Submission of Institutional Plan for Restart

GENERAL SAFEGUARDING: Critical Policies and Procedures
Training for students regarding COVID-19 sanitization and social distancing practices and protocols as a condition of resuming in-person classes and/or living in on-campus residential facilities:

Stage 1
No students on campus. In the event that the University must evacuate campus, resident students will be educated regarding the proper move-out procedures. International or “unhoused” students will remain in the halls and continue the procedures outlined in Stage 3.

Stage 2
Same as Stage 1

Stage 3
All students will be provided with an online Return to Campus orientation. The orientation will include information on social distancing, wearing of face coverings/masks and hygienic measures.

Resident students will not be permitted to return to the halls without undergoing mandatory training on all aspects of COVID-19 sanitization and social distancing practices. These protocols were discussed with new students at virtual “accepted students days” since spring 2020 and have been included in the housing contract and Covid-19 Acknowledgement Form, which must be signed prior to moving-in.

Training for both first year and returning resident students will conclude with a University pledge to keep the campus safe and healthy. Additionally, the University is collaborating with Drew University and Morristown Medical Center to develop a student-training program that will be mandatory for all students at both institutions to supplement the virtual orientation that the students will have taken prior to entering the campus. Additional information will be conveyed to students through posters, workshops, and other demonstrations (e.g. UV light handwashing).

Furniture in public areas throughout campus has been arranged to ensure social distancing is maintained and additional code of conduct tenets and sanctions have been included in our policies to manage student violations of such protocols. All campus constituencies will be reminded via regular campus updates to follow campus procedures regarding social distancing, the wearing of face coverings/masks and hygiene procedures.
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:

Stage 1
Faculty and staff assume remote work. Essential personnel will follow the guidance provided in the mandatory training before returning to campus. See Stage 2 and 3.

Stage 2 and Stage 3
Prior to returning to campus, all employees must participate in a one-hour Return to Campus (RTC) training session via a SafeColleges training module, attest to understanding all policies and procedures related to COVID-19, and commit to maintaining a safe and healthy workplace.

COVID – 19 Return to Campus Policies and Procedures: All staff are expected to fully comply with the policies, protocols and guidelines outlined in the Return to Campus Policies and Procedures (https://www.steu.edu/returntocampus).

Mandatory training before returning to campus - Employees
- Complete reading of the Return to Campus Policies and Procedures
- Participate in a one hour return to campus (RTC) training session (SafeColleges)
- SafeColleges COVID- 19 Training
- Attest to understanding policies and procedures provided and willingness to share the responsibility for maintaining a safe and healthy workplace.

Symptom Monitoring Requirement:
Employees who have been instructed to return to campus must conduct a daily self-checklist one hour before reporting to work. Employees must be free of symptoms potentially related to COVID-19 or they will be instructed to stay home and/or work remotely.

At this time, these symptoms include one or more of the following (Source: CDC: Symptoms of Coronavirus):
- 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
NOTE: This list does not include all possible symptoms. The University will continue to update this list as the CDC information changes.

Before leaving for campus daily, employees must 1) assess for the symptoms listed above and 2) conduct a temperature check. If the temperature is more than 100.4 F (38C) the employee will notify their supervisor and stay home. Once employees have checked their temperature, they will be required to complete the daily self-checklist (https://www.steu.edu/selfchecklist). Supervisors are responsible for reviewing for completion on a regular basis. A copy of the form is also available in the Return to Campus Policies and Procedures (https://www.steu.edu/returntocampus).

For the health and well-being of the campus community, repeated absences may necessitate a health assessment and physician’s note before an employee is permitted to return to work.

Preventative Measures

Campus employees have been and continue to work proactively to prevent the spread of COVID-19 and other respiratory diseases in the following ways:

- 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 has implemented a campus-wide health information campaign with signs, flyers, and campus display monitors, to share CDC recommendations to help prevent the spread of disease.
- Hand-sanitizing stations have been set up throughout the campus.
- The University developed a phased-in return of employees in a coordinated process to ensure proper social distancing guidelines and reduce the density of people on campus.
- Work schedules are being modified and will consist of the following: remote, staggered arrival and departure times, and alternate days.
- Visitors/Contractors: Nonessential visitors/contractors will not be permitted on campus. Any essential vendors, contractors, or delivery personnel must wear a face covering while on campus. Visitors/contractors must be approved by the appropriate vice president, will sign in at the entrance to the campus, and will be directed to the appropriate location. The individual requesting the visitor/contractor is responsible for logging the whereabouts of these individuals while on campus. A report will then be filed with the campus security staff.

Building Access and Availability

Per CDC guidelines, effective immediately and until further notice, indoor gatherings are limited to 25% capacity or no more than 100 persons and large outdoor gatherings on campus of 250 or more people are prohibited.

- All employees are required, upon entering the workspace, to immediately clean their hands using the CDC guidance.
● All conference room meetings will be limited to 50% capacity and six feet between those in attendance.
● Public restrooms will be limited to one person at a time. There will be a sign on the side of the wall outside the door indicating occupancy. When the restroom is in use, individuals will wait outside the door, observing social distancing, until the occupant has departed.
● In an effort to limit contagions in high traffic areas, the University has implemented a one-way entry and exit strategy for all administrative buildings on campus. This information will be shared during the RTC training session.
● Elevators will be limited to two individuals per ride and face coverings/masks must be worn at all times while inside the elevator.
● Small kitchens in work areas will remain open but limited to one-person occupancy. Employees are responsible for wiping down the appliances and counter tops before and after each use. Cleaning materials will be maintained in the area.
● Use of large printers/copiers will be limited to one person at a time. CDC approved cleaning products will be placed beside the printers/copiers. Before each use, employees are expected to wipe down all high-touch surfaces to protect themselves.
● Rose Dining Room is closed until students return to campus. Employees are encouraged to prepare meals to eat at work. Outdoor tables on campus will be available for use in accordance with social distancing procedures. Employees who leave campus for mealtime will be aware of the increased risk traveling beyond the campus creates. When returning to campus, employees are required to use hand-sanitizers or wash their hands per CDC guidelines. When the dining hall reopens, it will be at a limited capacity with social distancing strictly enforced.

Personal Protective Equipment (PPE)

● The health and safety of employees is our highest priority. Until further notice, all employees are required to wear a cloth face covering/mask that covers his or her mouth and nose anytime social distancing is limited. Face coverings/masks must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain. The face covering/mask is not a substitute for social distancing. Upon return to work, Saint Elizabeth University (SEU) will provide each employee with a reusable, 100% cotton, cloth facemask. Training will be provided on the proper use and cleaning of reusable facemasks. Faculty will also be provided face shields and instructed on maintenance. Face shields are being issued to provide visualization of lips to accommodate students with disabilities.
● In accordance with CDC recommendations, employees are required to wear face coverings/masks in all common areas where six feet of social distancing is difficult to maintain.
● Employees are not required to wear face coverings/masks in private offices when no other person is present. Employees entering an office space of another must be cognizant of the requirement for six feet of social distancing and the wearing of face coverings/masks.
Please note the following exceptions:
Employees or students whose health or safety is considered to be at risk by wearing a cloth face covering/mask are not required to do so. However, permission to waive the requirement must be supported with a note from a primary health care provider and approved by the Director of Human Resource (for employees) or the Director of the Wellness Center (for students).

Social Distancing
Maintaining social distancing is one of the best tools available to avoid exposure to the COVID-19 virus and to help slow its spread, especially among people at increased risk for severe illness. Since individuals can spread the virus before they know they are sick, it is important to stay physically removed from others, even if no symptoms are present.

Specifically, campus constituents will:
● Avoid physical contact (handshakes and hugs).
● Maintain six feet physical distance at all times.
● Wash/cleanse hands frequently (especially after social situations); either using 20 seconds of handwashing or by using a hand sanitizer (at least 60% alcohol).
● Avoid passing objects between people.
● Not share food or beverages.
● Not share common office supplies such as pens, staplers, folders etc.
● Minimize face-to-face contact to the greatest extent possible.
● Continue to meet remotely via University approved virtual platforms, even while on campus.
● Remember to wear a face covering/mask, and/or to maintain social distancing when entering the workspace of another.

Personal Travel by Faculty and Staff
● SEU strongly encourages all faculty and staff to evaluate and reconsider personal international and domestic travel.
● Employees are required to communicate with SEU supervisors before and upon return from personal travel.
● Employees who travel for personal reasons must notify their supervisor:
  1) If they travel to another state or counties that have been labelled as high risk areas by their state officials; or
  2) If they have traveled internationally. Individuals should notify their supervisor in advance of their travel since quarantine of up to 14 days may be required upon return from high risk areas.
● Travelers who feel they may have contracted COVID-19 during travel are advised to contact the New Jersey Department of Health and their primary health care provider to be assessed for the virus.
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 to or have been diagnosed with COVID-19, are required to communicate the circumstances to the Human Resources (HR) Department immediately.

Presumptive or Confirmed Cases of COVID-19

Any employee with a positive COVID-19 diagnosis should not be on campus and should notify the Human Resources Department, immediately. The Director of Human Resources will contact the Pequannock Health Department to collaborate on contract tracing. SEU will adhere to the following protocol to ensure compliance with the orders issued by the Governor of New Jersey and the New Jersey Department of Health to respond to a presumptive or confirmed case of COVID-19 on campus.

- Close off areas visited by the person who is a presumptive or confirmed case of COVID-19.
- Open outside doors and windows and use ventilation fans to increase air circulation in the area, if possible.
- Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
- Disinfect and clean all areas such as offices, restrooms, common areas including but not limited to break rooms, conference and training rooms, dining facilities, shared electronic equipment (e.g., keyboards, touchscreens, copiers) or any other item used by the infected person.
- Identify individuals at SEU who were in close contact (within six feet for ten minutes or more) with persons with presumptive or confirmed cases of COVID-19 from the period 48 hours before the onset of symptoms to the time they are quarantined or isolated.
- Promptly notify individuals who were in close contact with any known exposure to COVID-19 on campus. Compliance with applicable confidentiality laws will be followed.
- If exposed individuals become symptomatic, they will follow the CDC’s guidelines regarding isolation.
- The HR Department will document and provide all applicable sick time in accordance with the federal and state law requirements due to COVID-19 (details can be found on the SEU HR web page).

Oversite Responsibility

In compliance with the Governor’s request, the University has named Richard Wall, Director of Bi-Campus Security, as our COVID-19 Compliance Officer. In this role, Mr. Wall will monitor the campus to ensure that the University and its various constituent groups adhere to the safety protocols outlined in the University’s COVID-19 protocols (www.steu.edu/returntocampus).

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 face masks 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@stev.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@stev.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).

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

**Stage 1**
Employees and students, except for essential personnel, continue their work/education remotely. Essential personnel follow directions found in Stage 2 and 3.

**Stage 2 and 3**

**Personal Protective Equipment (PPE)**
The health and safety of the University community is our highest priority. Until further notice, all employees and students are required to wear a face covering/mask that covers the mouth and nose any time Individuals cannot maintain six feet social distancing. Face coverings/masks must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain. The face covering/mask is not a substitute for social distancing.

- Upon return to campus, SEU will provide each employee and student with a reusable cloth face mask. Training will be provided on the proper use and cleaning of reusable facemasks. Faculty will also be provided with a face shield and instructed on its
Disposable masks will be available for visitors and those requiring disposable PPE.

- In accordance with CDC recommendations, employees and students are required to wear face coverings/masks in all common areas and where six feet social distancing is difficult to maintain.
- Employees are not required to wear face coverings/masks in private offices when no other person is present. However, those entering the workspace of another should be cognizant of the six feet social distancing and the requirements related to the wearing of face coverings/masks.

Social Distancing
Maintaining social distancing is one of the best tools available to avoid exposure to the COVID-19 virus and slowing its spread, especially among people at greater risk for serious illness. Since individuals can spread the virus before they know they are sick, it is important to stay physically removed from others, even if no one is exhibiting symptoms.

Specifically, campus constituents and visitors will:

- Avoid physical contact (handshakes and hugs).
- Maintain six feet physical distance at all times.
- Wash/cleanse hands frequently (especially after social situations); either using 20 seconds of handwashing or by using a hand sanitizer (at least 60% alcohol).
- Avoid passing objects between people.
- Not share food or beverages.
- Not share common office supplies such as pens, staplers, folders etc.
- Minimize face-to-face contact to the greatest extent possible.
- Continue to meet remotely via University approved virtual platforms, even while on campus.
- Remember to wear a face covering/mask, and to maintain social distancing when entering the workspace of another.

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

Stage 1
Employees and students work remotely. Essential personnel are responsible for maintaining their work areas and being cognizant of potential infection sites outside of their office space. Handwashing or sanitizing and social distancing are required. Cleaning materials will be available to maintain work areas.

Stage 2
Same as Stage 1

Stage 3
Classrooms
• Hand sanitizing stations will be placed in each classroom, and other common areas.
• While classrooms will be cleaned regularly, students and faculty will be directed to clean their personal space upon entering the room. Cleaning materials will be available.
• Aggressive disinfectant cleaning of all desks and high touch areas by cleaning staff will be completed each evening after the last class.
• Faculty will clean the computer console and desk before and after use. Cleaning materials will be available in the classrooms for this purpose.

Residence Halls
• Professional cleaning/disinfecting of all student rooms and common areas has commenced and will be completed before students assume occupancy.
• 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.
• COVID-19 signage is installed throughout residence halls, lobbies, and restrooms.
• Plastic disinfectant hand pump sprayers are located in each residence hall restroom. Students will be requested to clean areas before and after each use.
• 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.
• Students and employees will be directed to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
• Students will be directed to remove all personal items from restrooms after each use.

Administrative Buildings
• Sanitizing stations have been installed in each building entrance lobby.
• Daily cleaning and disinfecting of all high touch surfaces, including restrooms will be completed.
• Additional hand pump sanitizer dispensers have been placed in key locations throughout campus.

Cleaning Staff
• Intensive cleaning protocols and written schedules for janitorial staff have been established. The time of cleaning will be recorded.
• Focus is on cleaning all high touch surfaces regularly including, but not limited to:
  o Elevators
  o Handrails
  o Meeting tables and chairs
  o Restrooms
  o Desks including computer stations
- COVID-19 signage has been placed throughout buildings, lobbies, and restrooms. These will be maintained by facilities staff.
- Cleaning products will be permanently located beside copy machines and other multiple use equipment. The person using the equipment is responsible for cleaning touchpoints with a disinfectant wipe or cleaner before use. Cleaning materials will be co-located with machines.
- To limit access to office spaces, employees will be responsible for regular cleaning within their own offices (i.e. desktop, phone, keyboard, doorknobs, etc.) and to be responsible for placing trash in a designated location outside of their offices for pickup by the cleaning staff. It is recommended that employees wipe down frequently touched surfaces with disinfecting cleaners or wipes which will be provided in a common area.
- Cleaning staff will vacuum offices on a routine schedule. A note will be placed on the door or desk when someone has entered to clean. Common spaces inside buildings (i.e. hallways, restrooms, conference rooms) will be cleaned daily.

**Maintenance of adequate supplies, such as personal protective equipment and cleaning supplies:**

**Stage 1**
All employees and students work remotely except for essential personnel and approved students (e.g. unhoused, international). For those individuals remaining on campus, handwashing or sanitizing and social distancing are required. Face coverings/masks must be worn. Cleaning supplies will be available for individual use in addition to enhanced cleaning protocols provided by the Facilities staff.

**Stage 2**
Same as Stage 1. For those participating in mandatory laboratories or other approved hands-on instruction, supplies will be provided as noted in Stage 3.

**Stage 3**
Some staff, faculty or students may be required to wear specific types of PPE when using certain equipment, participating in labs or performing certain duties. If required to wear PPE as part of an academic or work-related activity, the individual will be informed of this need and will be provided with the appropriate PPE. Examples of staff who may wear specific PPE include health and counseling services, and cleaning personnel. Supplies for the providers noted are available.

A branded, 100% 2-ply cotton mask will be supplied to all employees and students. Additional cloth masks will be available for purchase in the campus store. All faculty will be issued face shields in addition to masks. Disposable masks will be available for visitors and those requiring disposable PPE. These supplies are available. Regular ordering and shipments will continue throughout the required period.
The University will provide adequate supplies, including handwashing/sanitizing stations in addition to cleaning supplies for use.

SCREENING, TESTING AND CONTACT TRACING PROTOCOLS

Screening measures, testing and tracing protocols outlined:

Upon return to campus, the following screening procedures will be used routinely. The procedures will be explained to all employees during mandatory return to campus training. Student training began in spring 2020, and will continue through the fall. Additional student training will occur via a ZOOM orientation and will be repeated prior to move in date and the start of fall classes.

Stage 1
All work and instruction is remote.

Stage 2
Essential personnel and students who are required to be on campus to fulfill assigned responsibilities must complete a daily self-checklist. See Stage 3.

Stage 3
All employees and students will be responsible for conducting a daily self-checklist. Employees are required to complete the checklist one hour before arriving at work. The procedure is as follows and is submitted at https://www.steu.edu/selfchecklist. Supervisors are responsible for reviewing for completion on a regular basis.

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

***********************************************************
Do you have a fever (temperature over 100.4 (F)? ___ Yes ___ No

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 health care provider or public health official?
____ Yes ____ No

Students will follow a similar process. The University continues to explore mobile apps, which would assess the health of students as well as provide contact tracing. A decision will be made in the next three weeks.

**Testing Protocol**

**Stage 1 and Stage 2**

Employees and students work from home. Those individuals who notify the University of symptoms or exposure to COVID-19 will be directed to contact their primary care provider and follow directions. Essential personnel will be directed similarly.

**Stage 3**

Employees who feel ill or believe they have been exposed to someone with COVID-19 are provided with training which explains that they should remain at home and contact their primary care provider and the HR Department. Assessment, treatment and testing will be completed at the direction of their primary care provider.

Students will be educated to remain in their residence hall room or at home and contact the Wellness Center if they have COVID-19 symptoms or have been exposed to someone diagnosed with the virus. The University physician will determine the necessity of quarantine, testing or isolation. At the current time, the University Wellness Center will purchase sputum test kits for use. Students will be instructed on their use by the University physician. Samples will be transported via the current specimen protocols maintained by the Wellness Center.

**Tracing**

**Stage 1**

Students and employees work remotely. Essential personnel follow the following procedure when entering the campus:

Essential personnel who come to campus must be on the list provided to the campus security professionals. ID’s are checked against the list. Those who enter campus are responsible for reporting their whereabouts on a tracing form provided online. The form is electronically logged and available, if necessary.

Employees are required to complete a *contact tracing form* for every day they are on campus. Should an employee be diagnosed with COVID-19, these forms will be provided to local health officials for contact tracing.

**Stage 2**

Same as Stage 1 for employees. No visitors will be permitted on campus.
When a student tests positive following an approved clinical learning experience off campus, the Director of the Wellness Center will work with the faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to reported symptoms. This information will be provided to the Pequannock Health Department using the same notification process followed in spring 2020 at the time of the initial outbreak.

Stage 3
Employees will no longer be required to provide ID to enter the campus. However, all employees will follow the process outlined in Stage 1 for contact tracing.

Faculty will continue to maintain attendance records for all classes to assist with contact tracing.

When a student tests positive, the Director of Health Service will work with the Student Life staff, faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to the onset of symptoms. All contact tracing will be done in a way to assure the confidentiality of the individuals involved. Specifically, information will be provided to the Pequannock Health Department using the same notification process followed in spring 2020 at the time of the initial outbreak. Mobile apps are also being considered to assess student health and enhance contact tracing.

Resident students testing positive will be monitored by the University physician. Students who become too ill to be maintained on campus will be transported by ambulance to Morristown Medical Center.

For medical appointments, students will be managed via telehealth. In the event that they need to be seen in person by the University physician, the student will set up an appointment online, noting symptoms. The student will be directed to come to the Wellness Center at the appointed time wearing a face covering/mask. Given the proximity of the residence halls to health services, we are not anticipating the need for transportation.

INSTRUCTON
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.

Continued remote instruction for faculty and/or students who are unable to participate in in person instruction:

Stage 1
Employees and students are working remotely. Essential personnel, who identify as at increased risk for serious illness as defined by CDC, will follow the procedures outlined in Stage 3.

Stage 2
Same as Stage 1.

Stage 3
Students whose health condition prohibit them from participating in person will be given the opportunity to complete their classes remotely at home or in the residence halls. All faculty have been provided with laptops equipped with cameras to allow each in class interaction to be available to students who need to view it remotely. Those who are scheduled for laboratories or experience-based learning experiences will be advised to delay the continuation of their studies until they are able to return to campus or to change majors to permit timely degree completion. Wherever possible, online accommodations will be provided.

The University has established the following guidance for employees who identify as at increased risk for serious illness:

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, employees will find the current list of conditions for which waivers may be sought. The University is under no obligation to maintain an employee’s position if he/she refuses to return to campus or is denied a request to work remotely.

Individuals eligible to request a health waiver to work remotely must attest one of the following conditions:

- 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

Please note: If the employee is currently infected with COVID-19, they should follow the sick leave policies provided on the University website.

Again, individuals requesting permission to work remotely must meet the following criteria:

- Have a position that is deemed eligible for remote work; and
- Attest to having at least one of the conditions listed above.

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 (https://www.steu.edu/returntocampus). The request is to be sent to the Human Resource Department at hr@steu.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. (https://www.steu.edu/returntocampus).

It is important to note that the following conditions have been identified 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.

- 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

**Social distancing in classrooms, residence halls, restrooms, and other areas across campus:**

**Stage 1**
Employees and students work remotely. Essential personnel will follow the policies outlined in Stage 2 and 3.

**Stage 2 and 3**
Maintaining social distancing is one of the best tools available to avoid exposure to the COVID-19 virus and slowing its spread, especially among people at higher risk for infection. Since individuals can spread the virus before they know they are sick, it is important to stay physically removed from others, even if no one is exhibiting symptoms.

Specifically, campus constituents and visitors will:
- Avoid physical contact (handshakes and hugs).
- Maintain six feet physical distance at all times.
- Wash/cleanse hands frequently (especially after social situations); either using 20 seconds of handwashing or by using a hand sanitizer (at least 60% alcohol).
- Avoid passing objects between people.
- Not share food or beverages.
- Not share common office supplies such as pens, staplers, folders etc.
- Minimize face-to-face contact to the greatest extent possible.
- Continue to meet remotely via University approved virtual platforms, even while on campus.
- Remember to wear a face covering/mask and maintain social distancing when entering the workspace of another.

Use the hand signal “Stop” if a person is violating social distancing; a simple raised hand with palm outward will signal the violation of spacing.

Classrooms and labs will have reduced capacity to assure social distancing of 25% occupancy and/or at least six feet between students and between faculty and students. Schedules and room assignments have been modified based on this capacity. To assure the adequacy of instruction, courses with enrollments beyond the capacity noted will use an A-B format. The student will attend every other day. The day the student is not in class, he/she will participate in instruction remotely.

Signage has been placed in all classrooms as a reminder of social distancing. Sanitizing stations will be available in all classrooms. Cleaning supplies will be available in each classroom. Students will be directed by faculty to clean their seats and desks prior to the start of class. Faculty will be directed to clean the projection console and desk prior to use. Cleaning and disinfecting by facilities staff will be conducted daily in classrooms.

Class start times are being modified to provide for increased travel time and attention to sanitizing high touch areas in classrooms before the start of instruction.

Faculty and students must wear face coverings/masks during class. All faculty have been provided with face shields to utilize while teaching in the event they have a student with disabilities in the classroom. Additionally, faculty must maintain a distance of at least six feet from students and are required to teach from behind a line marked on the floor. Faculty will be responsible for ensuring all students maintain a minimum of six feet from each other when in the classroom and that furniture is maintained in the pre-determined locations. Some larger classes will be scheduled in a hybrid format with some students alternating attending in person and either remotely or online.

The proper placement of classroom furniture has been marked. Students will be reminded to not move desks or tables by faculty.

**On-Campus Residential Housing**
**Limitations on the number of students who may return to residence halls and restricted access to residential common areas:**

**Stage 1**
Only unhoused and international students will remain in residence. They will follow all directions based on policies provided during Return to Campus orientation.

**Stage 2**
Same as Stage 1

**Stage 3**
Residence hall move-ins will be on a staggered schedule. Incoming freshmen and returning students 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 entrances and exits in addition to signage noting entrance and exit points. No visitors will be permitted in the residence halls until restrictions are lifted by Executive Order.

The University has 245 single rooms and 81 double rooms. The University is planning to reduce double room capacity by 10-12%. 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. Furniture will be placed in double rooms providing for six feet of social distancing. Beds will be placed so that headboards are not aligned. Nine suites with private baths will remain open for students who require quarantine or isolation.

Common areas throughout the residence halls will be closed until further notice. For those rooms which cannot be locked because there are no doors, furniture has been moved and/or rearranged to promote social distancing and restrict large gatherings. Those areas which cannot be locked will be monitored by residence life staff to maintain social distancing.

In the residence halls, students will be limited to using restrooms on their floor/wing. They will not be permitted to leave personal items in the restroom. Training on use of the communal restrooms will be covered in a Return to Campus orientation. The training will include information on handwashing, social distancing, face covering/mask wearing, cleaning procedures and the importance of health monitoring and contact tracing.

Should it be necessary to limit access to campus housing, incoming freshman, unhoused, international, student athletes, students who live beyond 40 miles of campus and those students whose personal situations off campus would impede their academic success will be provided with priority housing.

**Designation of space(s) for separation of individuals residing on campus who display symptoms consistent with or have a positive diagnosis of COVID-19:**
**Stage 1**
Unhoused and international students will be placed in a suite, which has a self-contained restroom, and has been outfitted with a Micro-fridge and flu supply kit (thermometer, gloves, Tylenol etc.) along with isolation instructions. Meals will be delivered to the student, and infection mitigation laundry protocols enacted. Ill students will remain in contact with the University physician for tele-medicine visits only; unless she determines the student needs a higher level of care in which case an ambulance will be summoned for transport to the local emergency room.

**Stage 2**
Same as Stage 1

**Stage 3**
When a student tests positive, the Director of the Wellness Center will work with the Student Life Staff and faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to reported symptoms. This information will be provided to the Pequannock Department of Health using the same notification process followed in spring 2020 at the time of the initial outbreak. An app is also being considered to assess student health and enhance contact tracing.

Presumptive cases of COVID-19 will either be moved to a private suite or to one wing of O’Connor Hall which will remain closed for regular use, thus allowing a sequestered floor for presumptive cases.

Nine suites have been identified for isolating students with a positive COVID-19 diagnosis. Each suite has a self-contained restroom and has been outfitted with a Micro-fridge and flu supply kit (thermometer, gloves, Tylenol etc.) along with isolation instructions. Meals will be delivered to the student, and infection mitigation laundry protocols enacted. Ill students will remain in contact with the University physician for tele-medicine visits only; unless she determines the student needs a higher level of care in which case an ambulance will be summoned for transport to the local emergency room.

As an alternative to the above, University leadership continues to plan for larger impact. Given our small campus and limited residence space, in the event of a positive case of COVID-19, the University is still considering whether to halt all in person instruction for those students living in one or both residence halls depending on the identified COVID-19 positive student contacts. Students will remain in residence continuing their studies online for 14 days. Meals will be delivered to the residence halls. Commuter students will be directed by faculty to participate in online instruction.

Students will be responsible for maintaining the cleanliness of their personal spaces. Restrooms will be professionally cleaned twice a day. Cleaning supplies will be available in the
restrooms and students will be educated regarding the importance of cleaning the space after each use. Cleaning supplies will be available in the restrooms.

Community gathering areas in the residence halls such as lounges and kitchens will be closed where possible by locking the room. For those areas which cannot be closed off, regular cleaning will be provided by the facilities staff daily. Cleaning materials will be available in the open areas and students will be instructed to clean high touch surfaces before using them.

TRANSPORTATION

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

**Stage 1**
All essential student healthcare appointments will begin with a telehealth visit with the University physician, who is located in one of the residence halls and within walking distance of the other. If it is determined that the student needs to be seen in the Wellness Center, protocols have been enacted to limit exposure to others, (proper PPE and infection control measures, appointment only, use of a specific entrance to the Wellness Center, no waiting room). If the student’s symptoms worsen, a call to 911 will be made for ambulance transport to the hospital at the discretion of the University physician.

**Stage 2 and Stage 3**
Same as Stage 1

RESEARCH
Saint Elizabeth University has no research labs.

LIBRARIES and COMPUTER LABS

*A plan for the operation of computer labs and the library:*

**Stage 1**
The library and computer labs are closed.

**Stage 2**
Same as Stage 1.

**Stage 3**
The Library will be closed to the neighboring community. Only SEU employees and students will be permitted to use 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. We are not anticipating the need to reduce occupancy based on historical usage trend data.
Curbside pickup will be available to students and employees whose conditions do not allow them to enter the 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 equipment is available for them to reduce the need for the computer labs outside of classes.

Computer labs will be cleaned after each assigned class session including keyboards, mice, desktops, and computer monitors by information technology staff. Additionally, computer labs will be cleaned and disinfected at least daily by facilities staff.

Hand sanitizers containing at least 60% alcohol will be available in each computer lab. Students will be required to wear face coverings/masks. Signage in support of proper hand washing and social distancing will be displayed in all labs.

**DINING**

*Strategies for food service and dining operations to ensure compliance with all health and safety standards and applicable Executive Orders:*

**Stage 1**
Unhoused and international students will have their meals delivered daily by campus security as provided by a private vendor.

**Stage 2**
Same as Stage 1.

**Stage 3**
Comprehensive plans for management of food services and dining operations have been provided to the University by our food service provider, Parkhurst. 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:

- Signage/markers will be placed on dining hall floor to ensure social distancing.
- Swipe machines and credit card machines will be re-positioned behind plexiglass/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 (doorknobs, 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, wash their hands at least once an hour and to maintain social distance.

For students in isolation or quarantine, meal delivery will take place in the residence hall.

**A plan for intended resumption of athletics programs, if applicable:**

**Stage 1**
All instruction is remote, no athletic competitions.

**Stage 2**
Same as Stage 1.

**Stage 3**
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:
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. Any game contest cancellation/suspension decisions will be made by both campus athletic directors in accordance with their campus procedures.

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. Disposable cups will be provided by host Institution.
   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. All players and coaches will be prescreened by the visiting institutions designated staff member.
   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.
   i. 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. Contest cancellation/suspension decisions will be made by both campus athletic directors in accordance with their campus procedures.
ii. Contact tracing will occur per CDC, health department and institution procedures.

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 hand washing 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.

STUDENT SERVICES
A plan for the operation of student services:

Stage 1
All student services are provided remotely.

Stage 2
All student services are provided remotely.

Stage 3
Until restrictions are eased by executive order, student services operations will be limited in scope and nature. Most services (i.e. tutoring, academic advising, financial aid, billing etc.) will occur remotely using a University approved online platform. If a face-to-face meeting is warranted or requested, it will be by appointment only and social distancing and the wearing of face covering/mask will be strictly enforced. All offices have been assessed for compliance, and if proper social distancing is not possible in that location, staff will utilize approved conference rooms where social distancing can occur (some new areas have been reconfigured for this purpose). Additionally, staff and students have been provided with masks, and in some cases plexi-glass barriers have been installed. Face shields have also been distributed to some student support personnel to facilitate required interaction. Group activities or meetings will have to conform to the current orders of 25% or less occupancy and no more than 100, held outdoors whenever possible and those present will wear face coverings/masks and remain six feet apart.

STUDY ABROAD AND INTERNATIONAL TRAVEL

Strategy for study abroad programs and international travel, if applicable:

Stage 1
All students studying abroad or on international travel will be managed based on the best available guidance from the CDC and the State Department at the time of the requirement to return to remote instruction.

Stage 2
Same as Stage 1.

Stage 3
Saint Elizabeth University has postponed or canceled study abroad programs for the fall semester. Students returning from travel to areas with community spread of COVID-19 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.
Before returning to campus, students will be asked to self-quarantine and self-monitor as directed by public health recommendations and to seek care if ill. Alternative instruction will be provided while the student is quarantined. COVID-19 information for travel will be updated regularly and distributed to our students according to CDC https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.

A companion to the plan is the University’s *Return to Campus Policies and Procedures*, which can be found at www.steu.edu/returntocampus.