



Return to Campus Guidebook for Employees

June 25, 2020



To Simon's Rock Faculty and Staff:

Bard College at Simon's Rock's policies and protocols for responding to the COVID-19 pandemic are formulated to protect the health and safety of our students, faculty, staff, and community.

Simon's Rock's *Return to Campus Guidebook for Employees* is consistent with federal reopening guidelines for businesses, Massachusetts Guidelines, Commission for Independent Colleges and Universities recommendations for reopening campuses, state and local government orders and ordinances, and public health issuances from the Centers for Disease Control and Prevention and MA Department of Health. This plan was prepared by the Bard College at Simon's Rock Reopening Committee, in collaboration with the Provost, College counsel, Bard College, and various county officials.

Our knowledge and understanding of COVID-19 continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available. Please check the Simon's Rock COVID-19 webpage regularly. College-wide announcements will also go out as developments occur.

Workplace Expectations & Guidelines

All staff members are expected to comply fully with the policies, protocols, and guidelines outlined in this document and the Simon's Rock's Employee Handbook. Failure to do so may result in corrective action.

Our primary goal is to protect all members of our community when physically returning to our campus so that we can safely reopen campus for the fall 2020 semester. All employees must remain committed to ensuring their own personal safety and the safety of others as we allow small numbers of employees working remotely to gradually resume on-campus work.

Return to Campus Policies for Employees

1. Employees who can work from home should continue to do so until department supervisors provide the College with a Return to Campus Plan that outlines the department's needs and plans for on-campus work and is then formally approved before implementation. The College will strategically bring back employees in a phased-in way to plan and prepare for a safe and successful fall 2020 opening while adhering to all state capacity requirements and safety protocols.
2. Employees who need to observe stay-at-home protocols (those 65+ in age or who have underlying medical conditions), those who may have childcare or eldercare obligations, or those who live with a person who still needs to observe stay-at-home protocols due to underlying condition, age, or other factors, should contact the Director of Finance and Administration, Philip Morrison, at pmorrison@simons-rock.edu or call 413-528-7204.
3. Employees who have been instructed to return to work on campus and have concerns or wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the Director of Finance and Administration, Philip Morrison, at pmorrison@simons-rock.edu or call 413-528-7204.
4. Before returning to work on campus, all employees must have department supervisor approval, and department supervisors should examine each request to make sure the employee needs to be on campus. We are working hard to minimize the number of employees on campus in the early phases of reopening.
5. Before returning to work on campus, all employees must take Simon's Rock's COVID-19 Return to Campus Training on appropriate hand washing, use of PPE, social distancing, and other COVID-related topics, and read and sign the Return to Campus Pledge.

Return to Campus Plans

All department supervisors must submit a plan by July 1, 2020, for employees to return to campus that adheres to the policies stated above. Department supervisors can submit plans using the form provided in the section below.

Departmental Return to Campus Plans for Non-Faculty Employees

In order to begin the process of phased staffing, departments must submit a Return to Campus Plan using the [Departmental Return to Campus Plans Form](#), which will be reviewed by the Director of Finance and Administration for approval. This plan establishes how each department will continue to fulfill the obligations of the department while still permitting some employees to work from home. The plan should take into account the work-from-home vs. work-on-campus preferences of relevant employees. In formulating a plan, departments should pay particular attention to ensuring interdepartmental coordination is not hindered.

> [Submit a Departmental Return to Campus Plan](#)

Departmental Return to Campus Plans for Faculty

Faculty will be receiving instructions on Return to Campus Plans closer to the fall semester.

Obligations

Receiving permission to continue to work from home does not alter your duties, obligations, responsibilities, and/or conditions of employment.

Temporary Accommodations

If at any time an alteration is necessary due to the change in the status of an employee, either due to their own COVID-19 status, due to exposure to COVID-19, or due to a necessity to care for a sick family member or care for children due to unexpected changes in childcare, a supervisor may approve an interim shift in any individual's work plan and will update the Director of Finance and Administration accordingly.

Confidentiality

Employees working remotely are reminded that they are still bound by confidentiality agreements including but not limited to The Family Educational Rights and Privacy Act (FERPA). Employees working remotely must establish procedures that keep documents and confidential information secure when necessary.

Designated Work Time

Employees must follow their regular assigned work schedule, or any new work schedule established in the plan unless otherwise discussed with and approved by the employee's manager. All arrangements for childcare, eldercare, repairpersons, etc. must be arranged so as not to interfere with the employee's regular work schedule.

Symptom Monitoring Requirements

Employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. This will be an online tracking system accessible through the Simon's Rock portal. The information will go directly to department supervisors, where it will be subject to the same confidentiality rules that govern access to other protected information. Employees who do not have access to a computer may request a paper copy of this checklist.

You must be free of ALL symptoms potentially related to COVID-19 before coming to campus.

Symptoms include:

- Shortness of breath or difficulty breathing
- Fever (100.4 degrees or higher, or more than 1.8 degrees above your normal baseline)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion (not otherwise attributed to seasonal allergies)
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, please contact your healthcare provider for an assessment of symptoms.

- Employees experiencing any symptoms or warning signs of COVID-19 must not report to work, inform their supervisor and contact their health care provider, and follow CDC recommendations.
- Employees who have been in close contact with family members, friends, acquaintances, etc., experiencing a fever or symptoms outlined above must not report to work, must inform their supervisor, contact their health care provider, and follow CDC recommendations.
- Employees who have been in close contact for 15 minutes, or longer, with someone who has COVID-19 must not report to work, must inform their supervisor, contact their health care provider, and self-isolate for 14 days.
- Employees who test positive for COVID-19 and have been on campus within 14 days MUST contact their supervisor immediately, and follow all public health and government guidelines regarding quarantine and tracing efforts. The College will begin relevant communications and disinfecting/sanitizing efforts upon learning of a confirmed case while maintaining all privacy laws.

Plan for Employees who Exhibit Symptoms of COVID-19

If an employee begins exhibiting symptoms of COVID-19 while at work, or within 48 hours of having departed campus, they must inform the Director of Finance and Administration, Philip Morrison (pmorrison@simons-rock.edu). They must depart campus immediately, provide information about their

whereabouts on campus over the last 48 hours, and not return until they have obtained a negative COVID-19 test result. Upon notification, the employee's personal workspace and other spaces deemed necessary will be isolated, cleaned, disinfected, and closed for a minimum of 24 hours. If it has been seven days or more since the sick employee used the facility, additional cleaning and disinfection will not be considered necessary.

Plan for Employees Testing Positive for COVID-19

If an employee of Simon's Rock receives a positive COVID-19 test result, they must alert the Director of Finance and Administration, Philip Morrison (pmorrison@simons-rock.edu). Information on other employees and students who had contact with the ill employee during the time the employee had symptoms and two days prior to exhibiting symptoms will be compiled, and these individuals will be contacted immediately. Note, the campus will only solicit information from the employee related to potential on-campus exposures or exposures that otherwise occurred during the course of work related to employment at the College.

Plan for Employees who are Exposed to COVID-19

An employee is considered exposed to COVID-19 if the employee has had contact for more than 15 minutes while less than six feet apart during a 48-hour window prior to symptom onset with a person who has obtained a positive test result for COVID-19. Employees must inform the College if they have a known exposure to COVID-19.

If the College determines that an employee has been exposed at work, the College will inform the employee of their exposure while maintaining confidentiality. Exposed employees may not return to campus until 14 days after their last exposure. This is based on the time it takes to develop illness if infected. Receiving a negative COVID-19 test does not relieve the requirement for quarantine as it can take time before the virus is detectable. However, if at any time the employee obtains a positive result, they should follow the appropriate guidance below.

Employees must follow all public health and government guidelines regarding quarantine and tracing efforts.

Employees can find information about testing on the mass.gov website:
<https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Return to Campus Plan for Employees Testing Positive for COVID-19

In accordance with CDC recommendations and guidelines, Simon's Rock will implement the following plan for returning employees to the workplace that have been infected with COVID-19 (after testing positive by a medical professional):

Employee with confirmed COVID-19 but showing no illness

Employee will be able to return to the workplace only after meeting the following conditions:

- After at least seven days have passed since the date of their first positive COVID-19 test and they have not become ill or exhibited any symptoms of COVID-19.

Employee with confirmed COVID-19, showing illness, but not requiring hospitalization

Employee will be able to return to the workplace only after meeting the following conditions:

- At least three days have passed since their recovery, with no abnormal fever for a minimum of 72 hours. Employees must have no significant temperature for 72 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen)
- Respiratory symptoms have improved
- No continuing illness: the employee exhibits no symptoms of COVID-19
- The employee has had two confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.

Employee with confirmed COVID-19 and requiring hospitalization

An employee requiring hospitalization due to COVID-19 may be at higher risk of spreading the infection. Per CDC guidelines, this employee would require rigorous testing before returning to the workplace, including re-testing to verify they are no longer shedding the virus.

Phased Staffing

Simon's Rock will implement a coordinated return of staff overtime to ensure appropriate social distancing and maintenance of health and safety measures as outlined by public health and government authorities.

The Office of Finance and Administration will review and approve initial Return to Campus plans, taking into account the necessity of services, the College's ability to control and manage specific work environments, and each department's need to access on-campus resources. Approvals and any additional guidance will be communicated through supervisors.

Employees' return to campus will be controlled to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No office should increase on-campus presence without the approval of their Return to Campus Plan. No employee should return to their office without direct communication from a department supervisor and full understanding of the policies set forth in this guide for social distancing, hygiene, health monitoring, use of face masks/coverings in the workplace, and attendant responsibilities to oneself and to others.

The College is working closely with local health providers and public health authorities to monitor and assess the potential spread of the virus, and implement policies and procedures to mitigate spread.

Staffing Options

Once staff members who have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

Remote Work

In the initial return-to-campus phase, supervisors should discuss the continuation of remote work with their staff members. These arrangements, once given supervisor approval, can be done on a full or partial day/week schedule, as appropriate. Employees working remotely are allowed to collect documents from campus in accordance with established College guidelines, but this should occur minimally, not with frequency.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, offices should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. As appropriate, confer with others in the building to agree upon such arrival and departure plans.

Personal Safety Practices

Face Masks/Coverings

Face masks/coverings must be worn by all staff working on campus when in the presence of others and in public settings where six feet of social distancing measures are difficult to maintain (i.e., common workspaces, meeting rooms, classrooms). Appropriate use of face masks/coverings is critical in minimizing risks to others near you. It is possible to spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Simon's Rock will provide masks to employees and visitors if needed. Please contact your supervisor, or Campus Safety if you need a mask.

See details regarding face mask/covering use and care below.

	Type and Intended Use of Face Masks/Coverings			
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
Description	Homemade or commercially manufactured face coverings that are washable and help contain the wearer's respiratory emissions	Commercially manufactured masks that help contain the wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain the wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain the wearer's respiratory emissions
Intended Use	Required for campus community use in non-healthcare settings (office spaces, general work settings, community areas where six feet social distancing cannot be consistently maintained). Must be replaced daily. While likely necessary for ingress and egress, not required when working alone in an office.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the Bard College at Simon's Rock Reopening Committee. Employees may wear personally owned masks and respirators.	

Use and Care of Face Masks/Coverings

Putting on a Face Mask/Covering

- Wash your hands or use hand sanitizer prior to handling the face mask/covering.
- Throughout the process: Avoid touching the front of the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or secure loop around the ears.

Taking off a Face Mask/Covering

- Do not touch your eyes, nose, or mouth when removing the face mask/covering.
- When taking off the face mask/covering, untie the straps or loop your finger into the strap and pull the strap away from your ear.
- Wash your hands immediately after removing the face mask/covering.

Care, Storage, and Laundering

- Face masks/coverings may not be shared.

- Keep face masks/coverings stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day in a row and must be washed after each use. Cloth face coverings should be properly laundered with regular clothing detergent before the first use and after each shift. Cloth face coverings should be replaced immediately if they become soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they become soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Other Safety Measures

Social Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Staff at work on campus must follow these social distancing practices:

- Stay at least six feet (about two arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Campus Open Spaces

All social distancing protocols outlined in this guidebook must be followed.

Hand Washing

Wash your hands often with soap and running warm water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. Dry hands with disposable paper towels, if possible. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. 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.

Gloves

The College will provide employees in Health Services, Physical Plant, Campus Life, Food Service, and other high-touch departments gloves as part of their PPE (Personal Protective Equipment). 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.

Goggles/Face Shields

Staff members do not need to wear goggles or face shields as part of general work activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Physical Plant Cleaning/Disinfection

Physical Plant custodial staff will continue to clean and disinfect public buildings, academic and administrative spaces, and residence hall common spaces (kitchens, hallways, lounges, bathrooms) in accordance with CDC guidelines and health and safety protocols. Employees will also be provided disinfectant wipes or spray for their desks and shared equipment (i.e. copiers, scanners, refrigerator doors). Employees should wipe down shared equipment with disinfectant wipes before/after each use and wash hands with soap and water or hand sanitizer after using. All members of the Simon's Rock community must show diligence in personal hygiene and sanitizing of personal spaces, in addition to the ongoing efforts and work of our Physical Plant staff members.

Hand Sanitizer

Hand sanitizer stations have been mounted at major building entrances and high-traffic areas. Personal hand sanitizer is available from Campus Safety, should you need it.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds after using a tissue. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Ventilation

Mechanical, electrical, and plumbing systems are being monitored and readied in advance of reopening campus buildings that have been offline. In addition to replacing filters, when applicable, the CDC recommends allowing outdoor air to circulate in buildings to the greatest extent possible while maintaining safety protocols (i.e. opening windows and doors in individual offices).

Travel Restrictions

While classes are in session, there will be no non-essential College-sponsored travel. Non-work travel should be minimized; please notify your supervisor to self-report any non-work travel. Employees who travel to a country or state under a CDC defined Level 3 Travel Health Notice (widespread ongoing transmission without restrictions on entry to the United States) will be asked to quarantine for 14 days before returning to campus.

Guidance for Specific Workplace Scenarios

Public Transportation

If you must take public transportation, a face covering/mask should be worn before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with at least 60% alcohol as soon as possible and before removing your face covering/mask.

Working in Office Environments

If you work in an open environment, be sure to maintain at least six feet distance from coworkers. If possible, have at least one workspace separating you from another coworker. You should wear a face mask/covering at all times while in a shared workspace/room.

Physical Plant will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, students, and visitors, such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where individuals should stand while waiting in line.
- Placing one-way directional signage for large open workspaces with multiple throughways to increase distances between employees moving through the space.
- Designating specific stairways for up or down traffic, if building space allows.

No more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times. Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet. A face mask/covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in an otherwise open environment).

Sharing of objects such as computers, notebooks, and writing utensils should be avoided. Employees should wash hands before and after using shared objects or touching shared surfaces, such as conference room tables or printers. Use of shared work stations should be limited to the extent practicable. If shared locations remain in use, they must be cleaned and disinfected between use by different employees. Consider implementing strict clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks. Personal items like cellphones, mugs, etc. should not be taken into other rooms, especially restrooms.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. When applicable, restrooms with multiple stalls should have signage to restrict occupancy when social distancing cannot be maintained (i.e. max two occupants, flagging when occupied). Wash your hands thoroughly after using restrooms to reduce the potential transmission of the virus.

Using Elevators

No more than one person may enter an elevator at a time. Please use stairs whenever possible. If you are using an elevator, wear your face mask/covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol upon departing the elevator.

Meetings

Where feasible, meetings should be held in whole or part using available collaboration tools (e.g. Zoom, Google Meet, telephone, etc.). Meetings may take place outdoors, if necessary, to mitigate risk.

In-person meetings are subject to the restrictions of local, state, and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables and/or add visual cue markers in meeting rooms to support social distancing practices between attendees. All attendees should wear a face mask/covering while sharing space in a common room. Where possible, meeting spaces should be ventilated with outdoor air to the greatest extent possible while maintaining safety protocols.

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.

Meals

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

Employees should eat meals in their own office with the door shut when possible; however, if you must eat in a conference room or lounge, maintain six feet distance between yourself and others. Only remove your face mask/covering in order to eat, then put it back on. Wipe all surfaces, including tables and chairs, after use. There will be no use of communal appliances (coffee machines, refrigerators, etc.) at this time.

Visitors

There should be no unauthorized visitors entering campus buildings at this time. All authorized people such as delivery personnel, vendors, and contractors must be registered through the department they're visiting, follow public health protocols including pre-campus health monitoring, and logged in with date, time, and contact information at their destination.

Signage and Posters

Building occupants are expected to follow signage on traffic flow and social distancing through building entrances, exits, elevator usage, and similar common use areas.

DOH COVID-19/Simon's Rock-specific signage will be placed throughout campus, illustrating proper use of face coverings, effectively using and discarding PPE, social distancing, hand hygiene, cleaning, and disinfection guidelines, hand sanitizer, maximum occupancy, directional demarcations, and so on.

- If you need posters and fliers for your building, please email Marketing and Communications at communications@simons-rock.edu with the exact number/type(s) needed.
- If you need specific posters and fliers that are not part of the general College suite but are necessary for health and safety reasons, please email Marketing and Communications at communications@simons-rock.edu. All signage must be consistent and follow DOH, CDC, and other official guidelines. Do not post your own signage. Please note that this process requires work with our Marketing and Communications office and may take time. Advance planning is appreciated.

Mental and Emotional Wellbeing

Employee Assistance Plan (EAP):

ComPsych Guidance offers resources to assist our faculty and staff as we all navigate the unique challenges related to COVID-19. In particular, ComPsych is providing resources to support employees and leaders in reducing the risk of illness and tending to the needs of loved ones while remaining focused and productive with work responsibilities. Learn how ComPsych Guidance Resources can help: [How Your EAP Can Help](#).

EAP 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 EAP by calling 800-272-7255 or visiting the EAP website at:

guidanceresources.com, Web ID: COM589

When directed to enter the first 5 digits of the name of the College, enter: B a r d [space].

Navigating this portal for the first time requires registration. It is a good idea to register now and make note of your username and password for future reference.

Responding to Students in Distress

The impact of the pandemic as well as changes to our on-campus environment may be distressing to students. Employees should take steps to remain apprised of the resources available to students on our campus and how to access those resources so that they can make appropriate referrals in order to best support our community.

On-Campus Resources

- The Wellness Center: wellnesscenter@simons-rock.edu, 413-528-7353
- The Office of Equity and Inclusion: cei@simons-rock.edu
- Win Student Resource Center: wincommons@simons-rock.edu
- RISE (Rockers for Intervention Support and Education): contactrise@simons-rock.edu, 413-528-7623 or 413-528-7624
- Academic Affairs: acaffairs@simons-rock.edu
- Campus Life: campuslife@simons-rock.edu

Online Resources

- HELPGUIDE: www.helpguide.org
The website is an online guide to help with maintaining mental and emotional health. Areas of focus include grief and loss.
- Jed Foundation: www.jedfoundation.org
The Jed Foundation is the nation's leading organization working to reduce emotional distress and prevent suicide among college students.
- National Suicide Prevention Lifeline: www.suicidepreventionlifeline.org.
A 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis: 800--273--TALK (8255).
- Ulifeline: www.ulifeline.org
Ulifeline provides a mental health library, tools for self--evaluation and links to 24--hour hotlines, including the Trevor hotline for LGBTQ youth.
- Half of Us: www.halfofus.com
Nearly half of us have felt so depressed that it was difficult to function. Through Half of Us, learn about warning signs, find information on a number of mental health concerns and connect with others. You can see videos of popular actors and artists, who speak about their personal experiences with depression and suicidality, as well as other issues.

Local COVID- 19 Resources

- [Town of Great Barrington COVID-19 Information](#)
- [Massachusetts COVID-19 Information](#)

Simon's Rock Contacts

- Furniture/physical space: Physical Plant
<https://assetessentials.dudesolutions.com/BardCollegeSimonsRock/>
- Additional soap/sanitizer in your building: Physical Plant
<https://assetessentials.dudesolutions.com/BardCollegeSimonsRock/>
- Additional copies of existing signage: Marketing and Communications
communications@simons-rock.edu
- Request for specialized COVID-19 signage: Marketing and Communications
communications@simons-rock.edu
- Delivery or pickup of PPE: Campus Safety campussafety@simons-rock.edu
- Questions about staffing/work schedules: Philip Morrison pmorrison@simons-rock.edu
- Questions about postal delivery/Mailroom: mailroom@simons-rock.edu
- Health information or referrals: Philip Morrison pmorrison@simons-rock.edu
- For a comprehensive resource list, visit the Simon's Rock [COVID-19 Updates webpage](#)