

Duke University
Expectations and Recommendations for Faculty When Physically Present on
Campus Facilities during the COVID-19 Pandemic
August 7, 2020

Introduction

All faculty who will be teaching in-person classes and/or accessing the physical campus and its facilities are expected to observe the following health and safety guidelines and measures.

The expectations below have taken into account:

- The local orders and ordinances of the [City of Durham](#) and [Durham County](#), as well as the [State of North Carolina's Phased Reopening Model](#), or in the case of faculty at the Duke University Marine Lab (DUML), the town of [Beaufort](#) and [Carteret County](#) (and you are encouraged to review those orders carefully to ensure compliance with all state and local requirements).
- The recommendations from the Centers for Disease Control and Prevention (CDC), N.C. Department of Public Health, and the Duke Health Advising Team, as implemented by the University; to prevent both symptomatic and asymptomatic spread, these recommendations emphasize aggressive symptom monitoring and reporting, use of appropriate face coverings (those that fully cover the mouth and nose and provide a close fit to the face), physical distancing, and regular handwashing.
- Previously published Duke University COVID-19 policies and expectations, which are designed to protect your well-being and the wellbeing of those around you at Duke and our Durham-community neighbors, especially those who are elderly, immune-compromised, or otherwise vulnerable to COVID-19.

Please note that our knowledge and understanding of the COVID-19 pandemic continues to evolve, and our policies, plans, and student, staff, and faculty expectations will be updated appropriately as more information becomes available. Updated policies, plans and expectations will be available [here](#). Additional policies and procedures may be in effect for your department, program and/or specific work areas.

Expectations

All faculty who will be teaching in-person classes and/or accessing the physical campus and its facilities are expected to adhere to the following health and safety guidelines and measures:

COVID-19 Testing: Faculty who will be teaching on campus or otherwise interacting regularly with others while on campus, will be given the opportunity to participate in both baseline individual testing and, later, periodic pooled testing as a means of assessing the incidence of COVID-19 infection in our community. Pooled testing is a method that allows for testing of larger numbers of people while conserving supplies. Details regarding arrangements for baseline testing will be communicated soon, and arrangements for pooled testing at a later time.

Daily Symptom Monitoring: Before coming to campus for the first time each day, faculty must complete daily symptom monitoring activity through the REDCap Symptom Monitoring Application (“SymMon,” downloadable from the Apple and Google Play app stores). If faculty report COVID-19 related symptoms through the SymMon app, the app will direct them to contact the COVID Hotline at 919-385-0429 and not to come to campus or utilize campus resources until cleared by EOHW. It is of utmost importance that faculty report symptoms with precision and accuracy to protect their health and well-being and those of others in the Duke community.

<https://www.redcapcloud.com/covid-19-unified-platform/>

As explained more fully in the SymMon app when faculty sign up, Duke will use this information to ensure individual compliance with monitoring requirements, provide appropriate responses for symptomatic individuals, and analyze trends related to COVID-19 incidence on campus.

Faculty Reporting: Faculty who display COVID-19 symptoms or have been in known contact with anyone who has been diagnosed with COVID-19, such as family members, must contact the Duke COVID Hotline at 919-385-0429. The COVID Hotline is available seven days per week from 8 am until 8 pm each day. For after-hours assistance, please contact the Employee Occupational Health & Wellness (EOHW) hotline pager at 919-684-8115.

Face Coverings: Faculty must wear an appropriate face covering at all times when on campus, both inside buildings and outside, with the exception of when in open outdoor areas where social distancing is easily maintained and areas where individuals are not likely to pass in close proximity. The university may post signage requiring masks at all times in some outdoor locations with consistently heavy foot traffic. Duke is providing faculty with masks, but they can also use other appropriate face coverings. Please note that as of the publication of this document (summer 2020), the State of North Carolina has a mandate requiring the use of face coverings in most situations.

While on campus, faculty may remove face covering indoors only when eating (and while maintaining a safe physical distance from others), or while in their offices by themselves. Face covering is required in hallways, bathrooms, common areas, and any other space shared with any other person. Faculty who have a medical condition that may affect their ability to wear a face covering should seek assistance through EOHW or the [Duke Disability Management System \(DMS\)](#).

Physical Distancing: While on campus, all individuals are expected to stay at least 6 feet (about 2 arms’ length) from other people at all times - exceptions may include brief periods of time as part of laboratory research or other required activities where all parties are wearing appropriate face coverings and/or other approved personal protective equipment. This requirement is consistent with the state and local orders that already require physical distancing.

Hand Washing: While on campus, it is recommended that individuals wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, before and after eating, and after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, hand sanitizers that contain at least 60% alcohol are recommended. Duke has provided hand sanitizer stations throughout campus.

Enter/Exit Control: Duke will regulate and monitor entry to all Duke Campus buildings. The DukeCard is required for entry to all buildings, and no one may hold or prop open exterior doors for any other person. Visitors and guests are not allowed on the Duke Campus at this time. Building occupants are expected to follow signage on traffic flow and capacity constraints through building entrances, exits, elevator usage and similar common use areas.

Contact Tracing: If a faculty member tests positive for COVID-19, EOHW will conduct contact tracing to quickly and sensitively identify individuals who could have come in contact with that faculty member during the time when she/he/they were infectious. This process, which may lead to testing, symptom monitoring, and quarantine of those contacts, is essential to helping reduce the potential spread of infection. **Individuals who receive a positive test result are expected to adhere to the self-isolation guidelines of EOHW and public health authorities.**

Data usage: WiFi-location, card-swipe, and parking-access data will be used to facilitate pandemic response, such as contact tracing and building density management. All pandemic response data access will be strictly limited to those with an explicit need to know, including Employee Occupational Health and Wellness, Student Health, and others as explicitly authorized under Duke's Acceptable Use Policy. Please note that the provisions in [Duke's Acceptable Use Policy for Data Usage During COVID-19](#) apply. Duke may use data gathered to develop approaches for understanding where the virus may be spreading and who is at risk. Data will only be collected when individuals are on Duke's campus or in Duke-leased buildings.

Influenza (Flu) Vaccine: In light of the strain that the pandemic is placing on our healthcare infrastructure, Duke needs to take all reasonable steps to prevent additional burdens on clinic and hospital capacity. Toward this end, faculty must receive the flu vaccine on or before November 10, 2020 via Duke's EOHW or provide medical documentation acknowledging vaccination through a third party, unless they receive an approved medical or religious exemption. More information about this year's flu vaccine will be provided in the near future.

Overnight Travel: Duke has established limits on Duke-related overnight travel, requiring a demonstration that any proposed trip is essential, that it cannot be reasonably postponed or avoided, and that the individual has made arrangements to minimize the health risks of traveling amid the COVID-19 pandemic. For more information on this policy, please review the Duke Global Travel Policy – COVID-19 ADDENDUM, which can be accessed at [Duke Global Administrative Travel Support](#).

Any personal overnight travel that does occur should take place in accordance with public health recommendations to prevent the spread of COVID-19; depending on the circumstances, personal travel may have implications for individuals to access campus. For more information, please review [Duke's Statement on Personal Travel](#).

Location of in-person classes and other required class-related events: All in-person classes and related educational activities must be held on campus (or previously authorized Duke space) and observe the spacing and safety guidelines. Holding classes or required activities off campus, such as at faculty homes, is not allowed during the pandemic as it would be impossible for the university to ensure that such spaces adhere to the recommended health and safety standards.

Accountability

In order to resume in-person education for the Fall 2020 semester while mitigating public health risks, Duke will need a collective effort by all members of the faculty, along with all students and staff. As such, Duke expects all faculty to share in our community's responsibility to hold one another accountable. Faculty also have an especially important function as role models for our campus. If one sees a member of the community not complying with public health expectations, if possible address that person respectfully but directly to recommend compliance.

Faculty who are concerned about non-compliance or behaviors of another member of the community (including students, staff, and other faculty) that jeopardize health and safety, and do not feel comfortable addressing the situation directly, should contact their Chair or the office of their Dean. They can also contact Duke's anonymous Speak Up Program at (800) 826-8109 (24 hours a day, 7 days a week), complete the online Speak Up [form](#), or contact the [Duke Office of Audit, Risk and Compliance](#).

There will be consequences for individuals who fail to comply with safety requirements and policies, such as not wearing an appropriate face covering, not observing physical distancing, failing to obtain the flu vaccine, or not participating in required testing. First time, minor violations of COVID-19 conduct expectations will be met with appropriate educational responses and then warnings. However, a faculty member who repeatedly fails to comply with the safety requirements and required protocols, or who flagrantly commits a serious violation that could create a health or safety risk to others in the Duke community, will be, in consultation with the appropriate

Chair/Dean/Supervisor, subject to more significant consequences. Depending on the circumstances, those consequences might include:

- loss of the privilege to access campus facilities (including faculty offices and labs), enforced through deactivation of DukeCards;
- limitation or reassignment of duties in consultation with Deans, Chairs, and supervisors; or
- additional disciplinary actions in the most egregious instances.

In all cases, any disciplinary action will be consistent with and subject to the provisions, processes, and protections articulated in the Faculty Handbook.

All of our efforts around compliance and accountability must be applied equitably to all members of our community. Unfortunately, the pandemic has generated discriminatory actions and behaviors against persons on the basis of race and ethnicity. Faculty members, like other members of the Duke community, have an obligation to treat all members of the Duke community with the respect every human being deserves and not promote bias, participate in bias, or allow their own bias to impede the access and opportunity of others in our community (see also the CDC's statement on [Reducing Stigma](#)). Faculty members must report any concerns of potential discrimination, harassment or related misconduct to [Duke's Office for Institutional Equity \(OIE\)](#).

Safety and Wellness Tips for Faculty

Teaching and mentoring students in person during the pandemic is challenging. This is a stressful time for the campus community and, unfortunately, faculty may face some difficult situations while on campus and while teaching in-person classes. The tips below offer suggestions on how to handle some issues that may come up as we all work to mitigate risk of exposure to COVID-19 to the members of the community and maintain our values of inclusion and respect.

1. **Set the Ground Rules for the Class.** Prior to the first in-person class meeting and again at the first class meeting, lay out the key health and safety ground rules. Regularly remind students and student groups of their obligations under the Duke Compact to each other and to the community at Duke and in Durham.
2. **Include Health and Safety Measures in the Syllabus.** Mention the requirements to wear appropriate face coverings, maintain physical distancing, and adhere to other safety guidelines. Also include information about health resources for students, including mental health. And echo the need for us all to pitch in to prevent COVID-19 spread.
3. **Model Compliance and Positive Behavior.** Make sure that you follow required and recommended health safety measures during interactions at all times on campus.
4. **Gently Enforce Compliance with the Health and Safety Guidelines.** If you notice that a student is not complying with health and safety measures, and circumstances allow for a constructive conversation, remind that individual of the guidelines and the reasons behind them. If a student is not wearing a face covering, for instance, provide them with one if you have spare masks or let them know where they can get one (masks will be available in designated rooms in each classroom building).
5. **Be Firm and Consistent in the Case of Non-Compliance.** If a student in your class refuses to comply with health and safety guidelines, and cannot provide adequate proof of exemption, ask them to leave the room to protect the safety of others in the class. If the individual refuses to leave, stop the class, and tell the class

that you will schedule a remote-virtual class to cover the material for that day. Inform the Dean of Students Office, in the case of undergraduates, and the relevant school dean, for graduate and professional students.

6. **Use Available Resources to Deal with Non-Compliance.** If a situation around non-compliance arises (students gathering in close proximity, for example, or a senior colleague not wearing a mask in the departmental lounge) that jeopardizes health and safety, and you do not feel comfortable addressing the situation directly, please contact your Chair or the office of your Dean. You can also contact Duke's anonymous Speak Up Program at (800) 826-8109 (24 hours a day, 7 days a week), complete an online form, or contact the [Duke Office of Audit, Risk and Compliance](#).
7. **Stay Informed.** Stay up to date with the health and safety guidelines from Duke and the local and national health authorities. <https://coronavirus.duke.edu/updates/for-faculty>; <https://coronavirus.duke.edu/> Those guidelines are likely to evolve this year, as they did over the summer.
8. **Seek Assistance.** If you have concerns about the health or behavior of any student in one of your classes or with whom you interact (undergraduate, graduate, or professional) contact DukeReach (studentaffairs.duke.edu/dukereach). For undergraduates, contact the relevant DUS; for Master's and PhD students, contact the relevant DGS. For professional students, contact the relevant school dean.
9. **Be Mindful that All Students, Staff and Faculty Should Be Treated Fairly and Equitably.** Ensure that the guidelines are enforced equitably and report any incident of bias or discrimination based on peoples' backgrounds, such as race and ethnicity, to Duke's Office for Institutional Equity: <https://oie.duke.edu/we-can-help/complaints-and-concerns>.
10. **Be Considerate of Staff.** Remain flexible in your expectations given these challenging and unprecedented times, and considerate of staff who may be working remotely some or all of the time, those who are involved in cleaning campus facilities, and/or those who need to participate in face-to-face interactions on campus regularly.
11. **Take Care of Yourself.** In order to teach and advise well it is important to be well. Remain attentive to your own well-being and the well-being of those close to you. Take advantage of the resources available at Duke Personal Assistance Service (PAS) through individual counseling sessions or use the wellness resources on their website (<https://pas.duke.edu/concerns/well-being>). You can also reach out to the Office for Faculty Advancement. <https://facultyadvancement.duke.edu/personal-well-being> <https://facultyadvancement.duke.edu/covid-19-tips-and-resources-duke-faculty>