, they should stay home and monitor unless there is an obvious, non-illness related explanation (including having a high normal range). A temperature of 100.4 is considered a fever and always requires staying home for a minimum of 48 hours after resolution of the fever. All fevers should be reported as illness.
4. Anyone diagnosed with COVID-19 is expected to cooperate fully with the Massachusetts Community Tracing Collaborative.
5. Any employee or student testing positive is asked to report the positive test to [covid19@tufts.edu](mailto:covid19@tufts.edu) and to the school following established central reporting requirements.
6. Employees and students should follow all guidelines of their health care provider (HCP) and should communicate the guidelines provided by their HCP to the school.
7. Any individuals in close contact with known or presumptive COVID-19 are asked to report to the [Cummingscovid@tufts.edu](mailto:Cummingscovid@tufts.edu) email and to follow our stay-off-campus guidelines. Cummings School may ask employees and students to follow guidelines regarding staying-off campus that exceed the recommendations of DPH or health care providers. Cummings School will not in any

situations have expectations less than DPH or a health care regarding self-quarantine or staying-off campus.

8. Privacy of individuals is to be considered and respected at all times but will be balanced with over-all safety of employees and students.
9. Anyone who lives with someone diagnosed with or having presumptive COVID-19 and is not able to physically distance in the house may be required to stay off campus a minimum of 14 days, following consultation with the school.
10. All hospitals/clinics should have in place protocols to manage animals and/or clients that come from domiciles or farms with diagnosed or suspected COVID-19. Protocols should also be in place for management of dogs, cats, and ferrets that present with fever and respiratory signs as these animals have documented natural infection with SARS-CoV-2. Protocol should be considered for additional species depending on the circumstances and presentation (e.g. comes from a COVID-19 positive household and concomitant respiratory or GI signs).
11. As part of a Tufts-wide initiative, Cummings School of Veterinary Medicine is instituting a surveillance testing program for asymptomatic employees and students. The intent of the program is to monitor the occurrence of COVID-19 on campus and to reduce the risk of transmission by asymptomatic individuals. This is outlined below.

**What if you are sick? Changes in CDC Recommendations for Isolation Time with known or probable coronavirus infection (COVID-19).**

- You must stay home if you are sick, until it has been confirmed to be non-contagious and you have permission to return to work from a healthcare provider (if relevant) and from Cummings School.
- You are reminded that the symptoms of COVID-19 are varied and are easily mistaken for allergies, a common cold, and other viral infections. Please be extra cautious when sick. We do not want other people getting sick with non-COVID-19 disease, which would still require them to stay off campus.
- Symptoms of COVID-19 include, but are not limited to:
  - Fever
  - Cough
  - Tiredness
  - Shortness of breath or difficulty breathing
  - Muscle aches
  - Chills
  - Sore throat
  - Runny nose
  - Loss of taste or smell
  - Headache
  - Chest pain
- **All individuals normally coming to campus who are sick or unwell for any reason are required to stay at home or to leave the workplace immediately. Anyone who is sick or unwell should email [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu) for specific guidance and be cleared to return to work or school. In addition, you must notify the appropriate supervisor that you will not be coming to campus:**

- DVM students should notify the Office of Academic Affairs. Fourth-year students should also notify their rotation director.
- Graduate students should notify the Graduate Programs Manager and their Graduate Program Director.
- Staff should notify their immediate supervisor.
- Faculty should notify their department chair.
- When you email cummingcovid@tufts.edu, please provide the following information:
  - Summary of symptoms
    - What they are
    - When they started
  - Work or school history (if relevant)
    - Where you work or what academic program and year are you in?
    - When were you last on campus?
    - When are you scheduled to return to campus (day, time)?
  - History
    - What was your physical location(s) when on campus in the 48 hours before you became sick?
    - In the 7 to 14 days preceding illness, did you engage in any group activities?
    - Did you travel in the last 14 days? If yes, where did you go?
    - Did you interact with anyone who was sick, had suspected COVID-19, or was diagnosed with COVID-19?
    - Do you share living quarters with anyone else from the Cummings community?
    - Please make a note of the names of anyone in the Cummings community who met the following criteria, through on-campus or off-campus interactions, as you may be asked to provide this information at a later date:
      - Spent more than 10 to 15 consecutive minutes within 6 feet, even while wearing masks.
      - Spent more than 5 minutes within 6 feet, while not wearing masks (this is for internal use only).
      - Was in direct physical contact with you.
      - Other general contacts, including those working in a confined space or room with the individual for greater than 60 minutes (even if not within six feet), should also be reported.
- **What will happen next?**
  - When appropriate, you will be asked to contact your PCP or an urgent care center. We may ask you to see if you can get tested.
  - If you can get tested, please ask for a PCR-based test because an antigen-based test has too high a false negative rate to rule-out COVID-19. However, if a rapid antigen test is positive, it is considered diagnostic. With a negative antigen test and appropriate symptoms, we will still consider you a possible or probably COVID-19 case.
  - If it is determined that you do not have COVID-19 by your healthcare provider, through appropriate diagnostic testing, or because of the course of symptoms, we will ask you to

stay home until you have been symptom-free for 24 h in cases of non-flu like/non-respiratory illness, and at least 48 h in cases of flu-like illness or any illness with a respiratory component (cough, runny nose, etc). If disease is conclusively diagnosed and is not contagious, you may return to work in accordance with the guidance of your health care provider.

- If you are determined to have COVID-19 or probably or possibly have COVID-19, we will follow the CDC guidelines or those of your healthcare provider (whichever are stricter). This is outlined in the next section.

**What happens if you have symptomatic, probable or positively diagnosed COVID-19 or if you have a positive PCR or antigen-based SARS-CoV2 (coronavirus test)?**

- Any employee or student testing positive is asked to report the positive test to [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu), and provide all the information outlined in the previous section for when you are ill.
  - Employees should also report their absences to their supervisor
  - Students must inform the relevant Office of Academic Affairs or the Graduate Program manager.
- Anyone diagnosed with COVID-19 is expected to cooperate fully with the Massachusetts Community Tracing Collaborative.
- Employees and students should follow all guidelines of their health care provider (HCP) and should communicate the guidelines provided by their HCP to the school.
- Any of the above scenarios will result in a stay-off-campus request of ten days, with at least 24 hours of no fever (without fever-reducing medication), and markedly improved symptoms in accordance with the CDC and MA DPH guidelines.

The guidelines from the CDC are as follows:

## When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

### I think or know I had COVID-19, and I had symptoms

You can be with others after

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

### I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

- **Return to Campus:** All employees and students who have been quarantined or asked to stay off campus must receive permission from Cummings School before returning to campus.

### Contact Tracing on Campus

If anyone with confirmed or probable COVID-19 is on campus, we will carry out contact tracing. Contact tracing for positive tests through our on-campus testing will have contact tracing by Marathon Health (see below). All other contact tracing (probably COVID-19; positive symptomatic) will be carried out on-campus by OEHN (and/or other appointed individuals). This is why we ask the information above when you are sick. Please note that the Department of Public Health may do additional contact tracing. We do not do contact tracing for off-campus individuals.

**In order for proper contact tracing, it is important that you provide as accurate information as possible.**

**In assessing the steps required following close contact, it is important that we have the details.**

- Close contact is defined as being within 6 feet for a cumulative total of 15 minutes or longer over 24 hours (CDC and MA DPH guidelines) of someone with symptoms consistent with COVID-

19 or a positive diagnostic test (symptomatic or asymptomatic). The period for determining close contact is 48 hours prior to symptom or, if asymptomatic, 48 hours prior to a positive test.

- If surgical, procedure, or N95 masks and eye protection (i.e. full healthcare PPE) were worn, an interaction will not be considered a close contact based on distance.
- Within the hospital, if cloth masks or non-medical grade (NMG) disposable masks were worn at the time and all other protocols were followed, it will not be considered a close contact for the purpose of issuing stay-off-campus requests.

### Guidelines for Stay-Off-Campus Requests Following Close Contact On or Off Campus

The following guidelines are in place related to close contact with a case. **A case** is defined as anyone with probable COVID-19, symptomatic positive for COVID-19, or asymptomatic positive for COVID-19. This includes co-workers, employees, family members, friends, roommates, or any other person in your life with whom you may have close contact (as defined above).

- Please note that if someone in your life has close contact with a case outside of your presence, as long as that the person in your life remains asymptomatic and does not test positive, you are not required to stay off campus.
- **For employees or students not working in our clinics and hospitals**, close contacts of highly probable COVID-19 cases, including employees and students (DVM or graduate), will be asked to stay off campus and follow all MA and DPH isolation and quarantine guidelines.
- **In our clinics and hospitals, CDC and MA guidelines for essential workers in a veterinary clinic will apply, as modified below:**
  - MA and CDC Guidance states that critical workers, like veterinarians and their staff, can be [permitted to continue to work](#) following a potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the workplace.
  - If someone was in close contact (time and distance) with a case and either party was not wearing appropriate PPE (as per our guidelines, which include cloth or NMG disposable masks), there was direct physical and unprotected contact, or the case coughed or sneezed on the contact, then the contact will be asked to stay off campus for 14 days and will be expected to follow MA quarantine guidelines.
    - This could be an on-campus or an off-campus contact.
  - If close contacts in the hospitals or clinics, based on time and physical distance, were following all of our PPE and behavior guidelines at the time, they will **not be** asked to stay off campus following close contact as long as they are asymptomatic and following our regular on-campus testing protocol.
    - This is consistent with the CDC and MA guidelines for veterinarians and staff working in a veterinary clinic.
  - At anytime, an order from a healthcare provider or the Department of Public Health can override our guidelines and require someone to self-quarantine.
  - **To summarize, this means that we will not be automatically issuing stay off campus requests to hospital and clinic employees and fourth year students who meet the time**

**and distance requirements for close contacts, but were following our PPE guidelines, continue to follow all of our guidelines, are asymptomatic, and have regular testing.**

### Surveillance Testing of Employees and Students at Cummings School of Veterinary Medicine

1. As part of a Tufts-wide initiative, Cummings School of Veterinary Medicine is instituting a surveillance testing program for asymptomatic employees and students. The intent of the program is to monitor the occurrence of COVID-19 on campus and to reduce the risk of transmission by asymptomatic individuals.
  - a. Testing is not intended for diagnosis of symptomatic individuals and is primarily for the purposes of protecting people who may interact with the tested subject (and so become infected if they are asymptomatic and positive for COVID-19).
  - b. Symptomatic testing will occur through the healthcare providers for individual faculty and students.
  - c. All faculty, staff, and students meeting the criteria below will be tested when DVM students in the first three years and graduate program students return to campus mid-August.
2. Surveillance testing is a PCR-based test on an anterior nasal swab self-collected under observation. Test analysis will be provided by the Broad Institute
  - a. Testing sites will be set up on campus for regular sample collection (see below).
3. Tufts University is covering the cost of all surveillance testing.
4. Faculty, staff, and students who are working or learning on campus in August are to have testing completed prior to the start of in-person classes or laboratories.
5. All students arriving for the fall term are to receive a negative PCR-based COVID-19 test through the Tufts University testing system before attending classes on campus.
6. No faculty or staff member should teach in classrooms or laboratories until receiving a negative test result through Tufts University testing system
7. Employees and students who engage within 6 feet on a regular basis (e.g. clinics and hospitals), teach or learn in larger group settings (>10 people in a room), or who interact directly with students on a regular basis will be tested once per week.
8. Employees who do not regularly interact directly with students and graduate students, or employees who do not need to work within 6 feet on a regular basis will not have routine surveillance.
  - a. Faculty who periodically will engage with students in larger groups or at distances of less than 6 feet will be routinely tested only during periods when they are interacting with students
  - b. Clinical (and other) faculty do not need to be tested on weeks when they are not on campus or working in clinics.
  - c. Employees and students who travel and are asymptomatic on return to MA will require a negative test to return to campus (as described in the travel guidelines section), even if they do not meet the criteria for regular surveillance.
9. Communication of test results
  - a. Negative test results will be available directly to employees and students, via email.
  - b. Employee positive test results will be transmitted directly to Marathon Health, who will contact employees to provide the result and appropriate directions on quarantining, health monitoring, and steps for return to campus. All positive individuals will be

required to contact [Cummingscovid@tufts.edu](mailto:Cummingscovid@tufts.edu) for permission to return to campus (see section above for more details).

- c. Student positive results will be transmitted to OEHN (Dr. Deb Barbeau and RN Beth Gumley). OEHN will contact positive students and provide directions on quarantine, health monitoring, and steps for return to campus. OEHN will also notify Marathon Health of student positives and will notify Cummings School if students are being required to isolate.
- d. Marathon Health will carry out all contact tracing of asymptomatic COVID-19 positive individuals and issue guidance that is in accordance with Cummings School specific procedures outline above. Marathon Health will notify Cummings School of employees and students who are required to quarantine.
- e. Cummings School will ultimately be responsible for approving return to work. Cummings School will not shorten any return to work approvals from healthcare providers, but may request longer stay-off-campus periods to align with its practices.

#### 10. Testing details

- a. Testing will be PCR-based, using an anterior nares swab (i.e. swabbing just inside the nostril).
- b. Because it is PCR-based, it will also meet the requirements for release from the MA quarantine.
- c. Turn-around time is 24 hours **after samples arrive** at the Broad. So, test results from a sample collected during the day on Monday, for example, should be available by Tuesday evening.
- d. You must have an active, undamaged Tufts ID card for the testing – you will register for the test by scanning your card, which will register you in the system and upload the request to The Broad Institute (where the analysis is performed). You will receive an email with your test result if it is negative and a phone call if it is positive. You can expect to hear by the evening of the day following your test results.

#### 11. Testing schedule and location

- a. Sampling will occur Monday to Thursday, at times and locations as posted on our website.
- b. Testing will be offered in the treadmill room in the large animal hospital for clinical faculty and technicians, diagnostic faculty and technicians, and for V21 students.
- c. Testing will be offered in the KCR in the Admin Building for V22, V23, V24, graduate students, and other faculty and staff.
- d. Students and employees at Tufts at Tech will be tested at the Grafton campus.
- e. Students on rotation at Tufts VETS and TVFS (Woodstock) will be provided time to get tested on the Grafton campus.
- f. Employees at Tufts Veterinary Field Service will be tested on-site at the Woodstock campus.
- g. Students on externship will be tested the week prior to the externship experience and on return (please see all guidelines on testing and return to campus following travel).

#### 12. Use of antibody screening to determine population-based screening of the campus community for previous exposure (i.e. to assess “herd immunity”) may be instituted once a commercially

available, properly validated antibody test is available. The purpose would be to assess trends in overall exposure of the campus population. This may be done either by random sampling of a subset of employees and students as a measure of exposure control or may be complete population sampling as indicated.

13. Use of antibody testing to determine prior exposure in an individual and as a guide to assess risk and management will only be implemented once it has been determined that an appropriately sensitive and specific test is available, and/or once it has been determined that presence of antibodies provides disease protection. Currently available antibody tests are not sufficiently validated to be of use on an individual basis.

MITIGATION STRATEGIES: Physical distancing, personal health hygiene, and related strategies

Mitigation strategies are designed to slow the spread of COVID-19 from asymptomatic and undiagnosed cases. Mitigation strategies work in concert with containment strategies to protect against outbreaks of COVID-19. Mitigation efforts include promoting physical distancing, limiting gatherings, practicing good personal health hygiene, and wearing masks at all times.

### **Physical Distancing**

1. **Physical distancing** is an important mitigation strategy. **The goal is to maintain at least 6 feet of distance between individuals and to avoid direct contact.** This is to avoid transference of droplets through the air or through direct physical contact in order to minimize transmission.
2. Physical distancing guidelines are intended to avoid **close contact**.
3. As much distancing as possible should be maintained at all times. Risk related to exposure does not drop to zero when 6 feet away from a person. Depending on circumstances, virus can be transmitted over much greater distances and time. Care should always be taken.
4. It is not just the being within 6 feet, it is also the time within that distance. Do not spend unnecessary time within six ft of other individuals.
5. All physical spaces should be set up to allow 6 feet physical distancing whenever possible.
6. When physical distancing cannot be maintained because of activity requirements (e.g. care of an animal), time spent within 6 feet of other people should be minimized.
7. When it is not possible to have 6 feet distance, physical barriers (e.g. plexiglass shields) are also effective. Avert your face when passing or working together in close quarters.
8. Only one person is permitted at a time in an elevator.
9. Furniture locations and maximum occupancy numbers for rooms should be respected.
  - a. All common areas and meeting rooms require a seating plan to maintain a distance of 6 feet between people.
  - b. People using these rooms must only sit in designated seats.
  - c. Total occupancy and air flow are also important.

10. Use of PPE (see PPE policy) is required at all times, as it will help to mitigate risk when physical distancing is not possible.
11. Students should not spend time within a six-foot distance of clients unless it is unavoidable. Follow all clinic and hospital policies regarding client interactions.
  - a. In most cases, direct interaction with clients will be prohibited.
  - b. Communicate whenever possible by telephone, facetime, or other visual apps.

### **Personal Health Hygiene**

1. **Wash your hands regularly and use hand sanitizer when soap and water are not available.**
  - a. Wash hands for at least 20 seconds with soap and water or use hand sanitizer for at least 20 seconds.
  - b. Wash your hands before you eat, after you eat, before and after touching your face or mask, whenever you do a procedure, when you use the toilet, and sometimes just because you haven't done it recently.
  - c. Wash your hands immediately before working together with a colleague on a case.
  - d. Wash your hands or use hand sanitizer after contact with high touch surfaces such as phones and door handles.
  - e. Hand sanitizer is distributed around the buildings in areas with high touch surfaces. However, it is strongly recommended that all individuals carry personal hand sanitizer and/or hand wipes for personal use.
2. **Clean your workspace and high touch surfaces regularly.**
  - a. Facilities staff clean communal high-touch areas regularly.
  - b. Clean personal spaces regularly. Keep them free of paper and clutter so they can be easily cleaned.
  - c. Clean all common computer keyboards and phones before and after use.
  - d. Use provided cleaning materials.
3. **Do not touch your face** unless you have just washed your hands.
4. **Cough into a tissue or the crook of your elbow.** Dispose of any used tissue immediately.
5. **Do not hug, shake hands, bump fists, bump elbows, give air kisses, or use other close forms of greeting.**
6. **Do not kiss or cuddle any animals.** Follow all clinic and hospital policies related to animal care and contact.
7. **Do not share cell phones or hold them to your face. Use texting, speakerphone, or visual apps.**
8. **Do not share pens, books, stethoscopes, etc.**

### **Use of PPE**

Appropriate use of PPE is an important mitigation strategy. Please see the separate policy on PPE use for guidance.

### **Classrooms and Laboratories Occupation**

1. Programs and class years will be assigned primary classrooms to use and should limit their movement to other parts of campus.
2. If students are in a rotating schedule for on-campus activities, students should be assigned in such a way that they are on-campus for whole days at a time and such that roommates (when feasible) are on-campus at the same time.
3. Maximum class and laboratory size should be targeted to be 25, but only as the room size allows. Class sizes of up to 50 may be permitted with specific exemptions (includes need to keep 6 feet spacing in class) or as the case numbers in Massachusetts decline (requires approval by the dean).
4. **Classrooms/conference rooms:** Only as many students who can sit in a learning space and leave 6 feet physical distance should be permitted in the space. Lecture theaters and other classroom space will be posted with maximum occupancies. The exception is if physical partitions are present between seating spaces.
  - a. When a class size is too large to permit all students in the class at the same time, then students will be assigned days to come in to minimize interactions.
  - b. Consideration will be given to grouping students who are living together into classroom groups to minimize additional interactions.
  - c. When students are in lecture style seating, the largest room available at the time, respecting on-campus travel movements, should be used
  - d. Students will be assigned individual seating in classrooms for the day.
  - e. Students should wipe their individual area with provided disinfectant wipes at the end of the day.
5. **Laboratories:** Laboratory space occupation for teaching shall be such that a minimum of approximately 50 - 125 sq feet is available per student. However, it is recognized that students may need to work together at less than 6 feet spacing, sometimes for extended periods of time. The specific requirements of the **PPE policy** must be followed.
  - a. Students should wear disposable gloves for laboratories and dispose of them properly at the end of the laboratory. Hands should be washed afterwards. Exceptions to the need to wear gloves will be communicated.
  - b. Students are expected to clean and disinfect tools and working surfaces on completion of the laboratory, using provided supplies.
6. **Clinical Skills, Surgical Exercises, Simulation:** The PPE and protocols applied in clinic settings will be applied to these laboratories.
7. **Classrooms, laboratories, and common areas shall normally be surface disinfected by facilities staff at the end of every day**, and in no cases less frequently than every two days.
8. Students are not to go to lectures or laboratories on other campuses. This will directly affect the Master of Public Health and the Master of Conservation Medicine programs.

### **Teaching, AV, and Computers in Classrooms and Conference Rooms**

1. All formal classes should be held in the largest rooms available. When possible, in classrooms such as those in the Admin Building, open windows during lectures. (Note: the KCR is being used for testing and will not be available for classes)
2. Please respect all room occupancies and seating arrangements. Do not rearrange furniture.
3. Faculty and students are requested to take care when entering and exiting classrooms to minimize interactions and time within 6 feet distance. Please respect marked entrance and exit doors where possible.
4. Students must wear masks at all times when in the buildings and in the lecture theatres.
5. Students must sit only in designated seats and must sit no less than six feet apart at all times.
6. Students must clean their seat area at the end of class, using provided wipes or other cleaning material.
7. Faculty must wear masks at all times when in buildings or lecture theatres.
  - a. It is recognized, however, that lecturing or leading a prolonged discussion with a mask can be tiring and some faculty members may find it difficult. It is suggested that faculty members try cloth and NMG disposable masks to see if one is more suited to them.
  - b. If there is a reason that a faculty member is unable to lecture with a mask on, please consult with the relevant Associate Dean for alternatives.
8. Faculty should stay behind the podium and installed plexiglass shield to lecture. Under no circumstances should the faculty member be within six feet of the students, and they should try to stay 10 to 15 feet away.
9. Faculty members are advised to wipe the computer keyboard and microphone prior to their lecture. They must clean the podium/computers on completion of their lecture, with provided materials.
10. Keyboard covers are to be placed on all common-use computers, in classrooms and throughout the campus. Wipes to clean keyboards and hand sanitizer (in fixed holders) are to be placed at all classroom or conference room podiums (this is not required in clinics/hospitals due to easy access to supplies and the distribution of the keyboards).
11. Only fixed microphones are permitted for use (no lapel microphones).

### **Research Laboratories**

1. Research laboratories may only permit as many workers in the space as can maintain 6 feet of physical distancing. All procedures requiring two or more individuals in less than 6 feet of distance must be minimized.
2. At a minimum, disposable non-medical grade masks must be worn at all times when in the laboratory, even if no others are present. Other appropriate masks or respirators should be worn as indicated by the specific procedure or biosafety level.
3. All other laboratory practices must follow any specific practices as outlined in the school protocols.
4. Laboratory personnel must disinfect all high-touch surfaces and equipment before using the laboratory and when finished. Follow all laboratory procedures and PPE requirements when handling disinfectants.

5. Stay conscious of the fact that circumstances may change rapidly, and you may need to suspend operations on short notice.

### **Environmental Cleaning**

1. All areas in the school must be cleaned regularly following standard cleaning protocols (weekly).
2. Use EPA-registered cleaning products with an emerging-viral-pathogens claim for disinfection.
3. High-touch surfaces (door handles, railings, elevator buttons, etc.) must be cleaned and disinfected at least two times a day.
4. If an individual is diagnosed with COVID-19 and they spent considerable time in a single fixed location (e.g. an office), use of the area should be restricted until the cleaning and disinfection has been accomplished.
  - a. Area shall be cleaned and disinfected as soon as possible. This may require an outside contractor.
  - b. If the area is not required, it may be left unused for 14 days, at which time facilities shall deep clean and/or disinfect as required.
5. General area cleaning and disinfection should be instituted in all common areas that a confirmed COVID-19 person has occupied in the 48 hours prior to onset of symptoms or a diagnosis of infection in an asymptomatic person.

### **Meetings**

1. Business meetings of Cummings employees should be held by internet conference whenever possible.
2. No business meetings of more than 10 people should be held at any time and then only in locations where 6 feet physical distancing can be maintained.

### **On-campus movement**

1. Unnecessary travel around campus is restricted. When at all possible, employees and students are to remain within their designated work or learning area.
2. Dedicated classroom space will be assigned to DVM classes and master's program classes.
3. Access to clinics and hospitals is restricted to students who are on rotations or other specific learning assignments.
4. Employees are expected to limit themselves to their primary hospital area unless required to go to another area for a specific activity.
5. Hospitals and buildings should not be used as thoroughfares.
  - a. Students and employees should enter by the outside door that is closest to their destination.
6. When not prohibited by fire code or required to make the space functional, keep doors open to limit the need to touch doors or door handles.
7. Stairs will be designated for going up and going down, whenever reasonable, to minimize interactions in stairwells and facilitate traffic flow.

**Common Areas**

1. Common areas will have limits placed on the number of people who can use them at one time.
2. Seating and tables in common areas will be reduced to encourage appropriate physical distancing.
3. Individuals not respecting room restrictions may have access restricted.

**Food**

1. No shared food sources are permitted. Food that is purchased should be provided in individual boxes or bags.
2. Elms Café eating area is now open on a limited basis for in-person dining. Eating outside will be permitted as long as physical distancing (> 6 feet) is maintained.

**Phelps Fields, Tennis Courts, and Gym Facilities**

1. All sporting activities that result in personal contact are prohibited until further notice.
2. All on-campus gyms are closed until further notice.
3. Basketball courts and tennis courts can be used by Grafton employees and students who are in the regular testing program as long as 6 feet of distance is maintained. Masks are required at all times outdoors on campus, except when eating and drinking at an appropriate social distance.
  - a. Basketball courts are limited to four people at a time, with two people at each net or end. No games are permitted.
  - b. Tennis courts may be used to play singles or doubles, with 6 feet being maintained at all times.
  - c. Phelps Fields are closed for the winter.

**Events and Programs**

1. The following programs will be delivered/conducted remotely/online between May 1, 2020 and April 30, 2021:
  - Adventures in Veterinary Medicine
  - All K – 12 outreach programs
  - All continuing education programs
  - Prospective student days/recruitment events
  - Admissions interviews
  - Tufts Veterinary Orientation Program (TVOP) and other orientation events
  - All events such as Varis seminars/Animal Matters/etc. that might normally have had off-campus attendees will be livestreamed and only open to internal attendees, with limits on in-person attendance
  - Community Cat Clinics
2. The following programs will be suspended until further notice. Alternatives will be sought.
  - On-campus fall open house
  - On-campus parents' day/weekend
  - External group events

### **Guests, Visitors, and Other External Persons on Campus**

1. External persons include guests, visitors, research collaborators, contractors or other external employees with approved, essential business on campus, employees of companies leasing space on campus, clients, and any other non-Cummings individuals.
2. Any external person coming to campus must have prior approval through the dean's office (Stephen Libuda is the initial point of contact and will direct the request appropriately).
3. Any external person coming to campus must have a person who is responsible for the visit. This is referred to as the Point-of-Contact (POC).
4. Any external person coming to campus:
  - a. Must follow all current Massachusetts guidelines (see travel section). Critical infrastructure workers do not need to self-quarantine traveling to and on the job site, but must self-quarantine at other times. According to MA guidelines, they may have a negative PCR-based SARS CoV-2 test no more than 72 h prior to arrival in order to avoid needed to self-quarantine at all.
  - b. We ask that external person coming to campus do so within 24 hours of traveling to MA, whenever possible, to reduce the risk of being infectious while on campus.
  - c. Must be apprised of all Cummings School relevant policies and procedures by the POC. They must wear a face mask at all times while on campus.
  - d. Must be screened for any recent illnesses or symptoms (fever, cough, headache, sore throat) in the previous two weeks through questioning by the Cummings POC.
  - e. Must not have been in contact with a known or suspected case of COVID-19 in the previous 14 days (determined through questioning).
  - f. Must be asked to take their temperature in the morning before coming to campus or be screened by infrared thermometer.
  - g. Must complete the Tufts Daily Health Check survey and present an email demonstrating compliance and clearance to come to campus, if asked.
  - h. Must avoid close contact with any Cummings employees or students.
5. **Guests and visitors** include any friends or family of employees or students, volunteers, externship students, visiting professors or clinicians, international visitors, or any other non-Cummings School person who is not here on specific approved business.
  - a. Guests and visitors on campus are prohibited until April 2021. This requirement will be lifted when it is deemed safe.
  - b. Permission for exceptions must be obtained from the dean's office in advance of any visits. This will rarely be granted.
6. **Guest lecturers or speakers** should normally present by web conferencing and should not be brought to campus unless there is a demonstrable and significant benefit. The recommendation to the dean to approve this must come through the appropriate Associate Dean who will first review the request. Similarly, students should not go to other campuses to attend lectures or other events.

7. **Clients** of clinics/hospitals must follow the specific protocols in place for each location. For clients, the POC is considered the relevant clinic.
8. **Employees of companies** renting space on the Grafton campus. Such employees will be provided copies of all the necessary School policies and procedures by the Executive Associate Dean and will be required to follow those policies and procedures at all times while on campus. They must provide their own PPE. The EAD will keep a record of personal contact information and a list of all employees who will be on campus. They must inform the EAD if any of their employees test positive. They must be in compliance with all MA regulations, as well as Tufts and Cummings policies and practices.
9. **Formal research collaborators.** Permission for formal research collaborators to be on campus must be obtained from the dean's office. The dean's office (Stephen Libuda) will keep a record of all names and personal contact information for research collaborators. The Cummings School POC is responsible for ensuring that they understand and follow all the relevant PPE and Containment and Mitigation Policies of Cummings School. Their presence on campus is restricted to those areas where they need to work. Interactions with other laboratory personnel, employees, and students must be limited. The Cummings POC is responsible for keeping a record of all close contacts during the collaborator's visit to campus. They must follow all MA guidelines, including travel restrictions.
10. **Regular or one-time contractors or external employees invited to campus for specific business activities.** Visits by contractors or external employees must be approved through the dean's office in advance. They must follow all Cummings School PPE and Containment and Mitigation Policies. Physical distancing must be maintained at all times.

### Massachusetts Travel Orders and Changes to Cummings School Travel Guidance

The recent **MA Travel Order** (<https://www.mass.gov/info-details/covid-19-travel-order>) has understandably created some confusion, with its requirements and exemptions. The following definitions are helpful in understanding what you need to do under different circumstances:

Isolation/Self-isolation: you separate yourselves from others because you are sick (with COVID-19 or something else) or have coronavirus (e.g. asymptomatic positive).

Quarantine/Self-quarantine: you separate yourself from others because you might be come sick. Quarantine can be "ordered" by a healthcare professional or in response to a public health or government order. This typically occurs when you have a known or possible exposure to an infected individual (because, for example, you were in a high-risk area or engaged in high-risk activities).

Stay-off-campus request: This is when Cummings School or Tufts University asks you to stay off campus. We do not have the authority to instruct you to self-isolate or self-quarantine, but we can ask you, for occupational health reasons, to stay off campus. Many people equate a stay-off-campus request with self-quarantine or quarantine, but one relates the latter refers to behavior off-campus.

#### What does the order say?

- If you travel to or from MA to lower-risk states, MA does not require you to self-quarantine. This list (<https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->) will be

updated regularly, so you must always check it at the time of travel. Travel updates happen continuously, and each state has its own set of guidelines. You are responsible for checking guidelines, but please email [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu) for advice and guidance on our own return-to-campus expectations.

- If you travel from any other region or internationally (including Canada), **you must quarantine for 14 days on arrival** (unless you meet an exemption or test-out as outlined below). Please see state guidance for quarantine requirements: <https://www.mass.gov/guidance/guidance-for-travelers-arriving-in-the-commonwealth-of-massachusetts#requirements-for-quarantine->
- There are **limited circumstance-specific exemptions** (<https://www.mass.gov/info-details/covid-19-travel-order#quarantine-requirement-and-testing-options->) but unless you are commuting to work or school regularly on at least a weekly basis, they do not apply to our community.
  - **Note that critical (or essential) workers traveling for leisure or personal reasons cannot use** being an essential worker as a reason not to quarantine. You must still quarantine.
- There is a **test out option** as well. This states that if you get a negative PCR-based test no more than 72 h prior to arriving in MA or after arrival, the state will not require you to quarantine. Note that you must stay in quarantine until you have the negative test result, and also rapid antigen or antibody tests do not count.
  - **The test offered by Tufts University will meet the requirements for the state test-out option as it is a PCR-based test.** You are permitted to leave quarantine for the purpose of driving to the testing site on campus and returning home. Note that we cannot guarantee testing will be available on any specific day.
- MA does not have any restrictions or allowances related to the mode of travel.
- There are other details on their site that you should consult.
- Please note: MA is not encouraging travel but is permitting it. Their order contains the following:
  - *Employers that permit employer-paid or -reimbursed travel to places other than COVID-19 lower-risk states should take measures to ensure employees comply with this Order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk states.*

What does this order mean for Cummings School stay-off-campus requests for employees and students?

- We have decided to harmonize as much as possible, and reasonable, with the MA travel order guidelines.
- **Use of public transit**, provided you follow all the precautions, wear a mask, and physical distance, **will not lead to a stay-off-campus request**. This includes train or bus to get to campus, which we have previously requested be avoided unless necessary and an exemption has been granted.

- **Travel to or from a MA-designated low-risk state, at the time of travel, will not result in a stay-off-campus request**, provided you do not engage in high-risk activities (e.g. group events, fail to social distance, engage in group activities without a mask, eating regularly in restaurant, etc.)
- **Travel to a high-risk state or international travel will result in a stay-off-campus order and specific guidelines on what testing requirements are needed for return to campus. Please email [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu) for guidance. Our general guidelines are outlined below:**
  - We will **not** accept a test taken 72 hours prior to return to MA as a test-out of a stay-off-campus request for students and employees. You must meet one of the following criteria to return to work:
  - Have been back in MA for 14 days and not shown any sign of illness.
  - Minimum testing requirements:
    - Have received a negative PCR-based test result from a test performed at Cummings School after returning to MA. The test must be repeated at days 4, 7, and 14 days to continue to come to work on campus.
    - If you have engaged in high-risk activities or gone to particular high-risk areas, two or more negative tests taken at 3- to 4-day intervals may be required to return to campus. Please consult [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu) for guidance.
    - Assuming most people return on a weekend, samples would be collected on Monday, with results back on Tuesday. This usually allows return to work on Tuesday. Testing will also be available on other days of the week (see below).
  - When traveling for personal reasons, it is the responsibility of employees and students to plan for this time. Employees may use vacation days, personal days, unpaid days, or may work from home to cover these two days. Students should continue their studies online.
- **What happens if a family member, a guest, or a roommate who has traveled out of the designated travel zone or has engaged in high-risk activity comes to stay at my house?**
  - If someone is quarantining in your house, they need to comply with the MA requirements and CDC guidelines for quarantine. If collectively you cannot comply with the quarantine guidelines within the house (i.e. you cannot quarantine from the person who traveled), then you will also need to quarantine to be in compliance with MA state guidelines
  - If you can stay separate from them in the house or apartment (you have not been in close contact with them since they have been put in quarantine, and you can avoid close contact in the house), then we will not require you to stay off campus.
  - Guidelines to avoid close contact include:
    - Individual in quarantine stays in a separate bedroom.
    - You maintain 6 feet of physical distance at all times – and wear masks in the house.
    - You do not share food or utensils – the quarantining individual should not do the cooking or serving. You should not eat together. Use gloves to handle their dishes.
    - Keep windows open to increase airflow if possible
    - Separate bathroom is preferred – but if you must share, bathroom is to be cleaned and disinfected after use by the quarantining person.
    - Avoid handling or sharing pets between the quarantining and non-quarantining individual.

- Wash hands often, clean high-touch surfaces, etc.

### Personal Activities

Cummings School and Tufts University cannot dictate how employees or students spend personal time. Nevertheless, Cummings School asks that all employees and students respect the principles and guidelines of this policy in their personal activities to reduce the risk of becoming infected with COVID-19.

Please note that group activities, particularly with people you do not normally interact with, increase risk. It is essential to follow MA guidelines on gathering sizes, to have everyone wear masks, to respect physical distancing, and to avoid inside gatherings.

## Appendix 4

### **FACULTY PROCEDURES DURING THE COVID-19 PANDEMIC**

#### **Working from home**

- During Stages 1 and 2, faculty who can fulfill the majority of their current position responsibilities working from home will be asked to continue to do so. This may change as we move through the different stages.
- Faculty working from home will be expected to be available to return to work on campus with a notice of 1 working day.
- Faculty working from home should be available by email and/or phone during usual working hours.
- Please let your chair know if there are barriers to being able to return to work with 1-day notice or to completing work expectations at home, such as dependent care or health issues. (See below for more details.)

#### **Coming to Campus**

- Faculty needed on campus to fulfill their responsibilities as we increase on-campus activities (clinical, research) will be asked to return to campus on those days where their contributions are needed.
- Faculty coming to work on campus are expected to stay the full day in order to facilitate transition to a more normal working environment (brief visits to pick up materials, etc. are of course excepted).
- Please let your chair know if there are barriers to being able to return to campus as expected, such as dependent care or health issues. (See below for more details.)

#### **Dependent Care Considerations**

- If dependent care challenges prevent you from returning to campus or fulfilling your position expectations at home, please contact your chair.
  - a. The first approach will be to work with your chair as needed to find alternative schedules or other work arrangements to create a mutually satisfactory solution.
  - b. HR (Lucia Hackett) can help explore availability of appropriate care options if this can be of assistance.
  - c. If the first two options cannot resolve the situation, faculty should first use up family sick days if they cannot fulfill important responsibilities working remotely. They may then use vacation days and personal leave.

### Health and Vulnerability Considerations

- Faculty who have previously self-identified as vulnerable or high-risk will need to discuss the situation with the OEO and Human Resources in order for on-going accommodations to be put in place. We will of course extend current conditions while the formal OEO process is underway.
- The presence of other vulnerable or high-risk people at home will not normally be considered a reason not to work on campus, if required.
  - a. Faculty may use family sick time, vacation, and/or personal days if they wish to delay returning to work when requested.
- For faculty able to continue to meet the majority of their current position expectations from home, there may be no change in immediate circumstances during Stages 1 and 2.
- For those faculty who cannot complete the majority of their normal work from home and require an accommodation:
  - a. Please explore options through your chair, clinic or hospital director, and the OEO's accommodation process. We will work with you to find alternative work arrangements or responsibilities, as necessary
  - b. Faculty who qualify under an FMLA leave due to a medical condition or other qualifying event should follow the leave process and reach out to Grafton HR (Lucia Hackett) as necessary.
- If a high-risk employee cannot complete all or the majority of work from home, have explored OEO's accommodation process, and will not return to work, the following are options that may be employed while waiting for the COVID-19 situation to resolve:
  - a. Use remaining sick time and advanced sick time options
  - b. Use vacation and personal time
  - c. May take unpaid leave (furlough; would need to pay share of benefits)

### Vacation

- Normal vacation practices remain in place.
- Faculty are reminded that Massachusetts has a 14-day self-quarantine rule in place when travelling out of state (regardless of the conveyance), unless to identified lower risk states. There are of course some exceptions. Please see the travel section for more details.
- We ask faculty to be considerate when taking vacations that will require self-quarantine or a stay-off-campus request on return. Please be proactive in ensuring that any self-quarantines or stay-off-campus requests needed on return do not interfere with your ability to fulfill work obligations on campus. Please work with your department chair and/or relevant clinic/hospital director/section head well in advance to manage your schedules appropriately.

### Illness

- All expectations regarding staying home when sick remain in place.
- Any faculty member working on campus who becomes ill, regardless of the symptoms, is asked to report it to their chair and/or the dean. Until a new process is established, the dean

will continue to oversee actions with regards to the faculty member illness and tracking of any close contacts at work.

- Any contact with a known or presumptive COVID-19 case is also to be reported. This may require a time off-campus or a state-imposed quarantine. Your chair and/or clinical/hospital director will work with you to determine how to manage your work responsibilities.
- Anyone working at home or on campus who is diagnosed with COVID-19 should report it to [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu) and are asked to also report to the dean. The School will notify the university through the [covid19@tufts.edu](mailto:covid19@tufts.edu) account.

We recognize that return to more normal processes and expectations may create challenges for some faculty, while others may find the ongoing restrictions frustrating. Please understand that our goal is to look after our faculty by managing risk appropriately, while ensuring equity and being responsible employers. Please bring any issues forward and we will work to resolve them.

#### **Additional Guidance and Services from Tufts Human Resources**

As the pandemic continues, its impacts continue to be felt in unpredictable and far-reaching ways. For the faculty and staff community, Tufts Human Resources remains a valuable resource for guidance and services for supporting you during this challenging time.

If you could benefit from any aspect of our Employee Assistance Program—including resources related to mental health and well-being, physical health, finances, childcare, or eldercare—please [learn more about these benefits on Access Tufts](#). And remember that all employees can check their sick time balances through [the eServe website](#). Additionally, other information that may be helpful is available on [the FAQ for staff employees](#). The Human Resources team is available to support you and your loved ones at this difficult time.

## Appendix 5

### **STAFF HR PROCEDURES DURING THE COVID-19 PANDEMIC**

#### **Over-arching principles**

- Staff needed for on-campus activities will be expected to come in for regularly scheduled work, unless they are sick or have an approved leave in place.
- Staff who can complete the majority of their work from home will be asked to continue to work from home, to reduce risk.
- Staff will be paid for time worked, whether at home or on-campus.
- Time worked, whether at home or on-campus needs to be documented.
- Usual HR practices will be in place as much as possible.

#### **Working from home**

- During Stage 1 and 2, staff who can fulfill the majority of their current position responsibilities working from home will be asked to continue to do so. This may change as we move through the different stages. (Coming onto campus for short periods to pick up materials, etc. will be permitted with specific guidelines. Please confirm with your supervisor first.)
- Staff working at home are expected to be available to return to work on campus with a notice of 1 working day.
- Staff working from home are expected to be available by email and/or telephone during their normal working hours.
- Staff working from home are expected to track and report work to their supervisor, using the forms previously provided (contact supervisor or Joe McManus if you need the forms). Staff will only be paid for time worked, and this work must be documented.
- Please let your supervisor and HR (Lucia Hackett) know if there are barriers to being able to work with 1-day notice or to completing remote job responsibilities, such as dependent care or health issues. (See below for more details).

#### **Coming to Campus**

- Staff needed on-campus to fulfill their responsibilities as we increase on-campus activities (clinical, research, other) will be asked to return to campus on those days where their contributions are needed.
- Staff coming to work on campus will generally be brought in to work a regular shift and will be expected to be available throughout that period.
- Please let your supervisor and HR know if there are barriers to being able to return to campus as expected, such as dependent care or health issues. We will work with you to find solutions. See below for details.

- Staff will be paid for time worked. If you need to be on-campus to carry out your work and cannot work from home, please see below if your required work does not provide your normal work hours.
- Staff who are able but are not prepared to return to campus may use vacation and/or personal days.

#### **Unable to complete work at home and not enough work in your regular role on campus**

- Because of on-going reductions in on-campus activities, full-time work may not be required of some staff who cannot complete their work from home.
- In this situation, alternative work arrangements, including alternative responsibilities, job sharing, different hours, use of vacation hours, etc. may be available to assist employees.
  - a. If there are two staff with similar functions and only sufficient work for one staff member, we will look to equitable sharing of available work time.
  - b. If you want to continue to receive your regular pay and are not working enough time, you may use vacation time to make up the gap.
  - c. If you are unable to complete your work at home, are not required on campus for all or part of your regular hours, and do not have vacation time available, please contact your supervisor and HR if you would like to be considered for alternative work arrangements. We will work with you to try to find alternative work or shifts on campus where additional help is required.
  - d. If there is not suitable alternative work on campus, we will work with you to try to find additional work that you can perform at home that serves other School functions.

#### **Dependent Care Considerations**

- If dependent care challenges prevent you from returning to campus or fulfilling your position expectations at home, please contact your supervisor and HR (Lucia Hackett).
  - a. The first approach will be to work with your supervisor to find alternative schedules or other work arrangements to create a mutually satisfactory solution.
  - b. HR can help explore availability of appropriate care options if this can be of assistance
  - c. If the first two options cannot resolve the situation, staff should first use up family sick days if they cannot fulfill important responsibilities working remotely. They may then use vacation and personal days, or explore a furlough situation with HR.
  - d. Specific University policy: For family and/or dependent care, benefit-eligible staff are normally permitted to use 10 of their available sick days per year. While the COVID-19 FAQs are in effect, the university will permit staff to use a total of 20 days of their sick leave to attend to childcare and other dependent responsibilities. For employees running out of sick time, the university will allow you to borrow from your FY21 sick time allowance.

### Health and Vulnerability Considerations

- Staff who have previously self-identified as vulnerable or high-risk should discuss the situation with Human Resources and OEO in order for on-going workplace accommodations to be put in place. Medical documentation will be needed as part of the process. We will of course extend current conditions while the formal OEO process is underway.
- The presence of other vulnerable or high-risk people at home will not normally be considered a reason not to work on campus.
  - a. Staff may use family sick time, vacation and personal days if they wish to delay returning to on-campus work when requested.
  - b. Explore with HR taking a furlough, which would require paying the employee benefit portion of benefits cost.
- For staff able to continue to meet the majority of their current position expectations from home, there may be no change in immediate circumstances during Stages 1 and 2.
- For staff who cannot complete the majority of their normal work from home, are required to return to campus, and require an accommodation:
  - a. Please explore options through your supervisor, HR, and the OEO's workplace accommodation process. We will work with you to find alternative work arrangements or responsibilities, as necessary.
  - b. Staff who qualify under an FMLA leave due to medical condition or other qualifying event should follow the Tufts' leave process and reach out to Grafton HR as necessary.
- If a high-risk or vulnerable employee cannot complete all or the majority of work from home, have explored OEO's accommodation process, and will not return to work, the following are options that may be employed while waiting for the COVID-19 situation to resolve:
  - a. Explore with HR the use of remaining sick time, advanced sick time options
  - b. Use vacation and personal time
  - c. Explore with HR taking a furlough, which would require paying the employee benefit portion of benefits cost.

### Vacation

- Normal vacation practices remain in place.
- Staff are reminded that Massachusetts has a 14-day self-quarantine rule in place when travelling out of state (regardless of the conveyance), unless to identified lower-risk states (see Travel Guidelines). There are of course some exceptions. Please see the travel section for more details.
- If you are not able to return to campus when needed because of quarantine requirements following personal travel, this will be your responsibility to manage. You should work in advance with your supervisor to determine if there are alternate arrangements that can be made to accommodate your work. Otherwise, the time will need to come from your vacation, sick, personal or other leave time.

## Illness

- All expectations regarding staying home when sick remain in place. Sick time must be used for the duration of the illness and any associated need to stay off-campus.
- Any staff member working on campus who becomes ill, regardless of the symptoms, is asked to report it to their supervisor, and to HR and/or the Dean. Until a new process is established, the Dean will continue to oversee actions with regards to the staff member illnesses and tracking any close contacts at work.
- Any contact with a known or presumptive COVID-19 case is also to be reported. This may require a time off-campus or a state-imposed quarantine. We will work with you to determine if alternative work can be found or if this will need to be booked as sick time or other leave.
- Anyone working at home or on campus who is diagnosed with COVID-19 should report it to [cummingscovid@tufts.edu](mailto:cummingscovid@tufts.edu). The school will notify the university via its [covid19@tufts.edu](mailto:covid19@tufts.edu) account

We recognize that return to more normal HR processes and expectations may create challenges for some employees, while others may find the on-going restrictions frustrating. Please understand that our goal is to look after our faculty and staff by managing risk appropriately, while ensuring equity and being responsible employers. Please bring any issues forward and we will work to resolve them.

### **Additional Guidance and Services from Tufts Human Resources**

As the pandemic continues, its impacts continue to be felt in unpredictable and far-reaching ways. For the faculty and staff community, Tufts Human Resources remains a valuable resource for guidance and services for supporting you during this challenging time.

If you could benefit from any aspect of our Employee Assistance Program—including resources related to mental health and well-being, physical health, finances, childcare, or eldercare—please [learn more about these benefits on Access Tufts](#). And remember that all employees can check their sick time balances through [the eServe website](#). Additionally, other information that may be helpful is available on [the FAQ for staff employees](#). The Human Resources team is available to support you and your loved ones at this difficult time.