



January 13, 2021

Dear Faculty and Staff,

Happy New Year! I hope you had a restful holiday season and that you and your family are safe and well. As we approach the start of the Spring 2021 semester, we've prepared the following important information with specific actions necessary for you to help us to keep our campuses safe.

First, I want to update you on the COVID-19 vaccine. As of January 12, New York State has added "in-person college faculty and instructors," those aged 65 and older, and immunocompromised individuals to the list of populations eligible for vaccination. You can use [New York State's eligibility tool](#) to determine if you are eligible for the vaccine and to schedule an appointment. Please note that there are many more people in those categories than vaccines available, so it may be difficult to schedule an appointment. We hope that all higher education faculty and staff will soon be eligible, and we will update you as we have more information. Your Pace ID should be sufficient proof of employment at the University.

For additional proof, you may print out the "Printer Friendly" version of your most recent pay advice. Residents of [New Jersey](#) and [Connecticut](#) should check with their local health officials for information in their states.

Here are our plans for spring reopening. Our campuses will remain closed through January 18, except for essential workers and those provided special exemptions from the Employee Relations Department of Human Resources. While the spring semester is scheduled to commence on January 25, the first two weeks, through February 7, will be via remote learning. (Classes at Haub Law start earlier, but they'll also stay remote until February 8. Some experiential programs will start in-person on January 25.) As such, when the campuses reopen on Tuesday, January 19, for your safety and for that of the entire community, please note the following measures will take effect for all faculty and staff:

- **Only faculty and staff who are required to be on campus between January 19 and February 7 should return during this time period.** Beginning January 19, we will no longer require a letter from Human Resources for campus access for those staff and faculty who must return to campus. Our goal continues to be limiting on-campus presence to only student-facing employees, those who are required to be on campus for business operations or essential academic activities. Reach out to your supervisor or department chair for more information.

- **Everyone coming to campus for the first time after January 18, will be required to submit a negative COVID-19 PCR test result taken within seven days prior to your arrival on campus.** Please do not wait to get tested as it might take several days or more to get a convenient appointment.
 - Prior to returning to campus, you will need to submit your test results via the [confidential Patient Portal](#), which is being used for testing compliance to help keep our community safe. You will use your Pace credentials (Portal user ID/password) to access the system. Instructions can be found [here \(PDF\)](#). For more information, please click [here](#) or contact University Health Care on your campus at (212) 346-1600 in NYC or at (914) 773-3760 in Westchester.
 - Free PCR testing is available in [New York](#), [New Jersey](#), and [Connecticut](#). Testing is also available at pharmacies and clinics as well as through FDA-approved mail order kits, which may be covered by insurance. Pace's group health plan with Cigna typically covers PCR tests for those who are symptomatic and/or have been exposed to someone who has tested positive for COVID-19. For more comprehensive details, please see Cigna's [policy](#), log into your [Cigna patient portal](#) or call Cigna at (800) 244-6224.
- **We will continue to require completion of the [PaceSafe app](#) on each day you access campus.** If you don't have the app on your phone, you can use the web application found [here](#). Please be prepared to print out the form and bring it with you to campus. As in the fall semester, the University will be checking to ensure compliance for everyone who enters the campus.
- **Pace will continue to randomly test 25% of faculty and staff accessing the campus weekly.** Please continue to observe precautions such as wearing face coverings at all times when you are in campus buildings or traveling around campus outdoors, social distancing, and washing your hands.

Pace will continue to follow guidance from the Centers for Disease Control and Prevention and other federal and state health agencies. While we're optimistic about the impact the vaccine will have, we must remain diligent about following all safety protocols, including those who have either tested positive for the antibodies, or who have been fully vaccinated. The [CDC continues to recommend](#) face covering and social distancing measures until more information becomes available. Consequently, all required safety measures will continue to apply even once you've received the vaccine or you have fully recovered from the virus.

As we continue to prioritize campus safety, we will insist on compliance with all of our guidelines, and we will require accountability from the entire Pace Community.

Of course, these plans are subject to change if and when public health guidance changes. Continue to check your Pace email and our [Return to Campus website](#) to remain aware of any updates.

If you have any questions please contact Employee Relations at employeerelations@pace.edu. Thank you for your cooperation. Together, we can make this a safe and successful semester.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Renna", with a horizontal line underneath it.

Matt Renna
VP, Human Resources

See our [Return to Campus website](#) for additional communications from Pace University. For the Elisabeth Haub community, please refer [here](#) for the most up to date information.