



# Trinity College

HARTFORD CONNECTICUT

Subject: New State Workplace Rules for Essential Employers  
April 13, 2020

Dear Trinity College Colleagues,

We, the Trinity College Human Resources Team, trust that you are well and thank you for your continued self-care and care for your co-workers and family members.

We are writing to share important information regarding Gov. Ned Lamont's April 7 executive order, which issued statewide rules that prescribe additional protective measures that all essential employers (which includes Trinity College) must follow.

Please take time now—division leaders, managers, staff, and faculty alike—to read the new rules outlined by the Connecticut Department of Economic and Community Development. Supervisors, please make sure your staff has reviewed these rules and that you are able to follow them.

The new rules underscore a number of measures that the college has already put into place for essential employees, including eliminating all nonessential work-related (or college-sponsored) travel and in-person meetings and following recommended practices for social distancing. The state rules also issue guidelines for essential employees consistent with the guidance provided to the Trinity Community on March 14, 2020 that included precautions to take and what to do if you experience symptoms or think you've been exposed to the virus.

We also are taking additional steps to ensure the safety of employees who continue to work on campus. These measures include:

- continued monitoring and adjustments to work procedures to increase physical space between individuals;
- encouraging all who have package deliveries ordered through Amazon to use the contactless Amazon Hub Locker on campus rather than the Mather Post Office pick-up window;
- requiring employees who are working on-campus to closely monitor themselves for the on-set of any symptoms; and,
- consistent with the new guidelines, advising employees, whenever possible, to take their temperature before reporting to work and to stay home if they have a temperature above 100.4 degrees Fahrenheit (38 degrees Celsius).

## HUMAN RESOURCES

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Benefit-eligible employees are reminded that the CIGNA health plans include access to medical and behavioral/mental health virtual care. This means employees can access care from anywhere via video or phone, get medical virtual care 24/7/365, order prescriptions, as applicable, and schedule a behavioral/mental health virtual care appointment online in minutes. To use telemedicine, contact MDLive at 888-726-3171 or Amwell at 855-667-9722; and to schedule video-based counseling through Cigna's network of providers, follow the directions on the virtual care link above. For prescription refills, employees should check with their pharmacists about options for placing on-line/phone orders and home delivery/curbside pick-up, or contact RX benefits member services at 1.800.334.8134 or [RxHelp@rxbenefits.com](mailto:RxHelp@rxbenefits.com) for more information about setting up home delivery for maintenance prescriptions.

If you have any questions, you are encouraged to contact the Benefit Resource Center at 855-874-6699 or [BRCEEast@usi.com](mailto:BRCEEast@usi.com) or Wendy Vaillancourt, associate director of human resources, by telephone at 860-297-2275 or by e-mail to [wendy.vaillancourt@trincoll.edu](mailto:wendy.vaillancourt@trincoll.edu).

We appreciate your help in keeping foremost in our minds the health and safety of our entire community and the valued individuals who continue the essential work of the college every day. Please reach out with any questions or concerns you have about these new workplace rules or if we can be of further assistance.

In All Things...Excellence!!!

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