



**Brandeis**  
UNIVERSITY

**Campus COVID-19 Scaling Up Guide and Policy**  
**Faculty and Staff**  
(revised)

February 2021

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## GUIDING PRINCIPLES

Brandeis University's policies and guidelines for responding to the COVID-19 pandemic, and the resulting scaling-up protocols, are rooted in the health and safety of our students, faculty, and staff, and the community in which we reside.

Brandeis' plans will also be aligned, informed by, and consistent with local orders and ordinances of the City of Waltham and Middlesex County, as well as the [Massachusetts Reopening Plan](#), the Massachusetts Department of Public Health, the CDC, the federal government, and relevant materials and expertise received by the Brandeis COVID-19 Steering Committee.

Our knowledge about and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated and communicated as appropriate as more information becomes available.

## WORKPLACE EXPECTATIONS AND GUIDELINES

### Applicability

This *Guide and Policy* apply to all faculty and staff who are currently working on campus in any capacity or who will return to work on campus. The University expects all faculty and staff who work remotely to familiarize themselves with, and abide by the terms of, this policy and any related guides or protocols in advance of any subsequent visit or an eventual return to campus.

This *Guide and Policy* shall apply to union employees to the extent that the terms of this *Guide* are not inconsistent with their collective bargaining agreements.

### Social Solidarity

Keeping the Brandeis campus and community safe and limiting the spread of the COVID-19 is a shared responsibility. As members of the Brandeis community, accepting responsibility for our friends, family, colleagues, and the wider community will contribute significantly toward reducing the spread of COVID-19.

Each of us must recognize that our actions on and off campus have potential consequences for others in our community. Our personal decisions and actions must be guided by the need to protect each other. The continued scaling up of our campus during the ongoing pandemic requires that all faculty and staff returning to campus agree to, and abide by, clear standards and expectations that promote appropriate behavior, goodwill, and a commitment to support each other during these challenging times through social solidarity.

### Compliance

All faculty and staff are expected to fully comply with the protocols outlined or referenced in this *Guide and Policy* as part of Brandeis' workplace expectations. Faculty and staff who violate any of the requirements of this policy may lose their ability to come to campus and will be subject to disciplinary action in accordance with the [Conduct Standards and Corrective Action Policy](#) and/or the Faculty Handbook.

Faculty and staff who observe others not following these policies or have specific health and safety concerns related to COVID-19, should immediately notify their department chair, Dean, manager, or supervisor. Concerns may also be reported confidentially using [EthicsPoint](#) (the Brandeis anonymous

reporting tool). Additional support can be provided by the [Office of Human Resources](#) or the University [Office of Ombuds](#).

If there is any dispute involving these policies or protocols which cannot be resolved by the faculty or staff member and their department chair, Dean, manager or supervisor, either party may contact the Office of Human Resources, Provost, or the University Office of Ombuds.

### Scaling Up Continuation

The university will expand and contract our campus operations in accordance with the Governor's orders, given the course of the COVID-19 in Massachusetts. In addition to all required health and safety protocols, the additional protocols are in place for access to campus:

**Faculty.** In order to access campus and their offices or research/studio/lab spaces, faculty and researchers must follow the protocols and scheduling requirements established by each school and unit. These protocols include maintaining reduced building density, signage and foot traffic control in place to maintain physical distancing of at least 6 feet, additional cleaning protocols, and other restrictions that may be in place. These protocols will be communicated by the appropriate Dean or department head. Faculty and researcher access to campus offices/studio spaces/research labs is subject to the approval by their school Dean or Vice Provost for Research (VPR).

**Staff.** Some staff may be approved to return to campus once they have satisfied all scaling up requirements. Other staff will continue to work remotely until further notice. Staff may also rotate their on-campus time based upon protocols established by each division, department, or office. Questions about return status should be directed to the department chair, Dean, manager or supervisor.

All faculty and staff who have been authorized to return to campus must complete a mandatory COVID-19 Safety Training module, complete the mandatory electronic daily health assessment in the Campus Passport every day they come to campus, wear an approved mask at all times (approved exceptions are outlined in the [Mask Policy](#)), and be in compliance with mandatory COVID-19 testing requirements to obtain a green or yellow Passport.

If you have been asked to continue to work remotely and need to return to campus to access materials, prior to when you have been asked to return, you must receive permission from your department chair, Dean, manager or supervisor and satisfy all other COVID requirements (daily health assessment, testing, training, etc.) to obtain a green or yellow Passport. We strongly encourage you to make these returns as short as possible. Even if on campus a short time you will need to wear a mask and practice physical distancing of 6 feet at all times and in all places. This is a required practice and an important way to help minimize the transmission of COVID-19 onto the campus.

## STRATEGIES TO REDUCE RISKS OF INFECTION



**Handwashing.** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public or shared space, after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Proper handwashing video: <https://www.youtube.com/watch?v=srTtNHhkapp>



**Physical Distancing.** Like masks and face coverings, physical distancing slows viral spread through reduced droplet exposure. Since people can spread the virus before they know they are sick, it is important to physically distance from others when possible, even if you have no symptoms.

Faculty and staff on campus must follow these physical distancing practices at all times:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups; avoid crowded spaces
- Abide by posted occupancy limits in designated spaces



**Coughing/Sneezing Hygiene.** If you are in a private setting without a face covering, always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately discard the used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.



**Sanitation of Surfaces.** While custodial crews will continue to clean office and workspaces on a regular schedule, additional site-level care should be taken to identify a plan for sanitizing frequently touched surfaces.

Faculty and staff are expected to self-clean their dedicated workspaces with cleaning supplies provided by Facilities Services on a weekly basis. While custodial staff will clean and disinfect shared spaces like kitchens, conference rooms, and equipment areas multiple time per day, faculty and staff are encouraged to self-clean after individual use.



**Use of Gloves.** Essential staff may be provided with gloves for certain work-related tasks requiring this PPE (Personal Protective Equipment). Use of gloves while sanitizing frequently touched surfaces is recommended to protect hands from the chemical agents in the sanitizer. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.



**Use of Goggles / Safety Glasses / Face Shields.** This kind of PPE is applicable for specific tasks, such as close contact to unmasked individuals and exposure to droplets. Individuals should consult with their supervisor regarding provision of appropriate environmental barriers or PPE.

Additional requirements may apply depending on your role in the University. Please consult with your manager or supervisor to discuss in more detail.

## STRATEGIES TO REDUCE RISK OF TRANSMISSION



**Masks.** Brandeis University is committed to the health and safety of our students, faculty, staff and student workers. The use of masks helps to reduce the spread of COVID-19 by reducing droplet transmission. ***Until further notice, all staff, faculty, contractors, and students will be expected to wear approved masks while on campus in all areas, indoors and out.*** Those working in areas with central air are expected to wear a face covering at all times (approved exceptions for wearing a mask include being in one's own office alone with the door closed, specific research techniques that have been detailed in an approved protocol, and while eating or drinking in appropriate areas).

### Mask Requirements

Allowable face coverings are defined as those that secure via ear loops or with ties and have a snug fit to the face, over the nose, and under the chin and are multilayered. Disposable and cloth masks that meet these specifications are acceptable. Face coverings with valves or plastic face shields used alone do not provide protection to the user or to the community, nor do bandanas, scarves, or gaiters; such face coverings are unacceptable and do not meet the requirements of the [Mask Policy](#).

Additionally,

- Unless designated as an essential employee, all community members must provide their own face mask each day they are on campus. Failure to bring and wear a face may result in being asked to leave campus. Refusal or repeated failures to follow this directive will result in disciplinary action.
- Community members with a disability or medical condition that requires accommodations for a specific type of mask or face covering should contact the appropriate campus health provider. For faculty, staff, and affiliates, contact Occupational Health Services (781-736-8757; [occhealth@brandeis.edu](mailto:occhealth@brandeis.edu)); for students, contact the Brandeis Student Health Center (781-736-3677, [brandeishealthcenter@brandeis.edu](mailto:brandeishealthcenter@brandeis.edu)).
- With new, more contagious strains of the coronavirus spreading in the U.S., and transmission levels still very high in Massachusetts, some public health experts recommend upgrading from basic cloth or surgical masks to wearing double masks or masks with filters. This is not a requirement at Brandeis, but is an option each individual may want to consider employing for additional protection, especially for those working in a high-traffic environment or for those with underlying health conditions.

### Proper Mask Use and Care

- Wash or sanitize your hands before putting on a mask; wash or sanitize your hands prior to and after removing a mask.
- Wear your mask securely over your nose, mouth, and tucked under your chin, fitting snugly to your face the entire time you are in public; do not wear your mask on your forehead, around your neck, hanging off one ear, or on your elbow.
- Avoid touching the exterior of your mask; wash or sanitize your hands if you do.

- Change or launder face masks if they become soiled, wet, or damaged; disposable masks must not be used for more than one day and must be discarded after use. Cloth face masks must be laundered after each day of use.
- Continue to adhere to other protective safety measures including physical distancing and frequent handwashing while wearing your mask.

How to Wear a Mask Video: [https://www.youtube.com/watch?v=qilLP\\_UnaHg](https://www.youtube.com/watch?v=qilLP_UnaHg)

## HEALTH SURVEILLANCE REQUIREMENTS

### Campus Passport

An important and required tool to help the Brandeis community to satisfy necessary health and safety requirements is the Campus [Passport](#). The Passport provides a personalized view of your readiness to come to campus, based on your completion of training, the Daily Health Assessment and testing.

Brandeis community members will be required to show their Passport to access many campus locations including testing sites, Gosman, the Library, and dining halls. Faculty and Staff may not come to campus and access university facilities, however briefly, without a green or yellow Passport. There are no exceptions to this rule.

### Visiting Campus – Yellow / Green Passport

Staff and faculty are eligible to come on to campus **only** when they have a valid yellow or green passport, which indicates compliance with the university's training, daily health assessment, and testing requirements.

To obtain a valid yellow or green passport to visit campus, staff and faculty must complete the following:

- **Training.** Have previously taken and completed the [employee COVID-19 training](#) course.
- **Daily Health Assessment (DHA).** On the day of the campus visit, complete the daily health assessment within the [Campus Passport](#) portal.
- **Testing.** On the day of the campus visit, either:
  - [Green Passport] Have a prior COVID-19 test result less than (<) 96 hours old; OR
  - [Yellow Passport] Schedule to take a COVID-19 test on the same day of the campus visit if the employee's last COVID-19 test was greater than (>) 96 hours ago.

## Passport Indicators

Passport Color	Passport Indicator
Green	You have completed all of the requirements and <b>are cleared to come</b> to campus.
Yellow	You have completed the COVID-19 Training and passed the Daily Health Assessment. You have scheduled (but not yet completed) your next COVID-19 test, within the next 24 hours. You <b>may come</b> to campus.
Red	You are missing one or more of the three required steps. The Campus Passport will list the step(s) you need to complete to come to campus. If your passport is RED you <b>may not come</b> to campus.
Orange	Travel Quarantine – You <b>may ONLY access campus testing facilities</b> when you are asymptomatic after returning from travel. After accessing the testing facility, you must immediately leave campus to quarantine until you have received your test result. Contact the Occupational Health Specialist (781-736-8757) with any questions.
Grey	Indicates that you are in isolation due to a positive COVID-19 test or that you are required to quarantine, having been identified as a close contact of someone who tested positive to COVID-19. If your passport is GREY you <b>may not come</b> to campus.
Blue	Indicates that you have an exemption from completing the Daily Health Assessment via electronic device. Those in compliance must be in possession of a <b>Shabbat Alternative Card</b> or other indicator of compliance.

For more details about the Campus Passport and color designations visit the [Campus Passport Website](#).

## Daily Health Assessment

Faculty and Staff working on campus, or who have been instructed to return to campus, must conduct a health symptom monitoring check every day before reporting to work. Additionally, they must attest to being free from novel symptoms or exposure risks and attest to having read this *Guide and Policy* and to comply with all campus health and safety requirements using the online Daily Health Assessment tool within the Campus Passport.

At this time, [symptoms](#) of COVID-19 include novel onset of one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Sore throat
- GI symptoms such as nausea, vomiting and diarrhea have also been reported
- New loss of taste or smell

If you have any of these symptoms, or have had “close contact” with anyone with confirmed COVID-19 (“close contact is defined as spending 15 minutes, cumulatively, within 6 feet of an infected person), or you, or a household member is currently on home isolation or quarantine:





- **DO NOT COME TO CAMPUS.**
- Notify your immediate supervisor of your absence.
- Report your illness symptoms to Brandeis Occupational Health Services: 781-736-8757
- Occupational Health Services will provide guidance regarding self-care, information on self-isolation, and support the isolation and return to work clearance.
- Contact your medical provider for advice, care, and testing. Staff and Faculty should use their primary care provider.

### Testing

Brandeis University has established a program to provide fast, frequent, and free [COVID-19 Testing](#) to members of the community who will be coming to campus. This testing is for asymptomatic individuals only; symptomatic testing for COVID-19 must be arranged through your healthcare provider. Symptomatic individuals or those in quarantine may not access testing sites on the Brandeis campus to minimize risk of exposure to others.

The [COVID-19 test](#) that Brandeis is offering is a type of anterior nares/nasal swab developed and conducted by the Broad Institute. The test is self-administered and involves a swabbing the inside of the nose with gentle rotation. There is no cost to faculty and staff for this test; results are delivered within 24-48 hours.

Only current Brandeis students, staff, faculty, and other affiliates or appointees are eligible to participate in this testing program. We are unable to provide testing for spouses, children, roommate, relatives, friends or others unless they are employed by or enrolled at Brandeis.

The literature suggests that testing for the presence of COVID-19 every 3-4 days is the optimal timeframe to catch nascent COVID infections and reduce the spread of COVID-19. The Campus Passport is set to require all off-campus students, staff, and faculty to submit a sample for testing every 96 hours. This is enforced via a 96-hour “countdown” in the Campus Passport, which is reset every time a participant submits a sample at a testing site. Once the “countdown” reaches zero, employees are required to have scheduled, or submitted a sample for another COVID-19 test to obtain a valid yellow or green Passport to visit campus (assuming the Training and DHA requirements have also been fulfilled for the day of the campus visit).

This means that, in general, employees who are required to or choose to visit campus on a **regular** basis must test every 3-4 days to ensure that they have an up-to-date negative COVID test (or twice a week). Employees who visit campus on a more ad-hoc or infrequent basis, must ensure that a) they are currently within the 96-hour “testing window” since their last sample submission, or b) they have scheduled a test (and submit a sample), on the day of their campus visit.

On Day of Campus Visit...	Passport Color <i>Assuming Completed Training &amp; DHA</i>
Last sample submission is <u>less than</u> (<) 96 hours	<ul style="list-style-type: none"> <li>Green</li> </ul>
Last sample submission is <u>greater than</u> (>) 96 hours; and <ul style="list-style-type: none"> <li>a. Have scheduled a test on day of visit</li> <li>b. Have NOT scheduled a test on day of visit</li> </ul>	<ul style="list-style-type: none"> <li>Yellow</li> <li>Red (DO NOT come to campus)</li> </ul>

**Testing Confidentiality.** Brandeis University follows strict guidelines to ensure the confidentiality of those individuals who test positive for COVID-19 or who are included in the contact tracing process. In accordance with federal law related to health information, individuals and their testing results cannot be publicly identified. We ask that community members **respect the privacy** of individuals and refrain from discussing any positive cases with others — even if you believe you know some individuals' results — so they can focus completely on their health. As a community, we must do everything we can to support these individuals and one another through this time.

When a positive test is confirmed, the Brandeis University Occupational Health Specialist will call the infected individual to confirm the test results, advise on health precautions and next steps, and begin the contact tracing process.

The University will work with individuals who test positive or who may have had close contact to ensure that they are symptom free before returning to campus.

Brandeis will never reveal the name of the individuals who have tested positive or who are part of the contact tracing process.

Complete details can be found on the University's [COVID-19 Testing Website](#)

### Contact Tracing

In the event of a positive or suspected COVID-19 diagnosis, Brandeis will follow its [contact tracing](#) protocols. Contact tracing is the process of quickly identifying, assessing, and managing individuals who have been exposed to COVID-19 and is designed to prevent additional transmission.

The specific goals of our contacting tracing process include:

- Provide comprehensive identification, isolation, and evaluation of faculty and staff who might be exposed to COVID-19.
- Prevent transmission of COVID-19 from a faculty, staff member or student to others.
- Track and report cases of occupationally or socially acquired COVID-19 infection.
- Comply with recommendations from Occupational Health Services, state and local Departments of Public Health (DPH), and the Centers of Disease Control and Prevention (CDC).
- Inform the Brandeis community when positive cases occur on our campus.

Faculty and staff who test positive for COVID, or are identified as having been exposed to COVID-19 through close contact with another member of the Brandeis community, will be required to participate

in an isolation or self-quarantine period (when directed by Occupational Health Services and/or state or local Department of Public Health officials) and to cooperate with the contact tracing process.

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive test) until the time the employee is isolated. Close contact can occur on campus or off campus. Any faculty, staff or students who may have had close contact with an individual who tests positive will be contacted as part of the contact tracing process.

We understand that these situations will create uncertainty and many faculty and staff may have questions or want specific information to protect their own health. The University will provide an informational communication to members of the community who work in the same department/area of the individual who tested positive.

Keep in mind that if you were not contacted as a part of the contact tracing process, you are not at significant risk of known exposure to COVID-19. We ask that all community members respect the privacy individuals who test positive to COVID-19 and refrain from discussing these cases with others.

### **Personal Illness**

Faculty and staff may not come to campus if they are experiencing any symptoms of COVID-19 (or other respiratory illnesses), such as cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell, sore throat, muscle pain or body aches, headache, or chills. It is required that you follow all University [requirements](#) if you develop COVID-19 symptoms.



Faculty and staff who experience an onset of symptoms while at work must leave campus immediately and contact their primary medical provider. You must also contact your supervisor and Brandeis University Occupational Health Services. If you do test positive for COVID-19, please follow all recommendations of your medical provider and the Occupational Health Specialist as well as University [recommendations](#).

If instructed to do so by a state or federal agency, your medical provider or the Brandeis Occupational Health Specialist, all faculty and staff must follow the established [quarantine requirements](#).

Faculty and staff who are unable to work due to personal illness should contact the Office of Human Resources to discuss available time off and leave options.

Note: There are confidentiality and Americans with Disabilities Act (ADA) laws that mandate protection of individual identities and disclosures of health information. All faculty and staff should be directing concerns or questions to Brandeis Occupational Health Services: 781-736-8769.

## SCALING UP PROTOCOLS

It will be critical to meet physical distancing and de-densifying needs for some time. The COVID-19 Steering Committee will work with managers and department leaders toward a phased approach for bringing faculty and staff back to campus, implement a coordinated process to ensure appropriate physical distancing, and minimize the potential spread of COVID-19.

### Remote Work

During our scaling up efforts, some faculty and staff will be invited back to campus once they have satisfied all scaling up requirements. Other staff will continue to work remotely until further notice. Questions about return status should be directed to the department chair, Dean, manager or supervisor.

### Further Considerations

Faculty and staff members who have been instructed to return to work on-campus and have a medical condition that place them in a higher risk group or who wish to seek a reasonable accommodation should contact the Office of Human Resources at (781) 736-4474 or [humanresources@brandeis.edu](mailto:humanresources@brandeis.edu).

Faculty and staff with responsibilities for child or elder care should work with their manager or supervisor to discuss a continuation of remote working, alternative work schedules and/or the use of paid or leave time.

### Public Transportation/Campus Shuttles or Vans

Commuting to campus is the responsibility of employees. Employees not wishing to utilize public transit may evaluate other mechanisms to travel to campus, such as driving and parking or utilizing ride-share services. If you utilize public transportation, ride share services or use the Campus Shuttles, we advise you to wear a mask before entering the train or bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your mask.

### Entry to Buildings

Access to buildings may require your ID badge to enter. You may not hold or prop open exterior doors for any other person. Managers and department leaders should identify usable building access points and coordinate arrival and departure times to reduce congestion during typical “rush hours” of the business day.

Once you have been instructed to return to campus, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

### Visitors and Guests

Guests and visitors to the campus are strictly prohibited without explicit written approval from the Provost or EVP for Finance and Administration. Please refer to the [Guest and Visitor Policy](#) for more information.

### Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers, rotate or stagger work schedules as able. Managers and supervisors should utilize the [Campus Scaling Up Checklist](#).

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

If working in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. It is important to follow all protocols put into place by the division, school, and/or department. Masks must be worn by any staff in a reception/receiving area.

### **Restrooms**

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Note that due to state plumbing code requirements, signage limiting the use of restrooms is not permissible.

### **Elevators**

No more than one person may enter an elevator at a time; use the stairs whenever possible. If you are using the elevator, wear your mask and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or, as an alternative, use your own hand sanitizer upon departing the elevator.

### **Meetings**

Meetings should continue to take place in a virtual setting wherever possible. For faculty and staff who are on campus, in-person meetings should be avoided where possible and should not take place in any form unless 6 feet of distance can be maintained. No in-person meetings of more than 10 people are allowed on campus. In-person meetings of 10 people or less must be conducted within the guidelines of meeting room capacity.

During your time on-campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use available collaboration tools (e.g. Zoom).

### **Breakrooms/Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using common areas.

Additional restrictions to eating, drinking, and access to breakrooms may be established, depending upon the trajectory of the viral spread and in consideration of new variants. Any additional restrictions must be strictly followed for the health and safety of our campus community.

## **Travel**

The University encourages all Brandeis community members to limit personal travel as much as possible. Please refer to the [Brandeis COVID-19 Travel Restrictions, Advisories and More Website](#) for University policies regarding University-sponsored travel. The University will follow guidance from the Commonwealth of Massachusetts regarding travel quarantine for community members who have traveled outside of Massachusetts and are returning to campus. All faculty and staff must follow and strictly adhere to the [Massachusetts COVID-19 Travel Order](#), which may change from time to time.

## **MENTAL AND EMOTIONAL WELLBEING**

### **Employee Assistance Program (EAP)**

Brandeis' EAP, New Dimensions, is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact New Dimensions by calling (800) 624-5544 or visiting the New Dimensions website at: [www.ndbh.com](http://www.ndbh.com) (user name: brandeis university).

To help us manage through this pandemic, it's important to create a routine, build downtime into your schedule, take breaks from news and social media, and practice good self-care. Included [here](#) are links to simple and practical resources to help you and your family in these uncertain times.

## **ADDITIONAL INFORMATION**

### **Brandeis University Contacts**

- [Office of Human Resources](#): (781) 736-4474 – [humanresources@brandeis.edu](mailto:humanresources@brandeis.edu)
- Occupational Health Services: (781) 736-8757 – [occhealth@brandeis.edu](mailto:occhealth@brandeis.edu)
- [Office of the Ombuds](#): (781) 736-2265 – [brandeisombuds@brandeis.edu](mailto:brandeisombuds@brandeis.edu)
- [Other Questions](#)

### **Other Resources & Information**

- Brandeis University
  - [COVID-19 Dashboard](#)
  - [COVID-19 Response](#)
  - [Testing and Tracing](#)
  - [Guest and Visitor Protocols](#)
- Centers for Disease Control (CDC)
  - [quarantine](#) and [isolation](#)
  - [Safe to be around others](#) information
  - [Caring for someone who is sick](#)
  - [contact tracing](#)