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**Annenberg School for Communication**

**University of Pennsylvania**
Dear Colleagues,

When we hastily decamped to our home offices in March 2020, I doubt any of us thought our absence from campus would last this long, and I am thrilled that we now find ourselves emerging from this isolation and moving our work back to the Annenberg building.

Down to a person, you have all impressed me with your resilience, creativity, and incredibly hard work during this challenging time. I am enormously proud of you for transitioning to and mastering entirely online classes, events, communication, and workflows while maintaining the excellence for which Annenberg is known.

In the months and years ahead, we will find a new normal, as individuals, as a school community, and as a society. We will no doubt incorporate some of the positive aspects of conducting many functions of our lives online, just as we will have a new appreciation for the sort of human connections that we forge in person.

As Annenberg returns to on-campus operations, we have an opportunity to renew and reaffirm our sense of community and introduce it to the new faculty, students, and staff who have never experienced an in-person Annenberg. Ours is a tight-knit group of people who support one another in the pursuit of exceptional research, teaching, and learning. We need to double-down on those values as we make this significant shift.

This guide is meant to support you in a successful transition back to the classroom and the office. The pandemic has thrown us many curve balls — and may yet have some surprises for us — but we are committed to a successful return to campus. I cannot overstate how much I look forward to seeing your faces in the building in the weeks ahead.

With thanks,

John L. Jackson, Jr.
Dean
One of the most critical tools we can use in the fight against COVID-19 is vaccination. To help protect you and those around you when we return to campus, the University is requiring all current and active faculty, staff, students, and postdoctoral trainees to be fully vaccinated. Effective July 1, individuals who recorded being fully vaccinated against COVID-19 in their Workday record are exempt from regular Penn Cares screening testing. Individuals who report their vaccination status after July 1 will be exempt thereafter.

Those who have not entered their information on being fully vaccinated into Workday by August 1, 2021 will be required to schedule and take part in weekly Penn Cares screening testing and complete their daily screening through PennOpen Pass.

The university recognizes that some individuals will choose not to obtain vaccines for medical, religious, or other reasons. It is also understood that some may choose not to disclose their vaccine status. Those who are not fully vaccinated or who do not disclose their vaccination status will continue to be required to participate in twice-a-week COVID-19 Penn Cares screening testing and must continue to wear masks both indoors and outdoors. Penn Cares testing remains a highly effective public health tool on campus. For more information, please visit coronavirus.upenn.edu/content/vaccinations.

Information about student vaccination requirements can be found at https://shs.wellness.upenn.edu/immreg/.
All members of the Annenberg School community should enroll in PennOpen Pass and use it while on campus regardless of vaccination completion. PennOpen Pass continues to provide the Penn community with confidential symptom monitoring and access to Penn Cares support services. Effective July 1, use of PennOpen Pass is required for employees who have not reported their vaccine status. PennOpen Pass will support testing compliance and daily symptom checking for those individuals, but it will no longer be used to enter University buildings unless they are Penn Medicine healthcare facilities and clinical settings.

If you have any symptoms or have been in close contact with someone who has tested positive for COVID-19 or has symptoms, do not report to work on campus.

REPORT SAFETY CONCERNS

Please use the COVID-19 Safety Concern form to submit COVID-19 safety concerns at the University and Health System of the University of Pennsylvania. If you wish to remain anonymous and want to report a compliance concern, please contact Penn’s confidential Hotline at 215-P-Comply (215-726-6759) or www.upenn.edu/215pcomply.
FACE COVERING HEALTH & SAFETY GUIDANCE

In accordance with the guidance of the Centers for Disease Control and Prevention for areas with high transmission rates, effective August 5, 2021 the University is requiring that all members of the Penn community and visitors wear masks while indoors in public or shared spaces. Exceptions to the masking requirement include single occupancy offices and shared spaces where 6 feet of distancing can be maintained. Read the full announcement here.

You are required to wear a mask if you are:

- Indoors at Penn, in public or shared spaces - regardless of vaccination status.
- Inside healthcare settings, including all Penn Medicine facilities or Penn Cares testing sites.
- Using public transportation, including Penn Transit.

In light of the changing recommendations of the PDPH, please note that if the mask mandate is lifted, many coworkers may choose to continue wearing masks whether they have completed their vaccination or not. Your respect, empathy, and understanding are greatly appreciated during this transitional time when individuals may opt to use additional personal precautions.

As local public health guidelines change, the University will update its general face-covering guidelines accordingly. Visit https://coronavirus.upenn.edu/content/public-health-guidance for the latest updates.

EATING & DRINKING ON CAMPUS

While restrictions on eating and drinking on campus have been lifted, eating remains one of the higher risk activities for disease transmission, especially indoors. For those who are unvaccinated, continuing to practice social distancing when eating is paramount. While dining indoors is no longer prohibited, outdoor eating and drinking remains a safer option.
As communicated in the spring, the university is planning for a repopulated campus for the Fall 2021 semester. Therefore, Annenberg staff will return to campus in August to prepare for the start of in-person teaching, learning, and working. In an effort to ease the transition, we will return to campus according to the following schedule:

- **Week of August 02:** Return to campus one day
- **Week of August 09:** Return to campus two days
- **Week of August 16:** Return to campus three days
- **Week of August 23:** Return to campus four days

Staff should communicate with their manager to establish a schedule that works best for them, their supervisor, and other team members (where applicable).

In addition, we will pilot a program for the fall semester that allows for a 4/1 work location schedule: four days working on campus; one day working remotely. There is no approval process - this plan is offered to all staff who are non-essential personnel and who have responsibilities that can be successfully accomplished from home one day per week. However, the University requires that each staff member participating in the 4/1 Pilot Program complete and submit an [Agreement for Regular Off-Campus Work Form](#). Completed forms should be emailed to the supervisor and Donna Burdumy. Please note that staff who choose to work on campus five days per week may do so.

Of paramount importance is that each individual or unit maintains an on-campus presence that supports the optimal operations of their area, and provides continued interface with students, faculty, staff, and others we serve. As such, supervisors and staff are responsible for working together to develop a hybrid work schedule that prioritizes service delivery, with at least one staff member in each unit on campus every day. In addition, supervisors may request information about what staff are working on when they are working remotely, and it is expected that staff will share this information willingly and at the level of detail requested.

Staff who wish to extend their hybrid work schedule beyond one day a week must work with Penn's [Office of Affirmative Action](#) to pursue an [ADA accommodation](#), or initiate the process to request a [Flexplace arrangement](#) through the university's Quality of Worklife Office, depending on the nature of the request. (Please note that requests for a 100 percent remote workplace will not be approved by the Quality of Worklife Office.)

Questions regarding any of the information above may be directed to Donna Burdumy.
Staff members who need or wish to take time off from work following their return to campus should refer to the University's regular Paid Time Off (PTO) and Sick Time policies, unless the time off is related to COVID-19. With respect to absences related to COVID-19, the COVID-19 Sick Time and Leave Guidance will remain in effect for now, as will the Public Health Emergency Leave (PHEL) for temporary employees. Please remember - if you are sick, stay home.

If not already used, staff are encouraged to schedule their administrative day off with pay provided by the University. This thank-you for Penn's collective success during the challenges of the past year should be used by December 31, 2021 and recorded via your Workday dashboard using the Time Off & Leave process.

Staff members with disabilities impacting their return to campus may apply for reasonable accommodations in accordance with the Office of Affirmative Action and Equal Opportunity Program processes.

Wellness Resources

To support the physical and emotional well-being of all benefits-eligible faculty and staff as Penn returns to full campus operations, the University offers many wellness and work-life programs. Visit MindWell at Penn for an overview of these services.

- The Employee Assistance Program (EAP) is available to offer emotional support. Telephone or video counseling is available. You may contact the EAP by calling 1-866-799-2329 or visiting the EAP website, www.hr.upenn.edu/EAP.

- PennCOBALT is a new web-based platform that matches faculty, staff, and postdoctoral trainees to mental health resources and the appropriate level of group and individual mental health and well-being support.

- Penn Healthy You is a new website for exercise workshops, nutrition counseling, online mindfulness resources, and upcoming wellness events to enhance your resilience and well-being.

- Caregiver Resources and Support can be a challenge during times of change. Penn offers several resources for finding and providing care for children and adults.
Upon returning to campus, please keep in mind that in most cases office computers have not been used in over a year, and it will take some time to get through the backlog of updates. Before using your computer all updates should be applied.

- For Windows, please download this update assistant (where it says Update Now).
- For Macs, click here.

If any issues are encountered, please submit an IT Help Desk ticket or email ithelpdesk@asc.upenn.edu.

If possible, you may want to consider visiting your office prior to your return date in order to run updates, which will take at least one hour. Alternatively, you may want to bring in a laptop to use as a backup until your office computer updates and becomes fully operational again. If using a laptop, please connect to Wi-Fi. Instructions on how to connect on all devices can be found here. Please do not plug in your laptop using Ethernet unless you have active antivirus software.

The ASC IT team is asking all faculty, staff, and postdocs to schedule an appointment with a member of the IT Help Desk after all of the needed updates have been applied. They will assist with re-connecting printers, setting up webcams, and ensuring that everything is running optimally. Please click here to schedule an appointment.

Please remember that any equipment or other items borrowed to facilitate remote work must be returned by the week of August 2nd. Staff participating in the 4/1 Pilot Program are required to provide the necessary equipment to facilitate the one day of remote work. If this is not possible, staff should consult with their supervisor.

Also, don't forget about the daily 11 a.m. IT support meeting on Microsoft Teams. Everyone in ASC is part of the Team "ASC-Walter's Coffee Shoppe." Inside of that Team, there is a channel called IT Support with a Zoom link to the weekday meetings, which are specifically designed with end-users in mind - stop by!

**EMAIL SECURITY & PHISHING**

Cyber criminals are targeting both individuals and organizations to steal information that can lead to the loss of valuable data and/or assets. If you receive a suspicious email, please contact the IT Help Desk and delete the email from your mailbox without clicking on any hyperlinks or attachments.
During normal operations, Part 2 of the Form I-9 must be completed in person at Onboard@Penn. However, due to COVID-19 the Department of Homeland Security provided temporary flexibility allowing electronic examination of documents for those employees who were working 100 percent remotely.

Any member of the Annenberg community who was hired after March 16, 2020 and completed the Form I-9 electronically as part of their onboarding is required to schedule an appointment to visit Onboard@Penn within three (3) business days of arriving on campus in order to present the Form I-9 acceptable documents for physical inspection.

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PennCard

Has you PennCard expired? Did you misplace your card over the course of the past year and need a new one? In support of the University’s return-to-campus efforts, the PennCard Center has created a special webpage with quick access to guidance on obtaining replacements for lost, damaged, expired, and non-working cards. Please note that if you need to visit the PennCard Center, pre-scheduled appointments are required. PennCard’s normal hours of operation are Monday through Friday, 8:30 a.m. to 5 pm. Be sure to bring your current PennCard, a valid US or state government issued photo ID, or a valid passport with you.

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New Hires
The Commuting at Penn portal offers detailed information about discounted public transit and bike commuter options, how Penn Transit can serve commuters who live near the University, campus parking options, information for parking patrons with suspended monthly permits, and other valuable resources and updates related to your commute back to campus. Please note that there are new options available for limited weekly or as-needed parking at reduced rates. The Penn Transportation and Parking Office is open Monday to Friday from 9 a.m. to 4 p.m.

Customer Service Options for Commuters:

- For questions regarding placing a new commuter order or updating an existing one, please call Health Equity/WageWorks at 1-877-924-3967 and follow the prompts.

- Inquiries about the SEPTA Key Card and available transportation fare products may be directed to SEPTA Key Card Customer Service at 1-855-56-SEPTA (1-855-567-3782).

- The Office of Transportation and Parking is your information resource for questions regarding campus parking sites, rates, and availability, or any issues with point-of-sale payment in garages or lots. Please contact staff at parking@upenn.edu or 215-898-8667.

- For questions about the Bike Commuter Expense Reimbursement Program, contact: bikecommuter@upenn.edu.
UNIVERSITY PREPARATION

The University has implemented a deep clean of all facilities in anticipation of the return to campus, including rigorous and regular disinfecting of offices, conference rooms, bathrooms, lobbies, classrooms, labs, and libraries. Each building at Penn has specific heating, ventilation and air conditioning systems (HVAC), and the University has conducted building-by-building HVAC systems condition and performance reviews by Facilities and Real Estate Services and Environmental Health and Radiation Safety (EHRS). All occupied on-campus buildings are in compliance with the prevailing International Building Code and ASHRAE standards for ventilation.

BUILDING ACCESS & HOURS

The Annenberg School building (3620 Walnut Street) is currently open according to the following schedule:

- Monday to Friday: 8 a.m. to 8 p.m.
- Saturday: 9 a.m. to 3 p.m.
- Sunday: Closed

Beginning August 23rd the building will be open according to the following schedule:

- Monday to Friday: 8 a.m. to 10 p.m.
- Saturday & Sunday: 10 a.m. to 4 p.m.

Please note that these hours are subject to change.

Through August 23rd only the Walnut Street doors will be open and your PennCard must be used for entry. Beginning August 23rd the Plaza doors will also be open and PennCards will no longer be required for entry. PennOpen pass is no longer required.

Please note that there are several construction/maintenance projects underway this summer and fall, and extra caution should be used when navigating the building.

SECURITY

Annenberg’s team of security guards will be on duty as usual. Those new to the community should feel free to introduce themselves. Photos of the guards can be found on the school’s staff list [here](#).

Questions about building hours, access, and security may be directed to Deborah Porter.
VISITORS

Visitors may include prospective students, event attendees, building contractors, and family or friends visiting campus. While most visitor restrictions have been lifted, visitors to Penn’s campus must adhere to the University’s safety protocols, including masking indoors if unvaccinated. See the [Penn Visitors Guidelines](#) for the complete policy.

SUITE 200

The Main Office/Suite 200 will be open and accessible to everyone in the school community beginning August 2nd. It’s asked that everyone be mindful of respecting the physical space comforts shared by others, as well as any posted signage outside individual offices advising of personal choices related to office visitors (this applies to all offices and workspaces, not just those in Suite 200). As always, it is expected that everyone using the kitchen area and refrigerator will be mindful of cleaning up after themselves. Coffee mugs, dishes, and silverware should not be left in the kitchen sink.

The front office staff will soon be sharing a series of digital flyers related to equipment usage, reminders about policies, and more. Please check your email inbox for these communications in the fall.

SHARED SPACE & COMMON AREAS

The City of Philadelphia has lifted physical distancing restrictions. Accordingly, all Annenberg School classrooms, offices, conference rooms, and common areas may be used at 100 percent capacity. Again, it is expected that everyone in the school community will respect one another with regard to physical distancing preferences.

PETS

Effective August 1, 2021, only animals that are registered as service or support animals are permitted inside Annenberg School buildings. Applications may be filed for reasonable accommodations in accordance with the [Office of Affirmative Action](#) and Equal Opportunity Program processes.
The Annenberg School Library is currently open by appointment only. Email Katie Rawson to schedule an appointment.

Beginning August 16, 2021, the library will be open according to the following schedule:

   Monday to Friday: 9 a.m. to 5 p.m.
   Saturday & Sunday: Closed

Beginning September 14, 2021, the library will be open according to the following schedule:

   Monday to Friday: 9 a.m. to 9 p.m.
   Saturday & Sunday: 11 a.m. to 3 p.m.

**GETTING LIBRARY MATERIALS:**

- Currently: PickUp@Penn at Van Pelt circulation
- Beginning August 16th: Delivery to Annenberg, BorrowDirect, ILL pickup at Annenberg
- Ongoing: Books by Mail, to anyone

**COURSE RESERVES & CANVAS SUPPORT:**

- Contact Min Zhong or Katie Rawson
- Physical reserves in Annenberg will be available for the fall semester.

**ASC LIBRARY ARCHIVES:**

- Contact Jordan Mitchell for appointments, starting August 16th.

**RESEARCH CONSULTATIONS & TEACHING SUPPORT:**

- Contact Katie Rawson
- Consultations and instruction are available in-person or through Zoom.
Consistent with guidance from the City of Philadelphia Department of Public Health, the University has lifted the restriction on campus gatherings and events. Organizers and sponsors must follow University safety and masking protocols. See the University's [Events and Gatherings Guidelines](#) for the complete policy.

- Gathering size limits are lifted for outdoor gatherings.
- Indoor gatherings may occur at up to the full capacity of a given indoor space.
- Individually packaged food and drink are allowed at gatherings.

Before the pivot to remote work, teaching, and learning, ASC had committed to moving the Elihu Katz Colloquium Series to a virtual format to signal our commitment to reducing our carbon footprint. We plan to continue that line of action in the upcoming academic year for non-local speakers. The Annenberg Conversations on Gender Series will also continue to be held virtually.

While these series will primarily be held remotely we wish to foster community, even during times of uncertainty, as we return to campus. To this end, we will be offering lunch for the community, who may choose to gather in Room 500 for the talks, or return to their offices or other spaces to watch them online.

In a further effort to support sustainability, we are asking that any untouched, wrapped, leftover food be left on carts outside of Room 500, the main office, or the student wing so that others in the community may partake. We also will be making an effort to drop off leftover food at local shelters.

Click [here](#) for detailed information about upcoming events at Annenberg.
The Penn-affiliated travel suspension has been lifted.

- For all Penn-affiliated travel, a COVID-19 vaccination is required.
- Faculty travel exceptions require approval from their school’s dean or designee.
- Staff travel requests should be submitted to the ASC Business Office for review prior to travel arrangements being made.

In order to avoid health-related challenges or complications, especially when traveling abroad, Penn recommends that all travelers be fully vaccinated against COVID-19 before initiating travel. Individuals who are not fully vaccinated are strongly encouraged to delay travel until they are fully vaccinated.

Individuals who are not fully vaccinated who must travel on University business should follow CDC guidance and be tested 1 to 3 days before their trip, adhere to strict masking, distancing, and handwashing protocols while traveling, and be tested 3 to 5 days upon their return. This is also consistent with campus public health guidance for unvaccinated individuals.

Faculty, staff, and students may travel domestically or to countries rated CDC Level 1 and Level 2 without a petition. Penn Travel Guidelines and Procedures apply to Penn-affiliated travel only. Personal travel and commuting are not considered Penn-affiliated travel and will continue to be governed by city, state, and federal guidelines.

All travelers are expected to follow local and state guidelines regarding quarantine, testing, masking, etc. and should be prepared for changes and modifications. As government restrictions and guidelines pertaining to domestic and international travel continue to evolve, we encourage anyone planning to travel to consult the Penn Global Travel Guidelines for the most up-to-date information.

For questions regarding Penn-affiliated travel, please contact the Annenberg School Business Office.
Return to Campus Checklist

BEFORE YOU RETURN

- Record your COVID-19 vaccination in [Workday](https://workday.com). Instructions are on your dashboard.

- Enroll in [PennOpen Pass](https://pennopenpass.com) for access to symptom information and contact tracing.

- If you are not fully vaccinated, sign up for [Penn Cares](https://penncares.com) screening testing.

- If your PennCard has expired or you have lost it, visit the [PennCard return-to-campus webpage](https://penncardreturntocampus.com) for renewal and replacement instructions.

- Review your return-to-campus and 4/1 Pilot Program plan with your supervisor.

- Think about how your work habits have changed over the past year. Plan to continue positive habits such as remaining paperless, scheduling mindfulness breaks, or utilizing online tools such as Zoom and Microsoft Teams to help facilitate your work.

- Visit the [Penn Transportation and Parking Commuter Portal](https://penntransportationparking.com) for parking pass options and links to public transit information.

- Review the University's public safety initiatives, including walking escort services and more on the [Penn Public Safety webpage](https://pennparksafety.com).

YOUR FIRST DAYS BACK

- If you are a new hire who completed an I-9 electronically, present your documents to Onboard@Penn within three business days of being physically on campus. Visit [Onboard@Penn](https://onboard.upenn.edu) for detailed instructions.

- Schedule an appointment with [ASC IT support](https://ascit.upenn.edu) for equipment reconnection.

- If you forwarded your office phone to another number, remember to un-forward it.

- Return University property such as computers, chairs, and other equipment.

- If you supervise someone who was hired after March 16, 2020, introduce them to co-workers and provide a building tour.

- Respect the distance preferences of others and observe posted signage outside private offices and workspaces.

- Feel free to continue wearing a mask.

- Visit your favorite campus spots and landmarks.
Contact Information

**Faculty Questions:**

Kelly Fernández  
kelly.fernandez@asc.upenn.edu  
215.898.4407

**Staff & Postdoctoral Fellow Questions:**

Donna Burdumy  
donna.burdumy@asc.upenn.edu  
215.898.7053

**Graduate Student Questions:**

Joanne Murray  
joanne.murray@asc.upenn.edu  
215.573.6349

**Undergraduate Student Questions:**

Litty Paxton, Ph.D.  
litty.paxton@asc.upenn.edu  
215.898.4996

**Building/Facilities Questions:**

Deborah Porter  
deborah.porter@asc.upenn.edu  
215.898.2996

**IT Questions:**

ASC IT Help Desk  
ithelpdesk@asc.upenn.edu

**Financial/Travel Questions:**

ASC Business Office  
ASCBusinessOffice@asc.upenn.edu