



## Duke Compact Quick Reference Guide

Question	Response	Links to Additional Resources
<b>1. What is an acceptable face covering?</b>	Acceptable masks and face coverings vary based on the activity or environment. Whether your preference is a reusable cloth covering or a disposable mask, what you choose must cover your nose and mouth.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Keep Working for faculty and staff: <a href="https://keepworking.duke.edu/faqs/staffing/#safety">https://keepworking.duke.edu/faqs/staffing/#safety</a>
<b>2. Do I have to wear a face covering only when I am on campus?</b>	When on campus, you must follow Duke's instructions for wearing face coverings, which apply to all Duke owned and leased properties. We hope you will also practice good citizenship off campus, and at a minimum, follow state and local ordinances regarding the use of face coverings.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Keep Working for faculty and staff: <a href="https://keepworking.duke.edu/faqs/staffing/#safety">https://keepworking.duke.edu/faqs/staffing/#safety</a>
<b>3. When can I take my face covering off?</b>	Disposable masks or reusable cloth face coverings are not required in the following limited circumstances: <ul style="list-style-type: none"><li>• While alone in a confined room such as an office or dorm room</li><li>• While alone in a vehicle, if the vehicle is not regularly shared with others</li><li>• Eating or drinking, while following safety guidance</li><li>• In open outdoor areas where social distancing is easily maintained and areas where individuals are not likely to pass in close proximity</li></ul>	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Keep Working for faculty and staff: <a href="https://keepworking.duke.edu/faqs/staffing/#safety">https://keepworking.duke.edu/faqs/staffing/#safety</a>

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<b>4. Can I get more face coverings from Duke?</b>	Duke will provide 3 washable/reusable face coverings. Face coverings should not be worn for more than 1 day between washings. If you need more than 3 reusable face coverings, you may purchase or make more. Acceptable face coverings are available at the Duke Stores, local retailers and online retailers.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Choose: Universal masking
<b>5. What is an appropriate physical distance?</b>	Typically, the CDC recommendation of 6 feet is an appropriate distance. However, with precautions and protective equipment in place, the minimum distance may be less than 6 feet. And, if participating in athletic training or vigorous exercise, more than 6 feet may be necessary.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Choose: Hygiene, social distancing & personal responsibility
<b>6. What if I do not report my symptoms each day that I am on campus?</b>	Reporting your symptoms each day is the best way to ensure you stay home when you are or might be ill, which reduces the likelihood of spreading the virus. If you do not report, your access to buildings may be temporarily suspended, or revoked.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Choose: Self-screening
<b>7. What is a large gathering?</b>	Large gatherings are defined by Duke and by local and state ordinances. There are some gatherings of more than 10 people allowed by state and local ordinances (i.e. religious services); all other gatherings should follow Duke instructions and guidance issued by state and local authorities.	Duke United: <a href="https://returnto.duke.edu/community-responsibility/">https://returnto.duke.edu/community-responsibility/</a>

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<b>8. How will I know if I should stay home?</b>	You should stay home if you don't feel well or if you receive a red screen stay-at-home warning in the symptom monitoring application. Even if you feel fine after receiving a stay-at-home warning, you must wait for advice or clearance from Student Health or Employee Health.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Choose: Testing and Contact Tracing Keep Working for faculty and staff: <a href="https://keepworking.duke.edu/faqs/staffing/#symptoms">https://keepworking.duke.edu/faqs/staffing/#symptoms</a>
<b>9. Can I still attend class if I am in self-isolation or quarantine?</b>	Yes, but not in person. All classes will be offered with a remote participation option.	
<b>10. What additional guidance applies to me and where can I find it?</b>	Guidance and specific expectations vary based on your situation and your activities. Additional resources include student conduct agreements, safety plans, campus housing contracts, information in handbooks and campus signage. Duke officials and supervisors will ensure you receive guidance specific to you and your activities.	Duke United: <a href="https://returnto.duke.edu/">https://returnto.duke.edu/</a> Keep Learning for students: <a href="https://keeplearning.duke.edu/">https://keeplearning.duke.edu/</a> Flexible Teaching for faculty: <a href="https://flexteaching.li.duke.edu/fall-2020/faq/">https://flexteaching.li.duke.edu/fall-2020/faq/</a> Keep Working for faculty and staff: <a href="https://keepworking.duke.edu/faqs/staffing/">https://keepworking.duke.edu/faqs/staffing/</a> <a href="#">Guide for returning to the workplace</a>
<b>11. What are examples of health information that I need to keep confidential?</b>	Only share health information about yourself. If you know that someone else is ill or has been asked to self-isolate or quarantine, you should not share that or other health information about anyone else unless you have permission to do so.	Duke Privacy Statement: <a href="https://oarc.duke.edu/privacy/duke-university-privacy-statement">https://oarc.duke.edu/privacy/duke-university-privacy-statement</a> Duke United: <a href="https://keepworking.duke.edu/faqs/staffing/#symptoms">https://keepworking.duke.edu/faqs/staffing/#symptoms</a>

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<b>12. How often will I be tested for COVID-19?</b>	All students will be tested upon arrival. After that, students may be tested based on symptom reporting, contact tracing information or as part of periodic sample testing of our residential population. Faculty and staff will be tested based on symptom reporting, contact tracing information or periodic sample testing.	Duke United: <a href="https://keepworking.duke.edu/faqs/staffing/#symptoms">https://keepworking.duke.edu/faqs/staffing/#symptoms</a>
<b>13. Are there approved exemptions for getting the flu vaccine?</b>	Yes, Duke recognizes medical and religious exemptions. Contact Staff and Labor Relations or the Office for Institutional Equity for assistance.	Staff and Labor Relations: <a href="https://hr.duke.edu/about-hr/department/staff-labor-relations">https://hr.duke.edu/about-hr/department/staff-labor-relations</a> Office for Institutional Equity: <a href="https://oie.duke.edu/">https://oie.duke.edu/</a>
<b>14. What are “other required vaccinations”?</b>	Currently, this means the annual influenza vaccination, which will be provided free of charge by Employee Health and Student Health. If public health officials determine other vaccinations are advisable or when a COVID-19 vaccination becomes available, Duke may update this requirement.	Duke Student Health: <a href="https://studentaffairs.duke.edu/studenthealth/immunization-compliance">https://studentaffairs.duke.edu/studenthealth/immunization-compliance</a> Duke Employee Occupational Health and Wellness: <a href="https://hr.duke.edu/wellness/eohw">https://hr.duke.edu/wellness/eohw</a>
<b>15. What are the travel restrictions? And, what if I need to travel away from Durham / surrounding areas?</b>	Duke asks all students living in Duke-provided residences to remain in Durham for the duration of the semester. Should travel outside Durham be necessary, students should contact Student Affairs for authorization, take reasonable precautions and follow Student Health instructions upon return. Duke currently restricts all non-essential business travel and discourages any personal travel to known virus hotspots. If travel is necessary, take reasonable precautions and closely monitor symptoms upon return.	Student travel: <a href="https://today.duke.edu/2020/07/duke-reopening-faq">https://today.duke.edu/2020/07/duke-reopening-faq</a> Faculty and staff travel: <a href="https://keepworking.duke.edu/faqs/staffing/#travel">https://keepworking.duke.edu/faqs/staffing/#travel</a>

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<b>16. What data will be used for contact tracing and health monitoring?</b>	Duke will use a combination of data collected in our institutional systems, including symptom monitoring survey responses, door control access points, wi-fi access points, geofence technologies, housing assignments and class schedules. Additional data may also be used as identified and approved by Duke leadership. Authorized individuals will use this information to assist with Duke's pandemic response, including but not limited to symptom reporting compliance, contact tracing and related notifications to individuals who have been in close proximity with anyone who tests positive.	Data Usage During COVID-19: <a href="https://returnto.duke.edu/community-responsibility/data-usage-during-covid-19/">https://returnto.duke.edu/community-responsibility/data-usage-during-covid-19/</a> Acceptable Use Policy: <a href="https://security.duke.edu/policies/acceptable-use">https://security.duke.edu/policies/acceptable-use</a>
<b>17. What are the consequences for violating terms of the Duke Compact?</b>	While some minor violations will result in reminders and educational engagement, other flagrant and repeated violations may result in restricting your access to Duke facilities, employment actions or removal from campus. Consult your student, faculty or staff handbooks for further information.	Duke United: <a href="https://returnto.duke.edu/community-responsibility/">https://returnto.duke.edu/community-responsibility/</a>
<b>18. Do I have to give my name if I use the speak up program to make a suggestion or share a concern?</b>	No, you may use the phone number or the online form without giving your name. Although we may ask our third-party vendor to request additional information from you, your identity is not known to Duke unless you decide to share that information with us.	Duke Values – Speak Up Program: <a href="https://values.duke.edu/speak-up-reporting/">https://values.duke.edu/speak-up-reporting/</a>

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<b>19. What kinds of suggestions or concerns should I share using the speak up program?</b>	You may share anything, including ideas for compliance with the Duke Compact, violations that may be observed and pressure to disregard requirements. While we hope you can talk with your residence advisor, supervisor, coach, advisor, or academic dean, we realize sometimes that is not possible. All contacts to the speak up program are confidential and, if you choose, anonymous.	Duke Values – Speak Up Program: <a href="https://values.duke.edu/speak-up-reporting/">https://values.duke.edu/speak-up-reporting/</a>
<b>20. I have been reporting to work on campus, do I still need to sign the Duke Compact?</b>	Yes. Although many students, faculty and staff have been attending class, conducting research and reporting to work, we expect everyone to affirm or reaffirm commitments to help keep yourself and others safe and healthy.	
<b>21. I am participating in class or work using remote technology only, do I still need to sign the Duke Compact?</b>	You are always a part of Duke, even if you are working or studying remotely. We want everyone to affirm commitments to do your part for a safe and healthy community.	
<b>22. Can I still be employed, even if I don't sign the Duke Compact?</b>	We expect all members of the Duke community to be united in protecting ourselves, each other and the community that depends upon us. A signature is required to have access to the campus. Based on the expectations of your position, refusal to sign and comply with the provisions may impact your employment status.	

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<b>23. I have been working or studying remotely, am I required or allowed to return to campus once I sign the Duke Compact?</b>	Your signature on the Duke Compact does not change where you are working or studying. The Duke Compact outlines expectations for shared behaviors and common commitments, but it is not the mechanism for approving, authorizing, or requiring in-person work or study on Duke's campus.	
<b>24. How often will classrooms and commons spaces be cleaned?</b>	Duke established enhanced protocols and more frequent cleaning schedules for all public and common spaces. Housekeeping teams will clean campus facilities based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas.	Duke United: <a href="https://returnto.duke.edu/campus-operations/">https://returnto.duke.edu/campus-operations/</a>
<b>25. How often will my workspace be cleaned?</b>	Duke has established enhanced protocols and more frequent cleaning schedules for all public and common use spaces. Housekeeping teams will clean campus facilities based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Building occupants should also spray or wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared spaces and equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).	Duke United: <a href="https://returnto.duke.edu/campus-operations/">https://returnto.duke.edu/campus-operations/</a>

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<b>26. Will Duke provide me with cleaning supplies?</b>	Your office, academic or business unit will provide workplace and classroom cleaning and sanitation supplies. However, in some cases, you may be asked to provide anti-viral cleaning supplies for your individual workspace or campus residence.	Duke United: <a href="https://returnto.duke.edu/campus-operations/">https://returnto.duke.edu/campus-operations/</a>
<b>27. Can I still be enrolled as a student, even if I don't sign the Duke Compact?</b>	We expect all members of the Duke community to be united in protecting ourselves, each other and the community that depends upon us. Your signature is required to have access to the campus, and, based on the expectations and requirements of your academic field, refusal to sign and comply with the provisions may impact your student status.	Duke Community Standard for students: <a href="https://studentaffairs.duke.edu/conduct/about-us/duke-community-standard">https://studentaffairs.duke.edu/conduct/about-us/duke-community-standard</a>
<b>28. Who is responsible for enforcing these provisions?</b>	We are all accountable to one another. Duke asks everyone to be willing to engage with peers respectfully when they encounter instances of non-compliance. Health ambassadors will assist us with reminders and reinforcement of expectations. Conduct standards and employment policies will be used to support enforcement and formal accountability mechanisms.	
<b>29. What is the faculty role in enforcement?</b>	Faculty behavior sets an example for others in and out of the classroom. Faculty should be respectful and helpful when reminding others to participate in keeping our community safe and healthy.	
<b>30. What should a faculty member do if a student refuses to put on a mask or face covering in class?</b>	The faculty member should respectfully remind the student of safety expectations and request the student participate in remote learning for the class session.	Report an incident: <a href="https://studentaffairs.duke.edu/conduct/report-incident">https://studentaffairs.duke.edu/conduct/report-incident</a>

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<b>31. What should a student do if a faculty member refuses to put on a mask or face covering?</b>	If the student feels comfortable doing so, the first step would be to respectfully ask the faculty member to adhere to the policy about face coverings. Otherwise, the student should contact the Speak Up Program at the first opportunity.	Report an incident: <a href="https://values.duke.edu/speak-up-reporting/">https://values.duke.edu/speak-up-reporting/</a>
<b>32. What happens to a faculty or staff member who falls short on one or more of the Duke Compact measures?</b>	We are all accountable to one another. More formally, conduct standards and employment policies will be used to support enforcement and accountability mechanisms. Impacts may include restricted access to campus, classrooms, offices, and other campus spaces.	
<b>33. What is the appeal process for individuals who believe they have been unfairly accused or targeted for noncompliance with the Duke Compact?</b>	It is crucial that we all avoid unfair treatment or bias in our efforts to encourage compliance with the Duke Compact and to report perceived noncompliance. Anyone who believes they have been unfairly accused or targeted for noncompliance with the Duke Compact should submit a request for review.	Student resources: <a href="https://studentaffairs.duke.edu/conduct">https://studentaffairs.duke.edu/conduct</a> Employee resources: <a href="https://hr.duke.edu/about-hr/department/staff-labor-relations">https://hr.duke.edu/about-hr/department/staff-labor-relations</a> Office of Institutional Equity: <a href="https://oie.duke.edu/we-can-help/complaints-and-concerns">https://oie.duke.edu/we-can-help/complaints-and-concerns</a>
<b>34. The students are under fairly restrictive limits regarding what they can do when they are off-campus. Do those same restrictions apply to faculty and staff?</b>	Duke expects all members of our community to adhere to state/local public health orders both on- and off- campus. Based on your own health status or activities you participate in (such as care giving, athletic competition or research), you may be expected to take additional precautions.	

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<b>35. What support resources are available to me?</b>	We recognize the anxiety and emotional strain that these circumstances may place on all of us. Students, faculty and staff who are struggling with the effects of the COVID-19 pandemic can access support resources offered by Duke.	Duke United: <a href="https://returnto.duke.edu/public-health-measures/">https://returnto.duke.edu/public-health-measures/</a> Choose: Mental and emotional wellbeing

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