

Trinity College Return to Campus Information

July 30, 2020

Dear Colleague,

You are listed as an employee who will soon resume working on campus, and we are writing to provide information for your return. Here we will provide an overview of what to expect, and what the college and your colleagues need from you (each other) to maintain our community in the safest possible way. It is very important that you review this information and the attachment thoroughly before you return.

Health

With the health, safety and well-being of our community as guiding principles, the following plan for return to campus is in effect. These protocols have been developed based on current science, public health guidance and state of CT requirements for reopening of residential colleges and will evolve as conditions change and density increases.

Testing

We strongly recommend that returning employees obtain a COVID-19 test within 5 days before their return date. Information on testing sites can be found [here](#).

Requirements for Returning to Work

Public health guidance indicates that the most effective way to prevent the spread of COVID-19 is through the use of face coverings, sanitation measures and social distancing. **Therefore, employees returning to campus will be required to:**

- Review and respond to the questions on the COVID-19 daily self-checklist [available here](#) before coming to work each and every day.
- Stay home if they answer yes to any of the questions on the self-checklist, and notify their supervisor from home.
- Complete the training for COVID-19 prevention, available [here](#).
- Wear face coverings at all times, indoors and outdoors, unless alone in a closed area. Employees should plan to wear their own face covering as they arrive on campus; additional coverings will be provided by managers once they arrive.
- Maintain social distance as directed.
- Practice hand hygiene as directed.
- Report a positive COVID 19 test to Human Resources so that contact tracing can be conducted and health instructions can be given to coworkers.
- Immediately go home without coming into contact with supervisors or coworkers if they develop symptoms while at work. Employees must notify their supervisor by phone once they are home.

We will continuously review and adapt our requirements to meet changing conditions, and we will communicate updates as they evolve.

Changes to Campus

Areas in which employees will be working have been prepared with signage, cleaning supplies and other safety measures. For more information on campus safety measures, visit the [Return to Campus website](#).

Communication

[The Return to Campus website](#) is the best source of up to date information on all aspects of reopening. If you have questions or concerns, please let us know by emailing PlansToReturn@trincoll.edu or contacting your manager or [Human Resources](#). Your feedback will help us continue to adjust campus safety practices and to identify additional information to be shared with employees.

Concerns

If an employee has a concern about returning to campus, or identifies a concern upon returning, the employee should inform their department chair/manager. If necessary, chairs/managers may contact human resources to assist in balancing the need for work to be done on campus and the employee's concern. Employees will not be asked to share sensitive information about their specific situation.

We appreciate your hard work and dedication to Trinity through this difficult time.

Thank you,
Michelle

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