



# KEAN

WORLD-CLASS EDUCATION

The background of the slide features a large, faint, circular seal of Kean University. The seal contains the university's name 'KEAN UNIVERSITY' around the perimeter, the founding year '1855' at the top, and the motto 'SEMPER DISCENS' at the bottom. In the center of the seal is a shield with a torch and an open book.

# **Return to Campus**

## **Training**



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# Overview

- Kean began a multi-phase reopening process on July 13 in accordance with state and federal guidance.
- Phase 1 involved senior managers:
  - Vice Presidents
  - Associate/Assistant Vice Presidents
  - Deans
  - Directors
- All full-time, 12-month employees will begin to return on August 3 with staggered schedules.



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# Overview

- Every member of the Kean community shares a responsibility to follow health and safety guidance to reduce the spread of COVID-19.
- These four strategies will help protect our community:
  - Mandatory Face Coverings
  - Social Distancing
  - Handwashing
  - Self monitoring for symptoms



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# Face Coverings

- Every person on Kean's campus is required to wear a face covering over both the nose and mouth when inside a building or within 6 feet of another person anywhere on campus.
- The only exceptions to this are when a person is working in a closed and confined personal space, such as a solo workspace, or when eating/drinking where careful attention should be paid to social distancing.



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# Face Coverings

- The University will provide two washable masks to all employees upon their return to campus.
- Masks will be distributed in campus offices during the week of August 3 and are also available at the front desk at Kean Hall during business hours.
- Employees can also wear their own masks on campus.



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# Face Coverings

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily





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# Removing Face Coverings



- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing





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# Social Distancing

- Employees should be mindful to keep a safe space of six feet (or two arms lengths) from other individuals. Avoid congregating in communal areas.
- In preparation for the fall reopening, distancing markers will be placed on the floors where lines tend to form.



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# Social Distancing

- With the return of all full-time employees, management has developed staggered schedules, which include alternating arrival/departure times and days to facilitate social distancing. Contact your supervisor with questions.
- Employees who feel they need additional accommodations due to being at high risk for COVID-19 should complete the form available on the University's Return to Campus website and submit it to [benefits@kean.edu](mailto:benefits@kean.edu) as soon as possible.



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# Handwashing

- Employees are reminded to wash hands regularly including both sides, knuckles, between fingers, and under the nails for at least 20 seconds.
- Hand sanitizer, which is available across campus, can be used when washing hands isn't possible.



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# Handwashing

## Stop Germs! Wash Your Hands.

### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



### How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH  
**CLEAN HANDS**

#### ALTERNATIVES

If there is no hand soap in the home, you can also use shampoo or dish soap for hand washing.

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



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# Health

- Any employee who is ill SHOULD NOT come to campus and should follow normal protocols for taking a sick day. If you believe you have symptoms of COVID-19, consult with a healthcare professional to determine whether testing and/or quarantine is advisable.
- Any employee who misses 3+ consecutive days of work with illness must contact Human Resources.



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# Health

- Any employee who feels ill while at work should inform their supervisor and go home immediately.
- Any employee who tests positive for COVID-19 must contact Human Resources immediately so that contact tracing can begin. Email [hr@kean.edu](mailto:hr@kean.edu).
- Employee participation in contact tracing is required.



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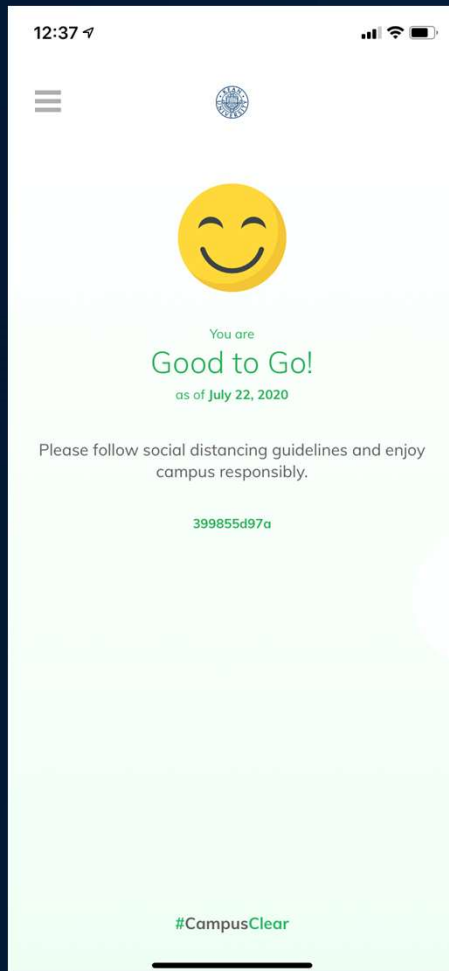
# #CampusClear

- All employees are REQUIRED to complete a health screening using the #CampusClear mobile app every day that they are on campus.
- Employees should download the mobile app from the App Store or Google Play before they return to campus and complete it each day.
- Employees need to share a “Good to Go” message from the app with their supervisor before entering their workspace each day. Supervisors or their designees are responsible for checking app responses from all employees on campus each day.



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# #CampusClear



- #CampusClear is not intended to be a source of medical advice. Contact a healthcare professional with medical concerns.
- The University will use the app solely to collect information about you related to COVID-19 and possible contact tracing. All information will remain confidential.
- For more information about the #CampusClear App and its Mobile Application Privacy Policy, visit Kean's Return to Campus website.





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# Helpful Reminders

- Even on campus, employees should continue to conduct meetings remotely via web or teleconferencing tools if at all possible. Avoid unnecessary visits to other campus offices and utilize electronic communication tools where possible.
- When face-to-face meetings are unavoidable, all participants should wear masks and maintain social distancing.
- Anyone using a restroom is reminded to maintain 6 feet of distance or wait outside until more space is available. If you enter a restroom or other space that requires cleaning, please contact (908) 737-5010.



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# Helpful Reminders

- The entire Kean community is reminded that they should use water fountains to fill up cups or bottles only. Drinking directly from fountains is not permitted.
- Employees who use public transportation must take extra precautions with regard to hand hygiene and remember to practice social distancing, wear a face covering and bring hand sanitizer. Limit touching frequently touched surfaces. Wash your hands upon arrival to work.



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# **\*\*Training Confirmation**

- All employees are **REQUIRED** to fill out this [health screening](#) to confirm completion of this training **BEFORE** they return to campus.
- Use this link to copy and paste into a browser:  
[https://KeanU.formstack.com/forms/return\\_to\\_campus\\_screening\\_tool](https://KeanU.formstack.com/forms/return_to_campus_screening_tool)

# Questions

- If you have questions about this training, email [hr@kean.edu](mailto:hr@kean.edu).
- If you have feedback on the University's response to COVID-19, fill out the feedback form on the [Return to Campus page](#) of Kean.edu.

# Thank You

Thank you for participating in this important training. Together, we will ensure our Return to Campus is conducted safely and help reduce the spread of COVID-19.

**\*\*Please remember to complete the health screening and download the #CampusClear App on your mobile device to prepare for your return to campus.**



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