

Social Distancing Policy

As you return to campus in this time of the 2019 novel coronavirus disease (COVID-19) pandemic, Franklin Pierce University wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that it is taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. This new Social Distancing Policy is one of those measures. Please read this policy carefully.

Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19. In addition, the State of New Hampshire requires employers to continue social distancing measures as a condition of reopening workplaces "NH Safer at Home".

This policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and its spreads is evolving, based on the currently available information, these measures will help curb its spread

Social Distancing Measures

Following the CDC's guidance and the guidance/ of the State of New Hampshire's Safer at Home and return-to-work order, Franklin Pierce University requires that you comply with the following protocols and procedures while in the workplace:

- **Remote Working/Working from Home.** The University is committed to Remote Working arrangements to the extent feasible and consistent with business necessity and has designated those workers approved for continued remote work in accordance with its Remote Working Policy. If you are not currently designated to remote work but believe you can effectively do so, or need an accommodation to remote work, contact your supervisor or Human Resources. If you have been designated as an essential worker, you are not eligible to telework unless you require an accommodation and a reasonable accommodation is available without imposing an undue hardship on the business.
- **Schedule Changes.** The University may change your schedule to minimize the number of employees in the workplace at any given time. These changes may involve any combination of:
 - continued or increased remote working, to the extent feasible, and subject to the Remote Working Policy;
 - alternate day work schedules;
 - staggered lunch and break times; and
 - staggered arrival and departure times.Franklin Pierce University will notify you of any changes at the time of your return to work or as soon as practicable for later changes.
- **Gathering Size.** Large in-person gatherings and in-person meetings of more than fifty people are prohibited in the workplace until further notice. However, nothing in this policy prohibits you from communicating with other employees about workplace issues or gathering virtually using audio, visual, or other technology.

- **Meeting Restrictions.** Employees must limit in-person meetings to the extent consistent with business necessity. If you meet in-person:
 - maintain at least a six-foot distance from other meeting participants;
 - comply with capacity limits for conference rooms and other public spaces including minimum spacing;
 - use alternate spaced seating arrangements across tables or desks to avoid direct face-to-face positioning;
 - you must wear a face mask/covering during the meeting;
 - you should engage in regular hand washing or use of hand sanitizer;
 - accommodate reasonable employee requests to participate remotely or from a private workspace in the office to the extent feasible; and
 - do not attend if you are experiencing any COVID-19 symptoms or know you have been exposed to COVID-19.
- **Six-Foot Distance.** Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including:
 - newly designated one-way pathways between desk clusters and other areas where six-foot distancing is not possible with two-way traffic flow.
- **Physical Barriers.** The University has installed Plexiglas between workstations where six-foot distances do not exist and cannot be created. If you are in an open workstation and believe you are positioned closer than six feet from a coworker without a barrier, inform Facilities immediately.
- **No Physical Greetings.** You must not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the COVID-19 era, this is considered polite, not rude.
- **Common Space Restrictions.** The cafeteria will be open when students are on campus, but will be operating with different serving and seating arrangements with designated areas and in compliance with the above social distancing guidelines.
- **Break Area Relocation.** We encourage you to take lunch or breaks at your desk or outdoors.
- **Visitor Restrictions.** All personal visitors are strongly discouraged until further notice. All other visitors are must have pre-arranged appointments, and must complete the health screening questionnaire prior to their visit, and will be required to wear masks.
- **Elevator and Stairway Use.** You must comply with facilities instructions and limitations regarding elevator and stairway access. You should exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks.
- **Posted Notices.** You must comply with all posted and distributed notices throughout the workplace reminding employees about social distancing, hand washing, illness reporting, and other safety and health protocols.
- **Flexibility.** You must follow new guidelines as they emerge, because this is an evolving issue. The University will inform you of changes to this policy.

Policy Modification

Franklin Pierce University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you are encouraged to report them to your direct supervisor or to Human Resources immediately.

Franklin Pierce University prohibits any form of reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and Franklin Pierce University will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Continued At-Will Employment

Nothing in this policy alters the at-will nature of your employment.

Policy Administration

Human Resources Department is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact the Human Resources Department.