



## A Guide for Coming to Campus

*Because small actions can make a big difference, we commit to observing three simple practices.*



**Wear a face covering.** Universal masking is very important for slowing the spread of COVID-19. Your mask reduces the chance of exposing others, as well as provides some protection for you. Masks are required (over nose and mouth) at all times unless you are working alone in a closed, individual room or able to maintain six feet or more of distance outdoors.



**Complete your self-screen.** Faculty, staff and students should visit [screening.wustl.edu](https://screening.wustl.edu). Visitors and contractors should use a different screening tool, [available here](#).



**Wash or sanitize your hands regularly and practice good hygiene.** Wash your hands often with soap and water for at least 20 seconds. This is especially important after you enter campus, have been in a public place, or after blowing your nose, coughing, or sneezing. If a sink is not available, use hand sanitizer with greater than 60% ethanol or 70% isopropyl alcohol. Avoid touching your face; disinfect highly touched surfaces frequently.

### Spring 2022 Campus Plan Updates

On Thursday, December 30, the Office of the Chancellor sent an [email to the Danforth campus](#) outlining updates to the spring plan:

- **Classes will be held online for the first two weeks of the semester** Many Brown School students have secured accommodations off-campus. We encourage them to return to St. Louis and plan to attend classes remotely until in-person instruction begins.
- **All Danforth Campus students must complete pre-arrival and self-entry testing.** Update your address in Webstac by January 2 to make sure you receive your COVID-19 tests promptly.
- All students, staff and faculty are **encouraged to get the COVID-19 booster shot** if they are eligible to receive one.
- In-person, on-campus events will be limited.

Please check the [Spring 2022 FAQ](#) page of the [WashU Together: COVID-19 Response](#) site for university updates.

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*The protocols apply to all students, faculty and staff members at the Brown School. They represent a unique opportunity to demonstrate our shared professional values and ethics, as well as our engaged and caring community.*

This FAQ has information covering four general topic areas:

- Arriving on Campus and Entering Buildings**
- Working On-Site**
- Resources and Facility Use**
- Practicum and Courses**

## **Arriving on Campus and Entering Buildings**

### **Q: Do I need to schedule time to come into the office?**

A: **No.** We no longer use the Calendly app to reserve time on campus.

### **Q: Should I complete the COVID-19 screenings before coming to campus?**

A: All employees, regardless of vaccination status, must complete symptom screening. All employees, students, and visitors should go to [screening.wustl.edu](https://screening.wustl.edu) to complete the screening before coming to campus. Should you display any COVID-19 symptoms, regardless of vaccination status, you should stay home.

### **Q: I'm not fully vaccinated/won't be fully vaccinated by the first day of class/have an exemption. What do I do?**

A: Faculty and staff who are not fully vaccinated will be required to complete mandatory surveillance testing every other week during the fall semester, according to a [fall plan update](#) shared by the university on 8/13. Students are also subject to surveillance testing until fully vaccinated; if asked, refer them to Habif Health and Wellness for vaccination.

### **Q: I think I need a test for COVID-19. What should I do?**

A: As of 12/27/21, the COVID Call Center was experiencing overwhelming call volumes. In order to ensure that they can meet critical health care workforce needs, they are not offering asymptomatic post-exposure testing. Please reach out to an urgent care center, physician, or local pharmacy for testing options. Calls from individuals who work in clinics and hospitals (and cannot work from home) will be prioritized.

### **Q: Do I need my ID to swipe in?**

A: As of Thursday, September 23, 2021, you will no longer need to swipe into our buildings during normal hours of operation. If you lost your ID, please go to [Card Services](#) at the Women's Building to get a replacement.

### **Q: What about parking? Will we be paying hourly or have to buy a new permit?**

A: Normal parking operations have resumed. For more information about parking permits, please go to the [Parking & Transportation page](#).

## **Working On-Site**

### **Q: Do I have to be physically at work on campus?**

A: We have worked toward been more fully on-campus for the past year. Moving forward, we will continue to be

guided by the science in this area. Managers and supervisors are encourage tow work with their teams to be certain that any issues are addressed during the upcoming semester.

**Q: How should we approach situations in which individuals have significant barriers for returning to campus?**

A: Please see HR’s [flexible work arrangement policy](#). You should consult with your supervisor and with Siomari Collazo Colon in her role as HR director.

**Q: How do I know if my co-workers are vaccinated or not?**

The University has mandated vaccination for all students, faculty, trainees and staff by August 30, 2021. Until we have records of vaccination rates for our School and the Danforth campus, we cannot assume that our population is fully vaccinated. Additionally, exemptions may be granted for medical contraindications and for sincerely held religious beliefs (exemptions are made on a case-by-case basis and some exempt employees will likely continue remote work). However, disclosing our vaccination status to each other is a private decision and we should not ask our colleagues about being vaccinated. We should continue to adhere to masking in public spaces (and physical distancing for those in the process of becoming fully vaccinated).

**Q: Are the research centers being asked to do this same exercise and return to campus?**

A: Yes, research centers are included in the return-to-campus plans. However, their plans and processes are overseen by the Office of Research, so their timelines may be slightly different.

**Q: I am having issues with my technology/desk/facilities while working in person. What do I do?**

A: We fully predict issues cropping up as you return to work; especially concerning technology equipment that has not been used for long stretches of time. There is a new [ServiceNow form](#) to request IT-specific support for setting up your office. This “Return to Work” form is what you should use to request assistance getting your computer, monitors, and other technology items set up correctly in your office at Brown, Goldfarb, or Hillman. You are not required to use this form to let IT know you are returning to campus; this is simply intended to be an easy way for you to ask for IT help in setting up your office.

If you have further questions about technology needs and resources for yourself as you return to campus, please contact the IT Helpdesk at 314-933-3333 or [ITHelp@wustl.edu](mailto:ITHelp@wustl.edu).

**Q: Do I have to physically distance?**

A: We received guidance via the COVID-19 Danforth Campus Digest on the afternoon of July 2, 2021, that stated: **Due to promising initial estimates of vaccination rates among Danforth Campus faculty, staff, and students, we are now able to lift the physical distancing requirement for fully vaccinated individuals in most spaces on the Danforth Campus. Effective immediately, fully vaccinated individuals do not need to physically distance from others. Individuals who are not fully vaccinated should continue to maintain at least six feet of physical distance from others at all times.**

**Q: Do I have to wear a mask?**

A: Masks are still required throughout all indoor communal spaces of the Brown School (including cubicles.) While in a private office or space, you may take off your mask. While moving throughout buildings and the campus, especially public spaces, you must wear a mask. Please see the table below for reference:

Danforth Campus	Brown School specific
● In public indoor spaces (lobbies, open spaces, walkways, classrooms, events, meetings) you must continue to mask,	● Utilize masks when walking through Hillman, Goldfarb and Brown Halls, particularly in the open

<p>regardless of vaccination status.</p> <ul style="list-style-type: none"> <li>● In private or semi-private indoor environments (offices, private meeting spaces, break rooms, labs), if fully vaccinated, masking is optional.</li> <li>● If not fully vaccinated, masking is required in indoor spaces and outdoors where physical distancing of at least six feet is not possible. Exceptions for indoor spaces include inside a closed office or private room with the door closed.</li> </ul>	<p>common areas.</p> <ul style="list-style-type: none"> <li>● In private offices, individuals do not have to wear masks.</li> <li>● In shared spaces, please adhere to universal masking protocols.</li> </ul>
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**Q: Are cubicle work areas considered “public” spaces for the masking requirements?**

A: Yes. Only private offices with closed doors are considered private work areas. You may take off your mask and eat within private offices, but not outside of them.

**Q: How can we best protect members of our community who might be vaccinated but are also immunocompromised and/or at greater risk for COVID-19?**

A: Individuals who are at greater risk for COVID should coordinate with their supervisors and might be eligible to continue remote work. ***Any member of our community can request that students and/or colleagues mask in their presence without providing a personal explanation.***

**Resources and Facility Use**

**Q: What is the correct density? How many are too many people in a given space?**

A: We are now able to lift the physical distancing requirement for fully vaccinated individuals in most spaces on the Danforth Campus. Effective immediately, fully vaccinated individuals do not need to physically distance from others. Individuals who are not fully vaccinated should continue to maintain at least six feet of physical distance from others at all times.

**Q: Can I use the refrigerators?**

A: The refrigerators are open for use. Sanitation materials will be provided, and cleaning handles before and after use is encouraged.

**Q: Can I use the microwaves?**

A: The microwaves will be returned over the next few weeks. Sanitation materials will be provided, and cleaning handles before and after use is encouraged.

**Q: Where can we eat?**

A: If you have a private office, you can eat within your office. If you are at a cubicle or other public space, you can eat there as long as others are not around. You are also welcome to enjoy lunch outside when the weather permits. We are currently working on a plan to unlock study and classrooms which can be used to eat as long as they are currently unused.

**Q: Should I use EMS/ the reserve-a-room system?**

A: You should continue to utilize this in a limited capacity for small in-person meetings. It should be used to share all virtual, external events.

**Q: Are we still having campus events? Can students plan events/group meetings freely?**

A: Per the 12/30 message from the Office of the Chancellor, in-person events will be very limited in the spring semester. Student questions should be directed to Da'Shaun Scott, assistant director of student engagement ([dashaun@wustl.edu](mailto:dashaun@wustl.edu)).

**Practicum and Courses**

**Q: For practicum and similar opportunities, we are balancing in-person vs remote activities depending on the organization and student requirements. This is because the community does not have mandated vaccination requirements as the university does. Is this OK?**

A: This is a more complicated situation due to the frequent contact with the community. It will require an elastic approach and our field faculty colleagues will collaborate with our students and field instructors.

**Q: What are the plans for off-campus courses for spring?**

A: Classes will be held virtually for the first two weeks of the January 2022 spring semester.