SEU COVID-19 RETURN TO CAMPUS POLICIES AND PROCEDURES
Revised: August 17, 2020

Note: Given the evolving situation in New Jersey, this document will be revised to address the current situation. All policies and procedures are subject to change based on new guidance from the CDC, health departments or government.

SEU Planning and Recovery Advisory Group
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The health crisis caused by COVID-19 is the first pandemic of this magnitude since the Spanish Flu in 1918. As citizens of the United States, we are relying heavily on guidance from our public health departments as well as the federal and state government officials.

The trajectory of COVID-19 in the United States is believed to have begun in January 2020. It was not until February when the critical impact began to be felt locally. By March 2020, public officials were warning of the challenges of combating a disease about which so little was initially known.

Saint Elizabeth University (SEU) began our formal response in late February with the naming of the Pandemic Response Team. Individuals responsible for major areas of campus were brought together to think collectively about actions which needed to be taken to assure the safety and well-being of our students, faculty and staff. By March 21, when Governor Murphy declared by executive order the move to remote/online learning, the University had already initiated online learning and was well on the way to assuring all students safe return to their home communities. By March 27, 2020, all University offices were also working remotely.

As the incidence of the disease grew in New Jersey, the Pandemic Response Team continued to meet to monitor the health and well-being of students, faculty and staff; to support remote operations; and maintain an appropriate level of on-campus operations. This group met at least weekly through May 15, the University’s designated graduation day.

In mid-April to begin planning for the summer and fall semesters and the return to work of the University’s employees, President Streubert named a planning and recovery team. The Planning and Recovery Advisory Group (PRAG) consists of five faculty, five staff and five administrators who have been tasked with advising the President on all aspects of returning to campus for all constituents.

This document was first released on June 25, 2020 and continues to be updated on based on newly available information.
The members of the Planning and Recovery Advisory Group are:

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The content of this document is meant to provide policies and procedures for employees to support a safe return to campus. It is intended to provide the most current information available on all matters related to COVID-19. In recognition of the continuing evolution of the infection and resultant new information, the PRAG is committed to maintaining the currency of the material and recognizes that information provided on June 25th by health and government public health officials and University leadership will, out of necessity, be modified based on updated information. Therefore, notice is provided that all University constituencies are responsible for knowing what is in the document and adhering to the policies and procedures as they evolve. Changes to the document will be noted as they occur.

State and Regional Directives
All public entities in the State of New Jersey are responsible for following the guidance provided by state and public officials. As the University begins the return of our employees and students to campus, the guidance provided by the Governor’s Office and the Center for Disease Control guides our actions.

The New Jersey Health Department makes the following statement regarding businesses in New Jersey (www.nj.gov/health/cd/topics/covid2019_schoolbusiness.shtml)
Businesses and employers can prevent and slow the spread of COVID-19. Employers should plan to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment.

On April 28, 2020, the NJ Department of Health provided the following guidance for colleges and universities. Much of this information is reflected in the information contained in the following pages.

**New Jersey Department of Health COVID-19 Information for Colleges and Universities**

April 28, 2020

Pursuant to Executive Order No. 104, issued by Governor Murphy on March 16, 2020, institutions of higher education shall cease in-person instruction beginning on Wednesday, March 18, 2020 and shall cease such in-person instruction as long as Executive Order No. 104 remains in effect.

Many university students, faculty and staff in New Jersey are concerned about the current outbreak of the 2019 Novel Coronavirus (COVID-19) and potential impact to their business communities and wish to take appropriate steps to mitigate any risks. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this COVID-19 so that we can better understand how it spreads and characterize its associated illness. The New Jersey Department of Health (NJDOH) continues to develop guidance and educational materials as this rapidly evolving situation continues to unfold.

Imported cases of COVID-19 in travelers have been detected in the United States, and cases of COVID-19 with no link to travel have now been documented. More cases are likely to be identified in the coming days in both New Jersey and the United States. On March 11, 2020, the World Health Organization (WHO) publicly designated COVID-19 as a pandemic. Widespread transmission of COVID-19 in the United States could translate into large numbers of people needing medical care at the same time, overwhelming hospital infrastructure and health care providers. Public health and healthcare systems may become overloaded with elevated rates of hospitalizations and deaths. Schools, childcare centers, workplaces and other places for mass gatherings may experience increased absenteeism. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected.

Due to its novel nature, there is no vaccine to protect against COVID-19 and no medications approved to treat the virus. As a result, efforts to control transmission and
mitigate risk are critically important. The most important response strategy is the use of personal protective measures, including good hygiene habits and use of non-pharmaceutical interventions (NPIs). NPIs are strategies that can be used when other measures like treatment or vaccines are not available to combat an emerging illness.

Outbreaks involving novel viruses evolve quickly and recommendations from public health officials may change frequently as new information becomes available. These recommendations are based on the information we have at this time. Please check the following websites often for updated information:

- **Centers for Disease Control and Prevention**
  - Coronavirus Disease 2019 (COVID-19)
  - Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission
  - Get Your School Ready for Pandemic Flu
  - Home Isolation Guide
  - CDC Community Guidance IHE Response
  - EPA-List N

- **New Jersey Department of Health**:
  - Novel Coronavirus COVID-2019
  - School Health [www.nj.gov/health/cd/topics/schoolhealth.shtml](http://www.nj.gov/health/cd/topics/schoolhealth.shtml)
  - School Exclusion List
  - Local Health Department Directory [www.localhealth.nj.gov](http://www.localhealth.nj.gov)

- **Office of the Secretary of Higher Education**
  - [https://www.state.nj.us/highereducation/index.shtml](http://https://www.state.nj.us/highereducation/index.shtml)

- **Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center**
  - Readiness and Emergency Management for Schools

- **World Health Organization**
  - Rolling updates on coronavirus disease COVID-19

On June 18, 2020, the Governor released Executive Order 155, this order states the following:

Effective July 1, 2020, degree-granting public and private institutions of higher education (“IHE”) may resume in-person instruction of students for curricula that require labs, technical, clinical, or hands-on instruction and therefore cannot be readily taught other than through in-person instruction.

Institutions of Higher Education that are authorized to resume in-person instruction ... and intend to resume instructional in-person activity on campus must submit a restart
plan to the Secretary in accordance with the Restart Standards for all New Jersey Institutions of Higher Education no later than 14 days prior to the expected date of implementation of the plan. Such plans must include, at minimum, the development and implementation of policies and procedures that provide for the following:

a. Training for students regarding COVID-19 sanitization and social distancing practices and protocols as a condition of resuming in-person classes;

b. Training for faculty and staff on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures developed to limit the spread of COVID-19;

c. Use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual’s health;

d. Frequent cleaning and sanitization of classrooms, residences, restrooms, high-touch areas and equipment and shared surfaces;

e. Maintenance of adequate supplies, such as personal protective equipment and cleaning supplies;

f. Continued remote instruction for faculty and/or students who are unable to participate in in-person instruction;

g. Social distancing in classrooms, residence halls, restrooms, and other areas across campus;

h. Limitations on the number of students who may return to residence halls and restricted access to residential common areas;

i. Designation of space(s) for separation of individuals residing on campus who display symptoms consistent with or have a positive diagnosis of COVID-19;

j. A plan for on-campus transportation, which should include protocols for transporting sick students residing on campus to essential appointments as needed;

k. A plan for the operation of research labs, if applicable;

l. A plan for the operation of computer labs;

m. Strategies for food service and dining operations to ensure compliance with all health and safety standards and applicable Executive Orders;

n. A plan for intended resumption of athletics programs, if applicable;

o. A plan for the operation of student services;

p. Strategy for study abroad programs and international travel, if applicable

q. Performance of health screenings for faculty, staff, students and visitors, and education regarding self-monitoring for symptoms;

r. Commitment to working with local and State officials, including the local health department and local office of emergency management, to share the components of the restart plan and revise same as may become necessary; and

s. Establishment of COVID-19 testing guidance and contact tracing protocols developed in consultation with local health officials and in line with existing State
and federal health privacy statutes and regulations. At a minimum, such protocols should include a mechanism to maintain a log of students, faculty, staff and visitors to facilitate contact tracing, and the reporting of any instances of COVID-19 to local health officials.

Following submission to the Secretary, such restart plan must be posted on the IHE’s website and provided to students and staff in advance of the anticipated date for implementation. The University has complied with the items addressed above, and this information can be found within this document. The formal institutional response can be found at www.steu.edu/restartplan.

Health Principles and Monitoring

**COVID-19 Symptoms**

These lists do not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID19. On average it takes 5-6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19**

Fever

Young adults may also have MIS-C as described by the CDC (see symptoms at the link above).
Frequently Asked Questions about coronavirus, COVID-19
www.nj.gov/health/cd/documents/topics/NCOV/COVID19_University_NJDOH.pdf

What is the difference between seasonal and novel coronavirus?
Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new; they are quite common and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people are infected with these viruses at some point in their lives.

The type of coronavirus that has recently emerged in Wuhan, China is a new type of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

How is COVID-19 spread?
The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. COVID-19 is thought to spread mainly through close contact (within about 6 feet for a prolonged period) from person-to-person in respiratory droplets from someone who is infected.

People who are infected often have symptoms of illness. Some people without symptoms may be able to spread the virus. A significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but there is still more to be learned about this virus.

What measures can be taken to prevent COVID-19?
There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. As a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses, including frequent handwashing for at least 20 seconds with soap and water or
if unavailable, using hand sanitizer with at least 60% alcohol. Covering coughs and sneezes, cleaning frequently touched surfaces, and staying home while sick are other key measures to prevent COVID-19 from spreading.

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or those who are otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do not use a facemask meant for a healthcare worker.
- Continue to keep six feet between yourself and others. The cloth face cover is not a substitute for social distancing.

How is COVID-19 treated?
Currently, there is no specific antiviral treatment recommended for the coronavirus. There is also no vaccine at this time to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to it.

Who is most at risk for COVID-19?
Children have not been shown to be a high-risk group for serious illness from COVID-19. People at higher risk include people:

- Older Adults – risk increases with age
- Of all ages with:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
  - Neurologic conditions, such as dementia
Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Caregivers of children with underlying health conditions should consult with healthcare providers about whether their children should stay home. Anyone who has questions about whether their condition puts them at risk for novel coronavirus should consult with their healthcare providers.

Public health officials recommend that people at higher risk of severe illness should stay home and away from large groups of people, as much as possible, including public places with lots of people and large gatherings where there will be close contact with others. This includes concert venues, conventions, sporting events, and crowded social gatherings.

**How should institutes of higher education (IHE) prepare for a coronavirus outbreak or the return of the virus in their community?**

With the potential for more community transmission of COVID-19, the most important thing for schools to do is to plan and prepare. Interim Guidance for Administrators of US Institutions of Higher Education to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs. ([www.steu.edu/emergencyresponse](http://www.steu.edu/emergencyresponse))
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Monitor and plan for absenteeism.
- Prepare to offer distance learning to students.
- Ensure health services prepare for COVID-19.
- Establish procedures to ensure students, staff, and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up-to-date contact information for everyone in your communication chain.
- Establish a leadership team, identify essential staff functions, and assign tasks and responsibilities.
Plan workshops and training to educate staff on prevention measures.
Continue to monitor current information from health officials.

What preventive measures should be taken to help reduce the spread of respiratory viruses including COVID-19 and the flu?
NJDOH recommends that schools increase education on respiratory hygiene. Students, faculty and staff should all be asked to follow the steps that prevent the transmission of respiratory infections:

- Cover your coughs and sneezes with a tissue, cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Stay home from class and work if you are sick.
- Avoid people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

Additional preventive measures include:
- Adhere to exclusion recommendations from public health. For acute respiratory illness, you should be free of fever for 72 hours without fever-reducing medication.
- Separate sick students and staff from others until they can go home.
- Provide adequate supplies, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
- Encourage routine surface cleaning through education, policy, and the provision of supplies.
- Get a flu shot – it is not too late to be protected!

Guidance provided for New Jersey Institutions of Higher Education (IHE)

What should an IHE do when a student/staff presents with symptoms of COVID-19?
- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a facemask until they can be sent home. If the student does not tolerate a mask, health office staff should use proper personal protective equipment.
- Staff members should be sent home and advised to seek medical advice.
We do not recommend that students be required to obtain a doctor’s note in order to be excused from class – this may dissuade those who are ill from staying out of class and crowd doctors’ offices with patients who do not need to be seen.

Notify your local health department with any questions or concerns about an ill student www.localhealth.nj.gov.

Will IHE be asked to close if there is a COVID-19 outbreak in the community and why?

- The Governor has the authority to declare an emergency and direct IHE to close. Absent a directive from the Governor, the decision to close an IHE rests with the body having control or direction over the school. School leaders should consult with their local health departments to determine if school closure is warranted due to a COVID-19 outbreak. If local health officials report that there are cases of COVID-19 in the community, the first step for IHE is to talk with health officials.
- Determine if, when, and for how long the IHE will suspend classes and postpone or cancel events and activities.
  - Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. As stated above, the Governor has the authority to direct all public and private entities to close during periods of greatest risk to communities.


Do IHE events need to be canceled?

- The decision to cancel school events rests with the body having control or direction over the school.
- Based on local circumstances, it may be in the best interest of public health to modify, postpone, or cancel mass gatherings.
- Reducing the frequency of large gatherings and limiting the number of attendees per gathering can serve as mitigation strategies.
- Generally, if classes are suspended, IHE should consider cancelling events such as club meetings, performances, social events and sporting events.

Recommendations for Monitoring, Absence, Return to Campus

If we have a student/staff who has been ill at school and is now being evaluated for COVID-19 with test results pending, what should we tell our school community?
In general, continue to follow your usual procedures for notification of students or faculty who are ill at school. Public health will follow up with schools who need more specific guidance.

**If COVID-19 test results are negative, when can a student/staff return to work or school?**

Individuals with a negative result should remain home from work or school and avoid contact with others until 72 hours after their fever has resolved (without fever reducing medication) and respiratory symptoms (such as cough and shortness of breath) have significantly improved.

**What if a student/staff has been in close contact with someone who has COVID-19?**

Individuals have been in close contact with someone who has COVID-19 if:

- They live with or care for someone with COVID-19.
- They have been within six feet of someone with COVID-19 for more than 10 minutes.
- They have been in direct contact with secretions from someone with COVID-19 (being coughed on, kissing, sharing utensils, etc.).

**Students/staff who are close contacts of someone with confirmed COVID-19 and do not have symptoms should:**

- Not go to work or school and avoid public places except to get medical care for 14 days.
- Monitor their health for fever, cough and shortness of breath for 14 days after exposure.
- Contact their healthcare provider to let them know of their exposure if they are pregnant, have medical conditions, or are 65+ years old.

**Students/staff who have been exposed to someone with confirmed COVID-19 and have symptoms should:**

- Not go to work or school and avoid public places except to get medical care.
- Wear a facemask when around other people or pets.
- Separate themselves from people and pets in the home and avoid sharing household items.
- Practice good hygiene habits: cover coughs and sneezes, wash hands often, and clean all “high-touch” surfaces daily.
- Monitor symptoms and seek prompt medical attention if illness worsens. Call ahead before visiting your healthcare provider.
How long students/staff diagnosed with COVID-19 should be excluded from school/work?
Individuals who have been diagnosed with COVID-19 will be asked to isolate themselves at home until 7 days after they first developed symptoms and 72 hours (3 days) after their fever has ended without the use of fever-reducing medications and symptoms have significantly improved (whichever period is longer).

If there is a student or staff member who recently returned from a country with widespread sustained (ongoing) transmission of COVID-19, should they be excluded from work or school?
  Travelers from countries with widespread transmission of COVID-19 will experience restrictions on their movement.
- Travelers returning from countries with Level 3 travel advisories will undergo various levels of quarantine and monitoring to ensure they have not contracted the virus and do not pose a public health risk.
- Travelers will be asked to self-quarantine and self-monitor as directed by public health recommendations and to seek care if ill.
- IHE should be prepared to offer alternate instruction while a student is quarantined.

When can a student or staff member return to school/work after being quarantined or self-isolated?
Travelers who have been quarantined for 14 days and have remained asymptomatic may return to school unless they meet other criteria for school exclusion (see link to exclusion list below).

Is a physician letter required for the student to return to school after their monitoring period is complete?
Returning students who have been under the care of a health care provider may be asked to provide a documentation of the completion of their care. However, the University may also accept a note from a parent or guardian as adequate proof that the monitoring period is complete.

Should study abroad programs be cancelled?
All study abroad trips have been cancelled for the fall semester. The University will continue to postpone or cancel study abroad programs that could expose students and staff to potential community spread of COVID-19 and assist students in their return home. Students returning from travel to areas with community spread of COVID-19

**Students are leaving campus for a prolonged time (2 days or more); can they still go?**

Students are being asked to remain on campus once they arrive for the fall semester. Classes will continue uninterrupted through November 25. Should students need to leave campus for a prolonged period, they should consider the potential risks that may be involved in visiting their destination, including risk of transmission as well as the risk of quarantine upon returning. Destinations experiencing sustained community transmission should be avoided. *Resident students who choose to leave campus for a prolonged period of time may be directed not to return to campus.*

The University has cancelled all study away programs for fall 2020. Individuals or groups planning a trip outside of the United States should consult the CDC website for current travel advisories regarding any restrictions on travel. Further, no plans should be initiated without meeting with the appropriate University official. The situation abroad is evolving. Stay up to date with CDC’s travel health notices related to this outbreak at [www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html). These notices will be updated as more information becomes available.
What We KNOW

1. COVID-19 will be prevalent and persistent until a vaccine and/or herd immunity of 60% or more of the population is achieved, likely in 2021.
2. Most common spread is within close networks.
3. Spread most frequently occurs through airborne droplets and can spread through contact surfaces if one touches the surface and face/mouth, nose (the latter is not thought to be the primary mode of transmission).
4. Social distancing, maintaining six feet between people, and use of face coverings/masks significantly reduces the spread.
5. Handwashing/sanitizing and regular cleaning of high touch surfaces helps avoid spread.
6. Time from acquiring COVID-19 to the appearance of symptoms is usually 5-6 days. However, symptoms may appear in two to as many as 14 days after exposure to the virus.
7. Contact tracing, quarantine and isolation work to decrease the spread.
8. Quarantining individuals in close contact with a confirmed case should be for 14 days.
9. Cleaning and sanitizing surfaces is important to decrease spread and to kill the virus.
10. No one is immune from the virus, but some groups are more high risk for severe illness, including those with pre-existing medical conditions and older adults.
Guiding Framework for Planning and Recovery Advisory Group (PRAG) Recommendations

Physical distancing (Note: The term social distancing is also used to describe proper distance between individuals. In all cases the use of the terms physical distancing or social distancing implies separation of individuals by at least six feet), wearing face coverings/masks, and handwashing are the most effective ways to slow the spread and minimize risk. Policies and procedures form the base of the Framework. Expert knowledge provided by health and governmental officials is used to develop this framework and the attendant policies and procedures. All are intended to maximize the safety and well-being of the campus community.

The diagram shows the interrelationships between areas addressed by PRAG within the framework.
Signs and Messaging on Campus
Consistent messaging on campus will remind all constituents of the importance of physical distancing, wearing face coverings/masks and personal hygiene in avoiding or slowing the spread of COVID-19.

1. Signs will be posted in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of the infection.
2. Messages regarding proper behaviors that prevent the spread of COVID-19 will be communicated to faculty, staff, and students throughout campus including on the University website, via emails, and through social media.
3. CDC print and digital resources will be used to communicate up-to-date information.
4. Signs will be displayed at elevator doors explaining procedures for occupancy limitations in elevator cabs as well as floor indicators of proper spacing.
5. Signage near the fitness center and cafeteria will include information on new or limited operation hours, guidance for physical distancing, and information about cleaning and disinfecting routines.
6. Signage will be posted at the entrances directing ingress and egress routes.
7. Signage will be placed in classroom indicating proper physical distancing when entering, leaving, or participating in classroom activities.
8. In high traffic areas, floors will be marked to indicate six feet between persons frequenting the area.
9. Classroom floors will be taped to indicate the proper spacing for faculty conducting the class.
10. Some areas of campus will include directions for traffic flow.

Caring for Ourselves and Others
Because we are a community of mutual respect and caring, faculty, students and staff will be asked to acknowledge their understanding and commitment to the recommendations outlined in this document for safe operation of campus. Consequences for disregard of these policies and procedures will be outlined in the appropriate documents and will be shared during Return to Campus trainings.

Personal Hygiene - A critical component of staying safe and healthy at this time is personal hygiene in the form of frequent handwashing and avoiding touching your face, nose and eyes. Proper hand-washing includes the following steps and can be seen in this video.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a paper towel or air-dry them.
6. Properly dispose of used paper towels in a trash receptacle.

Hand sanitizers (at least 60% alcohol) should also be used when handwashing is not possible or practical or in addition to handwashing. Hand-washing is particularly important after using the restroom, sneezing, coughing, blowing your nose, touching soiled materials or high touch equipment, eating, and is recommended anytime you move between rooms or activities.

**Social Distancing**
Maintaining social distancing is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread, especially among people who are at higher risk of severe illness. Since people can spread the virus before they know they are sick, it is important to stay apart from others, even if you have no symptoms.

Specifically, keep in mind the following as you interact with others:
- Avoid physical contact (handshakes, and hugs).
- Maintain six feet physical distance between yourself and others at all times.
- Wash/cleanse your hands frequently (especially after being around others); 20-second handwashing or use alcohol-based sanitizer (60% alcohol).
- Avoid passing objects between people.
- Do not share food or beverages.
- Do not share common office supplies such as pens, staplers, folders etc.
- Minimize face-to-face contact to the greatest extent possible.
- Continue to meet via ZOOM even while on campus.
- When entering the workspace of another remember to maintain social distancing.

*Hand Signal “Stop”* - If a person is violating physical distancing; a simple raised hand with palm outward will signal the violation of spacing.

**Face Coverings/Masks**
Until further notice, any person on campus must wear a cloth face covering/mask when indoors, in any public space, and outside where social distancing measures are difficult to maintain. Students, faculty and staff do not need to wear a face covering/mask when
alone in an office or private room, or when eating. The face covering/mask must cover both the mouth and the nose. The face covering/mask is not a substitute for social distancing. Employees and students must use a face covering/mask that is at least two ply. Neck gaiters and bandana style face coverings are not permitted. Face coverings/masks are an effective and essential tool to prevent transmission because of the respiratory nature of the virus. You protect others and yourself when you wear a face covering/mask.

All University employees and students will be provided with a reusable mask. Employees and students are expected to wear the mask inside at all times. If additional reusable masks are needed, they will be available for purchase in the campus store. Cloth masks need to be washed on a regular basis. For information on cleaning face coverings/masks, go to www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/.

Disposable masks are meant for short-term use. These will be available for visitors who come to campus without a mask.

All full and part-time faculty will be supplied one face shield. The shield is to be worn while teaching to facilitate instruction, viewing of the instructor’s face while teaching and limit the potential of COVID-19 spread. Face shields are not a substitute for social distancing.

**Personal Protective Equipment (PPE) Gowns, gloves, face shields.**

Some staff, faculty or students may be required to wear PPE as part of requirements to use certain equipment, labs or perform certain duties. If you are required to wear PPE as part of an academic or work-related activity, you will be informed of this need. Examples of staff who may wear PPE include health services, counseling services, some simulation labs and cleaning personnel.

Anyone wishing to reduce further their risk may consider wearing face shields in addition to facemasks or gloves, but under usual circumstances, these are not required. The University will only be supplying shields for teaching faculty and other employees who are required to use them.

**Staffing**

The University has developed a plan to maintain a lower density of individuals across campus. Employees will be assigned by their respective vice president a schedule to accomplish this. Work schedules may consist of a combination of remote, staggered arrival, and departure times, and alternate days, as necessary to accommodate social distancing. Employees will be notified of their respective schedules by their supervisors.
Employees may apply for a waiver to work remotely based on CDC criteria (see Appendix A).

Richard Wall, Director of Bi-Campus Security, has been named the COVID-19 Compliance Coordinator. He has been empowered to insure both the University and its constituent groups adhere to all safety protocols.

Human Resources is providing online video health practices training sessions with mandatory attendance, validation of employee understanding of these policies and procedures and attestation of supporting a healthy community.

**Community Member Intervention** - Community member intervention is one of the best strategies available to help the SEU community remain safe.

All community members who see individuals without face coverings/masks are expected to encourage them to do so in a direct, but non-confrontational manner utilizing the following techniques:

- Ask if they have a face covering/mask with them.
- Remind them that facemasks are available in the campus store.
- Remind them that wearing face coverings/masks protects others and that COVID-19 can be transmitted even when someone is not demonstrating any symptoms of infection.

Concerns about community members not wearing face coverings/masks or adhering to social distancing policies should be directed to the COVID-19 compliance officer, Richard Wall at rwall@steu.edu who will refer the concern to the Human Resource Officer (employees) or the Student Conduct Officer (students) for additional follow-up. Employee concerns can also be sent directly to Human Resources at hr@steu.edu and student concerns can be reported by completing an incident report form through the ADVOCATE system.

While disciplinary action is one outcome of violation of the policies and procedures related to COVID-19 prevention, the University’s objective is focused on promoting awareness of the reasons for these policies and procedures and encouraging personal responsibility and voluntary compliance with our social distancing and face covering/mask policies.

Violations of campus procedures will result in the following progressive actions: 1) formal warning; 2) repeat of campus training; and, 3) unpaid leave (employees) and suspension (students).
**Personal Travel by Faculty and Staff**

All University sponsored travel has been suspended for the fall semester. SEU strongly encourages all faculty and staff to evaluate and reconsider both international and domestic travel. Employees who travel for personal reasons must notify their supervisor: (1) if they travel to another state or counties that have been labeled as high risk areas by their state officials; or (2) if they have traveled internationally. Individuals must notify their supervisor in advance of their travel since a quarantine of up to 14 days may be required upon return.

Before returning to campus, faculty and staff will be required to self-quarantine and self-monitor for symptoms as directed by public health recommendations. COVID-19 information for travel will be updated regularly and distributed to our employees according to CDC guidance ([www.cdc.gov/coronavirus/2019-ncov/travelers/index.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)) and in accordance with quarantine requirements issued by the Governor of New Jersey ([https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey](https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey)).

Travelers who feel they may have contracted COVID-19 are strongly encouraged to contact the NJDOH and a healthcare provider to be assessed for the infection.

Employees who may have been exposed to or contracted COVID-19 as a result of travel, or who have household members who may have been exposed or have been diagnosed with COVID-19, should communicate the circumstances to the Human Resources Department and their supervisor.

**Guidance for Offices and Departments**

SEU will phase in a return of staff over time in a coordinated process to ensure proper social distancing guidelines and reduce the density of people on campus. Facilities staff have intensified cleaning practices on campus, using CDC-recommended guidelines and cleaning products for disinfecting common areas and high-touch surfaces. The University employs C&W Services to perform all janitorial and housekeeping functions. C&W Services has provided a comprehensive plan for enhanced cleaning services to the University administration. These plans have been reviewed and modified to maximize the health and safety of the campus community. Sanitizing stations are available in all buildings for individuals to clean their hands upon arriving in a building.

A complete plan regarding air flow/distribution in campus buildings is available in Appendix B.
Sharing of keyboards, phones and other office equipment is highly discouraged and should be eliminated if possible or limited to specific equipment. Use of large printers/copiers will be limited to one person at a time. For equipment used by multiple people, such as copy machines, the person using the equipment should use disinfectant wipe or cleaner (to be provided at the machine location) BEFORE use.

Desk placement will allow for social distancing of at least six feet between staff. For staff without a private office, office space should allow six feet of personal to maintain social distancing. All offices will be arranged to meet these requirements. Employees are asked not to move desks that have been relocated to provide for social distancing.

Department meetings of four people or less with appropriate social distancing in a conference room may occur. Department meetings of more than four people that cannot be held in a conference room with appropriate social distancing should be moved to a larger facility or occur using electronic means. Presently, indoor spaces must be used at 25% of capacity or 25 people whichever is lower.

To limit access to office spaces, faculty and staff will be responsible for regular cleaning within their own offices (i.e. desktop, phone, keyboard, doorknobs, etc.) and be responsible for placing trash in a designated location outside of their offices for pickup by the cleaning staff. It is recommended that faculty and staff wipe down frequently touched surfaces with disinfecting cleaners or wipes.

Cleaning staff will vacuum offices on a periodic schedule. A note will be placed on the door or desk when a member of the cleaning staff has entered to clean. Common spaces inside buildings (i.e. hallways, restrooms, conference rooms) will be cleaned daily.

**Academic Offices** - Students are accustomed to seeking out faculty and support staff in academic offices. Under the current situation, this is highly discouraged. Students should not be allowed to enter academic offices without an appointment and only if the office space allows for social distancing. Faculty and staff may elect to lock outer doors and post a phone number on the door for students seeking assistance.

It is highly recommended that meetings with students continue to be held electronically or in classroom and outdoor spaces where social distancing can be maintained.

Student employees should be assigned personal workspace and follow all procedures for cleaning and disinfecting the workspace as outlined in this document. Supervisors are responsible for educating student workers on the procedures.
Student Support Staff - The University is committed to providing students appropriate student support in all areas. All student services will be provided remotely, unless a face-to-face meeting is warranted or requested by a student. All services must be provided by appointment to ensure social distancing. The wearing of face coverings/masks by both staff and students will be strictly enforced. Face shields have also been distributed to some student support personnel to facilitate required interaction.

Any offices or spaces that have regular student visitors will take enhanced precautions to allow students to receive support in a safe manner. Plexi-glass barriers have been installed in some spaces to add protection, and social distancing signage has been installed in all spaces. Facilities staff have intensified cleaning practices on campus, using CDC-recommended guidelines and cleaning products for disinfecting common areas and high-touch surfaces. The University employs C&W Services to perform all janitorial and housekeeping functions. C&W Services has provided a comprehensive plan for enhanced cleaning services to University administration. These plans have been reviewed and modified to maximize the health and safety of the campus community.

Shared Spaces
- Restrooms in campus buildings (excluding residence halls) will be limited to one person at a time. There will be a sign on the outside of the wall indicating either occupied or vacant. When the restroom is in use, please wait outside.
- In an effort to limit contagions in high traffic areas, the University has implemented a one-way entry and exit strategy for each building on campus. Please follow the signs.
- Elevators will be limited to two individuals per ride and masks must be worn at all times while inside the elevator.
- Small employee kitchens will remain open but limited to one-person occupancy at a time. Those who use the kitchens are responsible for wiping down the appliances and counter tops before and after each use.
- Riordan and Flex conference rooms will remain open with an 8-person occupancy and strict adherence to social distancing. Please contact Reservations regarding changes to capacities for each room.
- Employees are encouraged to conduct meetings via university-approved platforms in lieu of meeting in person. If any in person meeting is warranted, a room’s occupancy cannot exceed 25% of its occupancy rate or 25 people whichever is less, and social distancing must be observed.
- Cleaning staff have intensified cleaning practices on campus, using CDC-recommended guidelines and cleaning products for disinfecting common areas and high-touch surfaces. Common spaces inside buildings (i.e. hallways, restrooms, conference rooms) are cleaned daily.
Guidance for Faculty
The Facilities Department staff working with the Vice President of Academic Affairs and the Deans are determining classroom capacity. Based on the CDC and New Jersey Department of Education (NJDOE) guideline, classes that need to be held in person (clinicals, labs, technical and other hands-on learning) will be scheduled in rooms to accommodate social distancing. Remaining courses (lectures, seminars, etc.) will remain virtual until the Governor’s Executive Orders have been lifted. When all courses are permitted to occur in person, highly enrolled courses will have students rotate between in-person and virtual attendance to assure a safer learning environment and adequacy of assessment. To assist with minimizing potential exposure, where possible, students will be kept in a cohort model. The level of in-person instruction and activity will be dictated by local, state, and federal guidance or executive orders.

Classrooms and laboratories will have reduced capacity (25%) or 25 persons whichever is less to assure social distancing and/or at least six feet between students and between faculty and students. Schedules and room assignments have been modified based on this capacity. Where social distancing necessitates it, extra classroom chairs will be removed and stored, or taped off to prevent use. Please respect social distancing plans and do not use marked chairs in classrooms or move the seats from assigned location.

Signs are posted in all classrooms indicating the importance of face coverings/masks, social distancing and handwashing techniques. In addition, signage demonstrating proper handwashing has been installed in restrooms and throughout the campus. All students and employees are required to complete a Return to Campus orientation which covers social distancing, proper handwashing techniques and the importance of wearing face coverings/masks and proper care of reusable face coverings/masks.

Department and Committee Meetings - All meetings should be held via Zoom or other electronic means.

The CDC identifies risks as described below:
1. Lowest Risk: Faculty and students engage in virtual-only learning, activities, and events.
2. More Risk: Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
3. Highest Risk: Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.
All classes are intended to meet in person beginning September 7. Changes to operating at risk level “1” or “3” will be based on local and regional guidance or executive orders. The University reserves the right to move from in person to online/remote instruction should the health and safety of the community be in question.

Traditional Classrooms-
- Each classroom will be configured to lower capacity and assure social distancing between students and between faculty and students. Schedules and room assignments will be based on this capacity. Traditional start and end times may be adjusted to accommodate this change.
- Faculty and students must wear a face covering/mask during class.
- Faculty must maintain a distance of six feet from students and are required to teach from behind a marked line on the floor. Faculty will be responsible for ensuring all students maintain social distancing while in the classroom.
- Faculty are responsible for cleaning the computer podium before and after use, unless they are utilizing a personal laptop or other device. The desk and chair also should be cleaned prior to use. Materials will be available in the classroom for cleaning.
- Faculty should bring their own white board markers, erasers and other tools needed in the classroom. These supplies should not be shared.
- Large classes will be scheduled in a hybrid format, rotating students between in class and online/remote learning on a weekly basis.
- While classrooms will be cleaned regularly, students and faculty are instructed to clean personal space upon entering the room. Cleaning supplies will be available.
- Students unwilling to wear a mask in the classroom, or those who are visibly ill, will be asked to leave the room for the safety of all.
- Students feeling ill should contact faculty via email and should not attend class and follow other University policies related to presumptive case management.
- When possible, cleaning and disinfecting should occur between classroom use, and minimally once a day by cleaning staff. Maintain six feet physical distance at all times. Classrooms and offices have been mapped to provide for social distancing. Where necessary, furniture has been removed. Public spaces where individuals tend to gather have been marked to illustrate six feet.
- Signs have been posted in all classrooms indicating the importance of face coverings/masks, social distancing and handwashing techniques. In addition, signage demonstrating proper handwashing has been installed in restrooms and throughout the campus. All students and employees are required to complete a Return to Campus orientation which covers social distancing, proper handwashing techniques and the importance of wearing face coverings/masks and proper care of reusable face coverings/masks.
All students have been advised to download Campus Clear, an app that provides daily health checks and a contact tracing mechanism. Students have been informed that faculty and staff are authorized to ask students to show the “cleared” symbol before entering the classroom or office.

**Laboratory and Individual Research Guidance**

- Numbers of students in laboratory sections will be reduced to comply with social distancing guidance.
- Lab attire, including goggles, may not be shared and should be cleaned between each use.
- As in the classrooms, students and faculty are encouraged to clean personal areas before and after use (especially lab equipment).
- The lab coordinator will be responsible for managing materials delivered for labs.
- In the laboratories and clinical simulation areas, the University is following strict equipment cleaning and disinfecting and where necessary, decontamination procedures between use and after each learning experience: [https://laerdal.force.com/HelpCenter/s/article/Hygiene-and-cleaning-procedures-for-CPR-manikins](https://laerdal.force.com/HelpCenter/s/article/Hygiene-and-cleaning-procedures-for-CPR-manikins) and [https://laerdal.force.com/HelpCenter/s/article/Are-there-any-hygiene-recommendations-for-Patient-Simulators](https://laerdal.force.com/HelpCenter/s/article/Are-there-any-hygiene-recommendations-for-Patient-Simulators).
- Laboratory coordinators will have primary responsibility for the maintenance of surfaces in the labs. Additionally, health science clinical faculty and laboratory staff will clean manikins, task trainers, and personal equipment (such as stethoscopes) with alcohol between uses and decontaminate manikins, task trainers, and reusable equipment at the end of each day including replacing linens and manikin gowns, as appropriate.
- Students participating in labs or simulations are directed to wash their hands with soap and water for 20 seconds and don gloves and other PPE, if indicated, prior to entering teaching station. When all stations are completed, students return to Henderson Hall Room-23 where they will properly remove PPE, and place in appropriate receptacles.
- Students participating in science laboratories will be issued 100% cotton masks for use during labs. When safety shields are worn as part of the lab, these will be cleaned and maintained according to CDC guidance. Similar to students in health sciences, students participating in science laboratories will follow the University procedures for face covering/mask wearing, social distancing and hygienic practices.
- Lab spaces will be cleaned between uses by science laboratory assistants.

**Art and Music Studios/Practice Spaces**

- Art supplies and materials will be maintained by individual students and not shared.
• Art studios will be locked when classes are not in session and students will be admitted for individual work by appointment.
• Faculty may use electronic means to evaluate student artwork. The art faculty and Chair of Art and Music programs in collaboration with teaching faculty will develop an individualized approach for critique of submitted work and share it with students.
• When permitted, individual music lessons will take place in larger spaces, students must wear gloves, and there is no sharing of instruments. The sufficiency of equipment may require delayed registration for students without their own instruments.
• Pianos may be played with gloves in the practice rooms but will not be available for use in the residence halls.
• As the latest information indicates, the COVID-19 most commonly and easily spread through droplets transmission. Therefore, voice lessons will not be held in person until further notice and when permitted these will only be held if the space between the faculty member and the student can be maintained at 6 feet and that both wear face coverings/masks. Elective lessons will be delayed until the virus is better controlled.
• Choral singing will only be conducted remotely.

Computer Labs and Library
Computer labs have been reconfigured to support social distancing. In labs where it is difficult to remove computers, keyboards and mice have been removed.

Any freshman student who does not have a personal computer will be provided with a loaner computer from the University. Similarly, the University will work with upper level students who do not have computers to see that loaner equipment is available for them to reduce the need for the computer labs outside of scheduled classes.

The Library will be closed to the neighboring community until further notice. Only SEU employees and students will be permitted in the Library. Library staff will be responsible for oversight of the policies and procedures related to social distancing and the use of face coverings/masks.

Curbside pickup will be available to students and employees whose conditions do not allow them to enter the library.

Stacks will be closed to anyone who is not a library staff member. Students will request a book online or by phone. The librarian will retrieve the requested material and provide instructions for drop off. Students and other members of the University will
return books via the book drops. When books are returned, a 48-hour time period of quarantine will be implemented.

Reserve books are generally the property of professors. Reserve books are in high-demand and the normal lending period is 2 hours in the library. To protect users, the quarantine period will be 48 hours after use. For those reserve materials belonging to the library, an overnight use policy will be instituted with the same quarantine period as described above.

Periodical displays will be removed. Students wishing to use periodicals will be asked to use them within the library. Once handled, they will be “quarantined” similar to the general circulation materials and reference books described above.

**Technology**

- All faculty will be provided with laptops and Zoom accounts, which are the property of the University. The laptops are intended to support remote instruction.
- All student advising and discussions not held in the classroom will be held via Zoom.
- Faculty will maintain robust Moodle classes and will be prepared to move to online/remote instruction upon direction in the event the University or state officials declare a safety risk.
- Faculty will use all available resources to prepare for high quality remote/online instruction.
- Faculty requiring additional tools to implement online teaching should contact Academic Computing or their Department Chair or Dean to discuss this (ex. portable document cameras or specific software).
- All course assignments should be submitted electronically to eliminate the transfer of paper.
- Computers will be cleaned after each assigned class session, which will include all surfaces (e.g. keyboards, mice, desktops, computer monitors). Hand sanitizers (60% alcohol) will be available in each computer lab. Technology personnel will ensure that hand-washing signage is displayed to encourage individuals to wash/sanitize their hands before entering and upon exiting the lab.

**Faculty Office Hours**

- Due to limited space in faculty offices, faculty office hours will be held on Zoom or via phone until further notice.
- Faculty should post office hours on course syllabi and add this information to signature lines in email accounts.
- Open Zoom office hours are desirable. Students should be notified of open hours and provided with instructions regarding the “waiting room” feature.
Campus Academic Life Events/Gatherings/Trips
- Field trips, study abroad and large gatherings for any academic function or activity are prohibited until future notice.
- Virtual field trips to enhance classroom learning are encouraged.
- Outside speakers for campus, wide events are suspended until further notice.
- Guest speakers are expected to participate via Zoom.

Guidance for Student Life
Residence Halls (Prior to occupancy)
- Professional cleaning/disinfecting all student rooms and common areas will occur before fall semester begins.
- COVID-19 signage will be installed throughout buildings, lobbies, and restrooms.
- Facilities staff will clean and disinfect surfaces (e.g., door handles, sink handles, grab bars, hand railings, bathroom stalls, and dining hall tables) following CDC guidelines prior to arrival.
- Drinking fountains will be disconnected.
- Staggered move in will be scheduled to begin in July.
- A Micro-fridge (microwave, refrigerator and freezer) will be installed in all rooms to a) promote grab and go options, b) provide refrigeration and heating of food for quarantined or isolated students, and c) reduce dining hall density.
- Facilities staff will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, grab bars, hand railings, restroom stalls) at least twice daily.
- An increased, routine cleaning and disinfection schedule has been developed. Dates and times of cleaning will be recorded.

Residence Halls (During occupancy)
Students who are part of curricula that require hands-on instruction such as clinical and laboratory experiences or who have self-identified as requiring on-campus residence to achieve an equitable education will return to campus beginning on August 16. Given the return to in-person instruction on September 7, those students who have not already returned and are granted permission to do so (return is based on maintaining lower density in residence halls) will follow the steps outlined in the next paragraph.

Residence hall move-ins will be on a staggered schedule. Incoming freshmen and returning students (meeting the above-identified curricular needs) will be contacted by the Residence Life staff to schedule a time to drop off belongings in anticipation of the start of the fall semester. All campus constituents will be provided education during Return to Campus orientations, on building entrance and exit points. No visitors will be permitted in the residence halls until restrictions are lifted by Executive Order.
Common areas (lounges, game rooms) throughout the residence halls will be closed until further notice. No visitors will be allowed in the residence halls. The efforts are detailed below.

- Students who have been approved for living in residence will begin a return to campus and the residence halls by August 17. Residence Life staff will provide specific instructions.
- Students will be required to wear face coverings/masks in common areas (halls, restrooms). Neck gaiters and bandana styled face coverings are not permitted.
- Students will maintain the cleanliness of their personal items (e.g., cell phones, other electronics) and living spaces.
- Residence hall kitchens will not be available initially. Once opened, kitchen use is only for cooking. No gatherings will be permitted. Students will be directed to clean kitchens before and after use with materials provided. C & W will professionally clean the kitchens at least once a day using the materials specified by the CDC.
- Students will be directed to remove all personal items from restrooms after each use.
- Plastic disinfectant hand pump sprayers are located in each residence hall restroom. Students will be instructed to clan areas before and after each use.
- Students who have been exposed to or diagnosed with COVID-19 will be placed in quarantine or isolation, as appropriate. While sequestered, students will be supported by the appropriate campus staff (health, counseling, food services).
- Students will be limited to using restrooms on their floor/wing.
- Facilities and cleaning staff will ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely. Use products that meet EPA disinfection criteria.
- Facilities and cleaning staff will ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

Note: The University has a 411-bed capacity – 219 single rooms and 96 double rooms – in two residence halls, O’Connor Hall and Founders Hall. The University is planning to reduce total capacity to approximately 366. As much as possible, double rooms will be maintained as singles. Given the University’s large inventory of single occupancy rooms, we will be focused on measures to secure the well-being of those residing in double rooms. Where necessary, furniture will be arranged in double rooms providing for six feet of social distancing. Beds will be placed so that headboards are not aligned – they will be opposite of each other.

Ten suites with private baths will remain open for students who require isolation. In addition, the University will leave one full floor (25 rooms) of Founders Hall open to be used as a quarantine floor and, if necessary, to be used as an additional isolation area. In
this schema, there will be the capacity for approximately 10% of our residence population to be in isolation or quarantine at any one time.

Shared Space
- Restrooms will be limited to the number of stalls. Students should not wait inside the restrooms to use sinks or toilets.
- Students should not leave personal items in the restrooms.
- Toilet and sinks handles should be cleaned prior to use.
- Proper handwashing procedures should be followed when entering and exiting restrooms.
- In an effort to limit contagions in high traffic areas, the University has implemented a one-way entry and exit strategy for each building on campus. Follow the signs where applicable.
- Elevators will be limited to two students per ride and masks must be worn at all times while inside the elevator.
- Kitchen areas will remain open but limited to one-person occupancy at a time. Students are responsible for wiping down the appliances and counter tops before and after each use.
- Students will be encouraged to use the sink located in their rooms for personal grooming purposes (teeth brushing, shaving etc.) to limit time and density in the communal restrooms.
- Common areas will remain closed under the Governor’s order.

Athletics
The University is a member of NCAA Division III Athletics and the Colonial States Athletic Conference. All athletic training is outsourced to Atlantic Sports Medicine. The Conference guidelines are found below:

NOTE: Fall season is suspended and will be reconsidered on September 30, 2020 for the purpose of deciding whether the fall season will move to the spring.

Colonial States Athletic Conference (CSAC): COVID-19 Guidelines for CSAC Conference Contests

I. COVID-19 HOME GAME Guidelines
   a. All home players and staff will be pre-screened prior to the event using the conference approved standard screening tool, Healthy Roster.
   b. The home team will receive the visiting team COVID-19 screening report of their players prior to departure to the venue via electronic report or hard copy upon arrival.
i. Form of receipt of pre-screening report will be agreed upon 48 hours prior to contest.

**c. Officials will be required to perform COVID-19 pre-screening at home prior to entering each CSAC campus and will be required to present pre-screening report to the game day administrator along with a temperature check.**

i. CSAC office will distribute CSAC approved pre-screening form to sport assignors for distribution to all game day officials.

ii. Failure to present form and/or temperature of 100.4 (F) or higher will result in dismissal of the official.

iii. Officials with a temperature of 100.4 (F) or less and an approved pre-screening will be permitted to continue with the game and will be instructed to report directly to the venue, dressed and ready to go. If a restroom facility is needed, the host will, to the best of their ability, provide a separate restroom area or locker room area for use.

**d. If the visiting team is in need of a locker room pre/post game, it will need to be requested 48 hours prior to the contest. Failure to do so will result in the lost opportunity for a locker room.**

i. Locker rooms will be pre-cleaned and post-cleaned with normal disinfecting procedures, in the event a request for a locker room is made and granted.

ii. Sanitation products may be provided by home team for visitors to wipe down bench/chair surfaces pre/post contest. Home team will notify visitors pre-game if sanitation products will be available.

**e. Show and go will be the recommended process for pre/post-game preparation.**

i. If the show and go method is used by visiting team, the home team will provide:

1. Restrooms for visiting team use only or just restroom access to locker room area.

2. Mobile athletic training area or on-field taping. Training room access will be limited per Athletic Trainer Certified (ATC) discretion.

3. All athletic training requests will need to be pre-arranged 48 hours prior to the contest and made by the visiting team ATC.

**f. Players presenting with symptoms of COVID-19 (Pre-contest)**

i. If a visiting player is suspected of showing signs of illness, the home ATC will communicate with/inform the game day administrator. The home team’s athletic director or designee will communicate this information to the visiting athletic director.

i. The host institution will attempt to isolate the suspected individual safely in a designated area.

ii. Both campus athletic directors, in accordance with their campus procedures, will make any game contest cancellation/suspension decisions.
g. Players presenting symptoms of COVID-19 (During the contest)
   i. If a visiting player is suspected of showing signs of illness, the home ATC will communicate with/inform the game day administrator. The home team’s athletic director or designee will communicate this information to the visiting athletic director.
   ii. The host institution will attempt to isolate the suspected individual safely in a designated area.

h. Mitigation strategies will be enforced at the sideline bench area.
   i. Host Institution will provide disposable cups.
   ii. Water bottles will not be issued by the host school.
   iii. Towels will not be issued by the host school.
   iv. Team issued face covering/masks will be utilized while on the sideline by both teams.
   v. Bench spacing will be provided as best as the space allows by host institution.
      1. Chairs will be placed in areas that are able to increase bench distance.
   vi. Trash receptacles will be available for disposal of paper tissue and disposable disinfectant wipes.

II. COVID-19 AWAY GAMES Guidelines
   a. The visiting institutions designated staff member will prescreen all players and coaches.
      i. The visiting team will present a hard copy of Healthy Roster report or have provided an electronic copy of the report.
      ii. Will take temperature with a non-contact thermometer.
         1. Athletes and staff must be below 100.4 (F) in order to participate.
   b. All players will be given personal COVID-19 travel kit as determined by each institution.
      1. An example of items to be available in the kit include hand sanitizer, wipes, mask, travel soap, personal towel.
   c. Practice social distancing in buses or vans as determined by each CSAC institution.
   d. Any player who is presumed to be infected will be prohibited from traveling and placed into the COVID-19 medical assessment protocol as determined by each CSAC Institution.
   e. In the event a contest participant (player or staff) presents with symptoms of COVID-19:
      i. Both campus athletic directors, in accordance with their campus procedures, will make contest cancellation/suspension decisions.
      ii. Contact tracing will occur per CDC, health department and institution.
Saint Elizabeth University protocols for practice

The athletic staff maintains copies of all University protocols related to COVID-19. All students will be trained on proper protocols related to wearing face coverings/masks, social distancing and proper handwashing before returning to campus. This information will be reviewed with student athletes by the athletic staff. Students will also be provided with directions on how to maintain health and safety in locker rooms and training facilities. Cleaning supplies will be available for cleaning equipment between uses. The athletic staff will monitor the regular cleaning of equipment in the exercise and weight room by student athletes and athletic support staff. Locker room and training facilities will be cleaned and disinfected daily by facilities staff.

The athletic training staff will be responsible for oversight of equipment use. Based on social distancing protocols, numbers of participants will be limited. Face coverings/masks will be required during workouts if social distancing cannot be maintained consistently. Signage will indicate room capacity.

Athletes will be required to complete a temperature check and health screening before practice. Athletes whose temperature is above 100.4 (F) or who have symptoms will be directed to return the residence hall and contact the Wellness Center. Based on consultation with the University physician, the student athlete will be directed to complete a saliva based test to determine whether infected or not and to initiate quarantine or isolation protocols at the discretion of the University physician.

Coaches or athletic staff are required to assess for symptoms one hour before arriving on campus. Those whose temperature is above 100.4 (F) or who have symptoms are required to remain at home, contact their health care provider and notify the HR Department. Testing and contact tracing (if necessary) will be at the direction of their personal health care provider and the local health department.

Student athletes who are presumed to be infected or who have been diagnosed with COVID-19 will follow resident student policies and procedures if they are residents and will follow commuter policies if they are commuters.

The University will follow CSAC guidance regarding nonessential visitors, staff and volunteers. Presently, the University is subscribing to a no fan policy if the competition is inside and if outside will adhere to the social distancing guidelines established by the Governor for a maximum capacity of 250 individuals. Outdoor bleachers will be marked to direct visitors to approved seats.
Food Services
Social distancing assumes a six-foot radius around a student or employee. Where social distancing necessitates, extra chairs will be removed and stored, or taped off to prevent use. Faculty, staff and students are to respect social distancing plans and should not use taped off chairs in the dining hall.

The University’s food service provider, Parkhurst, has provided comprehensive plans for management of food services and dining operations to the University, a complete copy of Parkhurst’s plan for COVID-19 safety is available in Appendix C. These plans are guided by state and local regulations as well as those guidelines set forth by the National Restaurant Association. The procedures include the following:

- Dining Services will remove all self-service points where multiple people are touching the same items repeatedly.
- Signage/markers will be placed on dining hall floor to ensure social distancing.
- Swipe machines and credit card machines will be re-positioned behind plexi-glass/barriers in order to allow for students and employees to be able to swipe themselves and to provide for contact-less credit card transactions.
- The number of guests at any one time will be limited and monitored to maintain social distancing.
- All resident rooms have been equipped with a Micro-fridge (a single refrigerator/freezer/microwave unit) to: a) encourage the use of grab and go, b) assist with the safe feeding of isolated or quarantined students and c) help reduce the density in the dining hall.
- Dining hall employees will be required to wear face masks and gloves. Guests will be required to wear face coverings/masks upon entry into the servery area.
- All former self-serve food stations will become served stations, minimizing any possible cross-contamination of serving utensils. Portion control packaged condiments will be provided.
- Mobile ordering will be instituted to supplement social distancing and further enable contactless meal offerings.
- Disposable plastic ware will be used in place of silverware.
- For dining within the servery, washed and sanitized plates will be handed to the student or employee with their meal by the server.
- Tables, chairs and all common touch areas will be cleaned and sanitized between seatings.
- The “On the Go Program” will be expanded to encourage off-site dining.
- Guest facing signage will be in place to assist in the maintenance of social distancing.
- Back of the house kitchen workspaces will be re-configured in order to maintain social distancing.
• All locations will have disinfectant solution installed by Ecolab for use in high traffic
touch points (door knobs, light switches, etc.).
• Daily COVID-19 Self-Checklist (health checks) have been established and will be
required to be completed by all food service employees and monitored by
management.
• All food service team members will be required to attend an extensive Welcome
Back training session and pass a related test before re-opening.
• There will be back of the house signage reminding food service employees to wear
face masks and gloves,
• For students in isolation or quarantine, meal delivery will take place in the residence
hall.

NOTE: There will be no dining in Rose Dining Room until the “shelter in place”
quarantine is completed by resident students. Once open, social distancing will be
maintained. The space has been reconfigured to support social distancing. Employees
are asked not to use the dining hall until September 21st to provide time to assess the
effectiveness of all new COVID-19 procedures.

Guidance for Visitors
All visitors must adhere to the same policies and procedures governing social distancing,
hygiene, and the wearing of face coverings/masks required by the SEU community.

Employees and students must meet delivery persons outside of campus buildings to
receive deliveries.

SEU employees must notify the Security Office 48 hours in advance of a campus visitor,
including but not limited to car services, contractors, and vendors. Until further notice,
all entry is through the Madison Avenue Gate and visitors must check-in with the
security officers. SEU employees will utilize the Request to Enter Campus form and
submit the request to campus security personnel.

After July 6, admissions visitors will enter via the Madison Avenue Gate and check-in
with the security officers. Enrollment Management staff will conduct visits on foot.
Visitors and staff will wear face coverings/masks and comply with social distancing
guidelines.

Conference & Event Services
GENERAL
All entrances and exits will be marked to maintain the safety and well-being of campus
constituencies and guests.
All requests for technology will be handled through Conference and Events with the support of Information Technology. The same cleaning procedures used in computer laboratories will be provided.

**In Person Meetings**
In order to maintain social distancing, the maximum number of individuals who will be permitted in Dolan Hall at any one time is 25% of capacity or 25 people whichever is lower. Groups will be booked based on this maximum capacity until the state guidance changes.

**Broadcasting**
In support of broadcast opportunities, SEU staff will use the same procedures provided throughout this document related to cleaning procedures, social distancing and face coverings.

**Dance Recitals and Plays**
Maximum capacity is 25% of total capacity or 25 people whichever is lower. The client is responsible for meeting the social distancing requirements for the performers. The University takes no responsibility for enforcement. Contracts will be adjusted to reflect proper cleaning. The University will provide no cleaning services during performances.

**Greek Theatre**
The capacity for the Greek Theatre would be dependent on how the venue is set up (i.e. seating in the theater and lawn seating). Multiple performances with smaller group of performers can be accommodated. Tickets will be sold by “family unit size.” Limitations on group size will support effective space utilization while maintaining social distancing. Entry and exit plans are required as well as planning for ticket taking. As of July 3, the maximum capacity is 500.

**Day camps**
Clients are required to submit detailed plans, which conform to the State’s plan for reopening campus and camp safety. Contracts will include provisions for insurance, cleaning, and control of space utilization.

*Day camp work orders* – Facilities will wear gloves and mask when entering the room. The campers/counselors will be required to vacate the area while facilities staff is working. Counselors will be asked to clean/sanitize the area following use. The University assumes no responsibility for the safety or well-being of campers.
Intern housing/overnight camps
A contactless check-in/check-out plan is in place. Guest room assignments are planned to best utilize communal restrooms. Individuals who become ill while in residence will be asked to vacate the hall.

All guests will be given the policies and procedures that are managed by the Residence Life Staff. Camp counselors/chaperones will be responsible for enforcing rules for overnight campers.

Overnight camp work orders – see above under day camps.

Mail delivery – A Conference and Events services staff member will pick up the intern’s package from the mailroom, store the package in the Conference and Events storage area and inform the intern of the receipt of a package by email and text. Interns will be informed of the receipt of a package by email and text. Interns are responsible for arranging a pickup time between 5:00 p.m. and 9:00 p.m. Interns must sign for the package.

Conferences/use of meeting rooms
All rooms will be marked to assure social distancing. Clients will be provided with instructions on how to use the facilities while maintaining social distancing. Face coverings/masks will be required while on campus. Chairs may be removed from the space to assure social distancing.

Registration Area
Registration tables will be set up to limit long lines. One table can be used per 20 participants. Tables will be placed on either side at the top of the stairs in the upper lobby of Annunciation Center to receive registrants. If the client has more than 40 guests, the client will be asked to stagger attendee arrivals or will require set up of additional registration tables at the bottom of the stairs.

Floor markings or special decals should be used to note social distancing spacing.

Food & Beverage/Catering
Food Service will offer to serve boxed meals. Hot food will be provided at the discretion of the food service provider and will do so based on NJDOH regulations. Break food will be individually packaged. Tea and coffee will be poured by food service staff.
References


Appendix A

COVID-19 DAILY SELF-CHECKLIST

Review this COVID-19 Daily Self-Checklist each day before reporting to campus. All employees must answer the following questions no less than one hour before reporting to work: Responses are reported directly to Human Resources.

If you reply YES to any of the questions below, STAY HOME and follow the steps below:

Step 1: Contact your supervisor
Step 2: Contact the Director of Human Resources
Step 3: Sign into ADP and request ill time

*************************************************************************
Have you had any of the following CDC-recognized COVID-19 symptoms (fever, cough, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, chills, new loss of taste or smell, shortness of breath, difficulty breathing, nausea, vomiting or diarrhea) since the last day of work or the last time you were on campus?
__Yes ___No

Have you been in close contact with anyone exhibiting symptoms COVID-19?
_____ Yes _____ No

Have you been asked to self-isolate or quarantine by a medical professional or public health official? _____ Yes _____ No
As outlined in the preceding guidance, the University will begin a gradual reopening of our facilities; we have planned and executed a high level of infection mitigation and control in response to COVID-19. Until further notice, employees will stagger their return to campus to reduce the density of individuals in particular areas. The vice presidents will manage the return to campus schedules.

As updated information is available, the University will use CDC guidance to inform its policies and practices. The evidence to date reflects that the incidence and mortality of COVID-19 varies by population group.

All employees are expected to return to campus upon resumption of in-person activity as notified by their respective vice president. Based on specific medical conditions, individuals will be permitted to request remote work. This request will be reevaluated on a thirty-day basis.

The University has evaluated the CDC guidance and recognizes that some individuals are at increased risk for severe illness. Specifically, older individuals and those who have certain underlying medical conditions. These individuals will be permitted to request approval for remote work. Below, is the current list of conditions for which waivers may be sought. The University will consider each request carefully and will seek to accommodate those who are at increased risk. However, the University is under no obligation to maintain an employee’s position if he/she is denied a request to work remotely or refuses to return to work and is unable to document one of the following conditions.

Individuals eligible to request a health waiver to work remotely must attest one of the following conditions:
• Cancer
• Chronic kidney disease
• COPD (chronic obstructive pulmonary disease)
• Immunocompromised state (weakened immune system) from solid organ transplant or from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
• Obesity (body mass index [BMI] of 30 or higher
• Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
• Sickle cell disease
• Type 2 diabetes mellitus

Please note: If the employee is currently infected with COVID-19, they should follow the sick leave policies provided on the University website. Employees with a positive diagnosis of COVID-19 should not come to work.

If the employee prefers not to self-identify one of the conditions listed above warranting the request, the employee may seek a physician’s note stating that the employee has one of the above named conditions.

To request permission to work remotely, the employee must complete the COVID-19 Remote Work Request (www.steu.edu/returntocampus). The request is to be sent to the Human Resource Department at hr@st.eu.edu.

The Human Resource Department will respond within five working days of the request whether the request has been granted. Individuals whose request is denied must return to work. All employees working on-site are required to follow University protocols related to hygiene, social distancing and adhere to the requirements outlined in Return to Campus Policies and Procedures. (www.steu.edu/returntocampus).

It is important to note that the CDC has identified the following conditions as conditions, which might be at an increased risk for severe illness from COVID-19. Individuals with these conditions should take extra precautions while on campus. Additionally, they should meet with the Human Resources office to request further accommodations or modifications necessary to complete their workplace responsibilities. These requests will be considered on a case-by-case basis to determine further reasonable accommodations/modifications, which can be provided beyond those already in place at the University or otherwise not addressed, by other relevant University policies or governmental laws.

• Asthma (moderate-to-severe)
• Cerebrovascular disease (affects blood vessels and blood supply to the brain)
• Cystic fibrosis
• Hypertension or high blood pressure
• Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
• Neurologic conditions, such as dementia
• Liver disease
• Pregnancy
• Pulmonary fibrosis (having damaged or scarred lung tissues)
• Smoking
• Thalassemia (a type of blood disorder)
• Type 1 diabetes mellitus
Saint Elizabeth University
Request for Remote Work

Name: 
Department: 
Date of Submission: 

In the second column, check all that apply.

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<tr>
<th>REASON FOR REQUEST</th>
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<tbody>
<tr>
<td>Cancer</td>
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<td>Chronic kidney disease</td>
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<td>COPD (chronic obstructive lung disease)</td>
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<td>Immunocompromised state (weakened immune system) from solid organ transplant</td>
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<td>Severe obesity (Body Mass Index of greater than 30)</td>
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<td>Serious heart condition, such as heart failure, coronary artery disease, or cardiomyopathies</td>
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<td>Type II Diabetes Mellitus</td>
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<td>Sickle cell disease</td>
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<td>Exposed to an individual diagnosed with COVID-19 and currently quarantined</td>
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</tbody>
</table>

If you prefer not to answer these questions, please obtain documentation from your physician stating you 1) have one of the identified conditions and that 2) you need to work remotely.

For Human Resources:
I have verified that the employee’s work can be completed remotely: YES or NO
The employee attests to one of the above criteria: YES or NO

__________________________________________________   ______________
Approved by:                                           Date

Note: Falsification of any aspect of this form can lead to formal discipline, up to and including termination. This request will be reevaluated on a thirty-day basis. On __________, we will revisit this work arrangement, and the university may require additional medical documentation at that time.