



Saint  
Elizabeth  
University

## Return to Campus Policies and Procedures

**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.

**UPDATED 4-23-2021**



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## Return to Campus Plans

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 2020 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, 2020 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, 2020 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 based on newly available information.

The members of the original Planning and Recovery Advisory Group were:

Meghan Aitken	Staff
Katherine Buck	Cabinet
Anne Buison	Faculty
Kathleen Carozza	Faculty

Joseph Ciccone	Cabinet
Joseph Erckert	Cabinet
Mick Fescoe	Cabinet
James Gerrish	Staff
Joanne Landers	Cabinet
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Regina Riccioni	Faculty
Margaret Roman	Faculty
Valerie Scott	Faculty
Juliene Simpson	Staff
Tanya Sorce	Staff
Helen J. Streubert	President

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 25, 2020 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](http://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>
- 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](http://www.steu.edu/restartplan).

Subsequent to the above orders, regular updates have been made to this document reflective of executive orders released by the Governor.

## Health Principles and Monitoring

### COVID-19 Symptoms

These lists do not include all possible symptoms. The CDC continues 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).

**Updated information and Frequently Asked Questions about coronavirus, COVID-19 can be found at:** <https://www.nj.gov/health/>

#### **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?**

Vaccines are now available, and we encourage all employees to become immunized. New Jersey’s immunization plan can be found at: [COVID-19 Vaccine \(nj.gov\)](https://www.nj.gov/health/immunization/). 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 **two-ply** 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 both you and other people from the infection.**
- 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?**

For the majority of those infected, symptomatic management under a healthcare provider's care is the predominant treatment. NIH guidance on treatment can be found [at COVID-19 Treatment Guidelines \(nih.gov\)](#)

In December 2020, the CDC provided guidance on administration of two vaccines recently approved for COVID-19. Early distribution included health care providers and those most at risk. State by state plans for distribution of the vaccines [are available](#). New Jersey's plan for vaccine distribution can be found at [https://www.state.nj.us/health/cd/topics/covid2019\\_vaccination.shtml](https://www.state.nj.us/health/cd/topics/covid2019_vaccination.shtml).

### **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/2019ncov/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)**

[Office of the Secretary of Higher Education - COVID-19 Resources \(nj.gov\)](https://www.nj.gov/education/office-of-the-secretary-of-higher-education/covid-19-resources/)

#### **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](http://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.

Detailed guidance for IHE with COVID-19 in their community is outlined in the following document: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-iheresponse.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-iheresponse.html).

**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**

**TESTING**

Beginning in spring 2021, the University will contract with a third party vendor, Bergen New Bridge Medical Center to provide asymptomatic monitoring. **Resident students and students who are attending classes on campus** are required to participate in testing using the schedule provided by Student Life.

Specifically for students,

- Weekly on-campus COVID-19 testing will be available on Tuesdays 3 – 6 p.m. and Wednesdays from 9 a.m. to noon beginning January 19 in Ward Dining Room according to the schedule provided to the community. Hours will be adjusted based on demand.
- COVID-19 tests are available by APPOINTMENT ONLY. Students will receive an email from Bergen New Bridge Medical Center with a registration link. *Walk-ins will not be allowed.*
- Results will be provided to the student and SEU Health Services via a secure portal.
- Students should self-quarantine as much as possible immediately after being tested until results are available.
- A positive COVID-19 test will require the student to isolate in accordance with the directives of Health Services.
- Health Services, in collaboration with local health department officials will begin the contact tracing process, requiring individuals exposed to the infected student to be quarantined in compliance with state mandates.
- COVID-19 positive students will participate in classes remotely if they are physically able to do so until cleared by health service to return to in-person instruction.

Faculty and staff have the opportunity for *optional* on-campus COVID-19 testing. The testing will be administered by Bergen New Bridge Medical Center and **will be by appointment only** (no walk-ins allowed).

While employee testing is not required, SEU is offering this benefit to asymptomatic employees who desire routine testing or might otherwise be in need of a test, i.e., returning from out-of-state travel, scheduled for a surgical procedure, etc.

**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 **15 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 or presumptive 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.
- If tested and found to be negative, students/staff should continue to monitor themselves for symptoms and in the absence of symptoms, return to school/work seven days after the negative test.
- Contact their healthcare provider to let them know of their exposure if they are pregnant, have medical conditions, or are 65+ years old.

**To reduce your quarantine period:**

Local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

**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?**

- CDC has issued travel advisories for several countries [www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html). 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?**

Domestic travelers can return to campus seven days following a negative COVID test or 10 days after a test assuming they remain asymptomatic. International travelers are expected to quarantine for 14 days.

[Are there travel restrictions to or from New Jersey? | FAQ \(nj.gov\)](#)

**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 **until further notice**. 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 must follow guidance they have received from health officials as indicated above.

COVID-19 information for travel is updated regularly on the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

**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/spring semester. Classes will continue uninterrupted through November 25/April 30. 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 **until further notice**. 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 <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. These notices will be updated as more information becomes available.

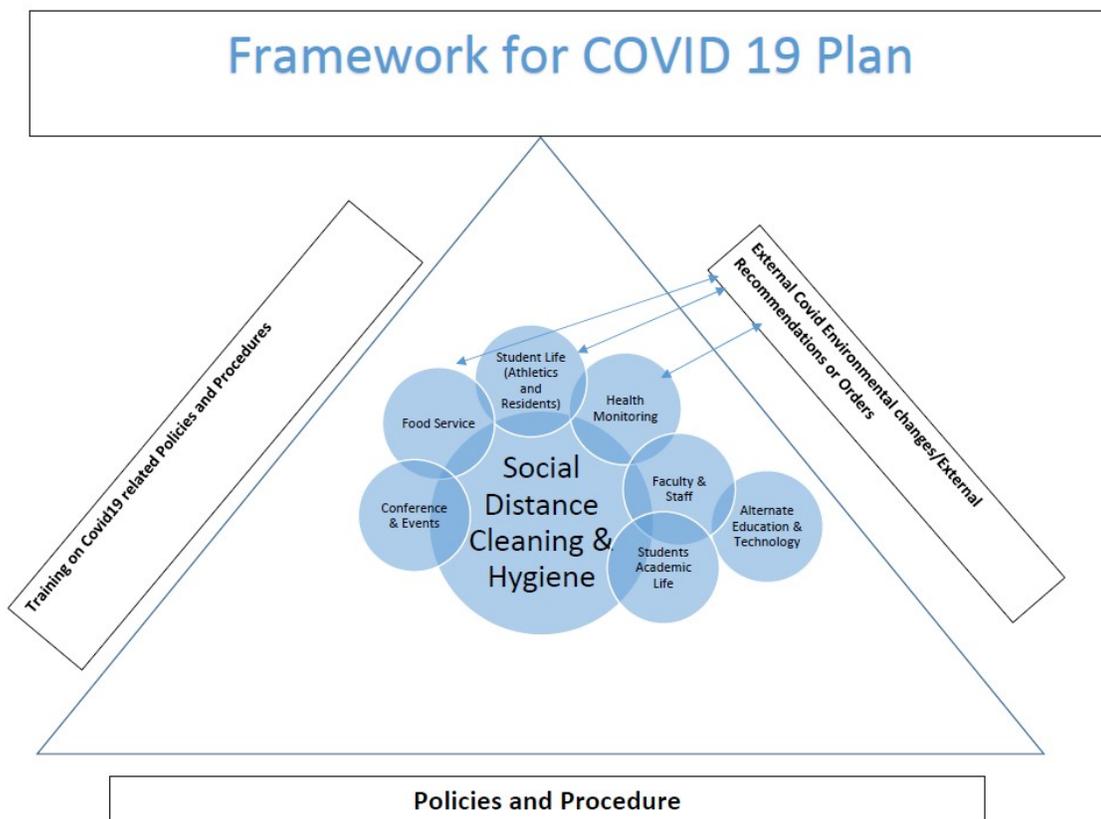
## What We KNOW

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 10 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 **have been** provided with a reusable mask. Employees and students are expected to wear the mask inside at all times. 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/](http://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 **have been** 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 **double masking** or 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 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](mailto: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](mailto: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 **until further notice**. 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 10 days (domestic) to 14 days (international) may be required upon return.

Individuals who are fully immunized are not required to quarantine following domestic travel unless they are exhibiting symptoms of COVID-19.

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-and-transportation/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 35% of capacity or 25 people whichever is lower.

Individuals who are fully vaccinated may opt to congregate. However, given the known risks to non-vaccinated individuals and unknown consequences of newly identified strains of the disease, masks and social distancing are required unless there is consent among fully vaccinated individuals. Indoor group size continues to be no more than 25.

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 35% 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 are to be held in person will be scheduled in rooms to accommodate social distancing. When courses are held in person and large rooms are not available, 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 to assure social distancing of 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 **fall 2021**. 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-proceduresfor-CPR-manikins>
  - <https://laerdal.force.com/HelpCenter/s/article/Are-there-anyhygiene-recommendations-forPatient-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 are to **wear only 100% cotton masks 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, **it is recommended** that faculty office hours 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 each 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 used for move in.
- A Micro-fridge (microwave, refrigerator and freezer) will be installed in all rooms to
- 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 wish to live on campus are encouraged to do so. Accommodations will be made available based on current health guidance.

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 each 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 **as directed**. 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 clean 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 as follows:



**COLONIAL STATES ATHLETIC CONFERENCE  
RETURN TO PLAY PLAN, SPRING 2021  
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- 1. Education and Communication**
- 2. Prevention/Mitigation**
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**APPENDIX I & II**

**PURPOSE**

The Colonial States Athletic Conference (CSAC) Return to Play Plan, Spring 2021 was developed to create a safe return to practice and play environment during the COVID-19 pandemic. All CSAC institutions shall adhere to local, state and federal rules and regulations set forth by public health authorities as well as recommendations from the NCAA and the Sport Science Institute. Notably, no aspect of this plan will be implemented if activity conflicts with rules, orders, or regulations issued by the NCAA, CDC, federal, state and/or local government.

Although the CSAC will not be able to eliminate the risk of COVID-19 exposure and infection, the plan outlines how student-athletes, community participants, and staff members can work together to help reduce risk. The opportunity for our community to participate in sports during the Spring of 2021 semester will depend in large part on a shared responsibility by everyone involved to follow guidance and make sound decisions.

As conditions dictate, this plan may be subject to changes / additions.

**1. EDUCATION AND COMMUNICATION**

**EDUCATION**

The CSAC Return to Play plan has been developed from a collaboration of conference athletics staff members. The contributors are listed:

Dr. Suzanne Nelson, Dean of Students, Athletic Director, Bryn Athyn College  
Scott Jones, Director of Student Health and Wellness, Bryn Athyn College  
Salvatore Capone, Head Athletic Trainer, Bryn Athyn College  
Dr. Allen Snook, Director of Athletics, Cedar Crest College  
Kelly Fleming, Head Athletic Trainer, Cedar Crest College  
Amanda Stopinski, Assistant Athletic Trainer, Cedar Crest College  
Travis Spencer, Director of Athletics, Centenary University  
Renee Bostic, Director of Athletics, Notre Dame of Maryland University  
Mike Pawlusiak, Head Athletic Trainer, Saint Elizabeth University  
Vince Dicriscio, Head Athletic Trainer, Notre Dame of Maryland University

All CSAC athletics personnel will receive education regarding COVID-19 prior to engaging in spring athletic activity. Information will include signs and symptoms, strategies to reduce transmission, and steps to take if symptoms arise. Since the pandemic is a fluid situation, education will be updated accordingly. Upon receiving education regarding COVID-19 and potential risks related to physical activity, student-athletes/parents will be given the option to “opt in” or “opt out” of season. Athletic administrators at CSAC institutions shall communicate the expectations outlined in the COVID-19 Expectations and Pledge Form (Appendix I) with student-athletes who choose to participate. Signed forms need to be obtained from the student-athletes and/or parents (if a minor) by the athletic administration.

1. Student-athletes and coaches shall receive educational material for proper social distancing from the CDC and NCAA. The conference office shall create a list of associated resources on the conference website and share this page with its member institutions, which will include this Return to Play Plan.
2. A copy of the CSAC Return to Play Plan will be available for distribution to athletics personnel.
3. All student-athletes and coaches are to contact their respective athletic trainer, head coach or Director of Athletics via text message or phone call in the event of a suspected illness.
4. The CSAC Return to Play Plan will be distributed to all competitors.

## **COMMUNICATION**

CSAC member institutions will share with all opponents the CSAC Return to Play Plan. It will be mutually agreed upon by the participating directors of athletics and participating Institutions will each commit to the NCAA recommended testing protocols. All protocols will be exchanged between medical staff, coaching staff and athletic administration.

All athletic departments will share the name and contact information for the head of the institution's contact tracing team for their respective campuses. In the event of COVID-19 exposure, the contact tracers are expected to work in conjunction to identify the potential close contacts.

Athletic directors at CSAC institutions shall be responsible for staying current on local and state travel restrictions and shall communicate these restrictions with out-of-state opponents as appropriate.

## **2. PREVENTION AND MITIGATION**

In accordance with the State Department of Health and NCAA, the CSAC has developed the following policies and guidelines for the safe return to practice and competition for our student-athletes and coaches. CSAC institutions shall submit a Health and Safety Plan for Resuming In-Person Instruction to the conference office prior to the start of competition (via hard copy or website link).

### **PREVENTION**

Each CSAC institution shall provide the name of the assigned institutional staff member that communicates with state and local health departments to the conference office. CSAC institutions shall review the policies for each of its competition venues, whether on-campus or off-campus. The areas reviewed or developed in this plan include:

- cleaning/disinfecting practices and schedules
- online payment options
- venue entrance and exit routes
- arrival and exit timing
- locker room availability for indoor sports
- social distancing measures
- use of masks in facility and outdoors
- screening required before entry and attendance log for contact tracing

### **COVID-19 Daily Screener – Student-Athletes and Staff**

CSAC student-athletes and staff shall complete a daily COVID-19 Screener Questionnaire. Failure to complete the link will prohibit entrance into the building/field or removal from team activity.

### **Game Day Arrival Policies**

All CSAC institutions shall outline and communicate specific entry and parking guidelines for officials and team vehicles.

### **Universal Masking**

All individuals who access the competition area and engage in competition shall be required to wear a mask, including student-athletes, coaches, officials and gameday staff. The proper use of a mask as a mitigation strategy requires that the mask must completely cover both the nose and mouth such that neither nostrils nor the tip of the nose is visible.

### **COVID-19 Guidelines Events (Practice or Contests)**

1. All Tier I student-athletes and staff will be pre-screened prior to the event (practice or contest) using the institutionally approved screening tool.
2. The CSAC host institution's sports medicine staff will request a typed hard copy list of the visiting team's travel party.
3. The host institution's sports medicine staff will document the visiting teams COVID-19 screening report of their student-athletes via the hard copy upon arrival. The host institution will provide a copy of the screening report to their opponent. Form of receipt of pre-screening report will be agreed upon 48 hours prior to contest.
4. Officials must adhere to institutional visitor and entry policies prior to arrival to campus.
  - a. Failure to meet institutional entry standards will result in dismissal of the official.
  - b. Officials who meet institutional entry standards will be permitted to continue with the contest and will be instructed to report directly to the venue, dressed and ready to go. If a restroom or changing facility is needed, the official must communicate this need to the host institution. The host will, to the best of its ability, provide a separate restroom area or separate locker room area for use.
5. For indoor events only - if the visiting team needs a locker room pre/post contest, the visiting athletic director will need to submit this request to the host athletic director 48 hours prior to the contest. Failure to do so will result in the lost opportunity for a locker room.
  - a. Locker rooms will be pre-cleaned (evening before) and post-cleaned with COVID-19 disinfecting procedures, in the event a request for a locker room is made and granted.
  - b. Sanitation products will be provided by the host institution to wipe down bench/chair surfaces pre/post contest.
  - c. Locker room availability shall be confirmed by the host athletic director.
6. Show and go will be the recommended process for pre/post contest preparation.
  - a. The host institution will provide a detailed list of available rooms and supplies.

7. Student-athletes/coaches presenting symptoms of COVID-19 pre-contest
  - a. If any student-athlete or coach is suspected of showing signs of illness, a member of the host sports medicine staff will communicate with/inform the game day administrator and director of athletics. The host athletic director will communicate this information to the visiting administrator.
  - b. The host institution will attempt to isolate the suspected individual safely in a designated area.
  - c. Any contest cancellation/suspension decisions will be made by both campus administrators/ board member in accordance with their campus procedures.
8. Student-athletes/coaches presenting symptoms of COVID-19 during the contest
  - a. If a home or visiting student-athlete or coach is suspected of showing signs of illness, a member of the host sports medicine staff will communicate with/inform the game day administrator and the director of athletics. The host athletic director will communicate this information to the visiting athletic director/team representative.
  - b. The host institution will attempt to isolate the suspected individual safely in a designated area.
  - c. The designated isolation area must be communicated to both teams prior to the start of the contest.

### **Mitigation Strategies Summation**

- CSAC institutions shall adhere to Department of Health and local facilities guidelines.
- Masks must be worn during all activities including active participation in competition.
- PPE's and cleaning products will be provided by the host institution.
- The host institution must outline and communicate its sanitation and disinfection method.
- Sanitation/Disinfection will take place in between contests for all common areas: benches, scorer's tables, film area, court, locker rooms and isolation rooms.
- During breaks student-athletes must maintain a safe social distance of six feet.
- Student-athletes are asked to bring at least one full water bottle. A water cooler will be provided in the event of emergency; however, minimal use of refilling bottles at the cooler is recommended for health and safety reasons.
- Student-athletes must limit the social congregation pre- or post-practice.
- If a student-athlete is not medically cleared, they are prohibited from entering campus facilities and participating in any voluntary workouts, training sessions, or team activities.

### **Field Layout/Setup**

1. Team benches
  - a. Must be positioned in accordance with social distancing protocols.
  - b. Each player seat will be spaced six feet from the next seat.

- c. Water, towels and ice will be provided as per CSAC Guidelines.
- 2. Scorer's table
  - a. Will be placed on the bench area.
  - b. The scorer's table will be extended if needed to allow for social distancing.
  - c. The table will be placed minimum six feet from the playing area.
  - d. Only Tier 2 staff allowed at the scorer's table: Shot Clock operator, Game Clock Operator, Official Scorer.
  - e. Masks are required for all workers.
- 3. Player substitution area
  - a. Will remain bench side, in front from the scorer's table.
- 4. Film crew
  - a. Shall be positioned in accordance with social distancing guidelines at each institutional venue.
  - b. It is strongly recommended that, where allowable, a minimum of 12 feet spacing between benches, substitution area and film crew will be maintained.
- 5. Medical Area
  - a. Tables, first aid supplies and ice available.
  - b. 1-2 tables, distanced appropriately, will be placed inside the privacy tent for evaluations.
  - c. Only Medical Staff allowed; no coaches or Tier 2 staff.

## **SPECTATORS**

A decision on conference-wide or institutional spectator policies will be communicated at a later date.

## **GAME DAY OFFICIALS**

Officials assigned to CSAC contests shall comply with testing protocols as outlined in the NCAA Sport Science Institute recommendations.

**In the event of a positive test on either participating team on the scheduled day of the contest, the medical team and administrators of the participating institutions must determine the status of the upcoming event. The decision to cancel the contest or not must be clearly communicated to the visiting team, their athletic administration and the conference office.**

The Sport Science Institute states that it is common practice for positive antigen tests to be followed by a confirmatory PCR test. The confirmatory PCR test is considered the final result. *(Reference: Page 17, NCAA Sport Science Institute Resocialization of Collegiate Sport: Developing Standards for Practice and Competition, Second Edition (Updated December 15, 2020)*

### 3. TESTING

Testing Polymerase chain reaction (PCR) is the current standard testing method; however, rapid antigen tests are an acceptable alternative to conduct testing, provided that positive antigen test results are confirmed via PCR as noted above. *(Reference: Page 17, NCAA Sport Science Institute Resocialization of Collegiate Sport: Developing Standards for Practice and Competition, Second Edition (Updated December 15, 2020))*

Training and competing in for intermediate sports require frequent, sustained close contact among players, coaching and other essential staff, and officials in an outdoor setting. Schools are encouraged to proactively define those individuals who constitute the “inner bubble” (Tier I), which includes student-athletes and essential team personnel whose job function requires direct access to players on a regular basis, specifically close contact (six feet or less) for 15 minutes or more, as per [CDC guidance](#).

Tier I individuals may differ from school to school (for example, some coaches maintain physical distancing at all times and therefore are not part of Tier I). Tier I individuals are considered to be at higher risk of becoming infected with COVID-19 if any other individual in the group is contagious and masking/physical distancing has not been maintained. The situation is further compounded because the nature of intermediate sports that make it challenging to train in functional units (as described in the Resocialization Standards).

#### **HIGH TRANSMISSION RISK SPORTS (Men’s Volleyball {w/o masks})**

- Out-of-season athletics activities – 25-50% surveillance testing of Tier I personnel every one to two weeks.
- Regular and postseason – PCR or antigen testing three times per week on non-consecutive days
  - Exception for basketball/ice hockey playing 1-2 contests per week with same team, not separated by more than one day – PCR test within three days before scheduled contest or, if two contests, before second scheduled contest OR antigen/rapid PCR test same day as each scheduled contest.

#### **INTERMEDIATE TRANSMISSION RISK SPORTS (Baseball, Lacrosse, Softball, Men’s Volleyball {w/masks})**

- Out-of-season athletics activities — Testing performed in conjunction with a school plan for all students, plus additional testing for symptomatic and high infection risk individuals as warranted.
- Regular and postseason — 25% weekly surveillance PCR or antigen testing of athletes and Tier I non-athlete personnel plus additional testing for symptomatic and high infection risk

individuals as warranted. Additionally, the institution shall ensure that all Tier I personnel and student-athletes shall be subject to testing at least once per month.

- If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.

#### **LOW RISK SPORTS (Golf, Tennis, Outdoor Track & Field)**

- Testing performed in conjunction with a school plan for all students, plus additional testing for symptomatic and high infection risk individuals as warranted.
- If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.

#### **4. ISOLATION AND QUARANTINE**

According to the CDC, isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease. The CDC defines isolation and quarantine as follows:

- Isolation separates sick people with a quarantinable communicable disease from people who are not sick. Isolation will be used for individuals who are a suspected positive, test positive or are awaiting test results. Individuals in isolation should not have contact with other people.
  - If a student-athlete tests positive, he/she will remain in isolation until:
    - 10 days after positive test
    - 24 hrs. fever free without fever reducing medication (i.e., Tylenol)
    - Improvement of respiratory symptoms

**Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Individuals in quarantine may continue to reside and interact with members of their “household.” Quarantine will be used in the following circumstances:

- All employees or players upon return to campus from international travel, in accordance with CDC requirements (currently 10-14 days)
- Symptomatic employees or players (length will vary)
- Employees or players who have been exposed to a close contact of a confirmed positive (currently 10 days after last exposure)
- The CDC recommends that individuals who have tested positive for COVID-19 within the past three months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. (*Reference: CDC Guidance, updated December 10, 2020*)

### **Student-Athletes with Suspected COVID-19 or Confirmed Positive Case**

1. The student-athlete is to be prohibited from participation in any athletics activity for a minimum of 10 days from the first reported symptom or positive test. (CDC Isolation Guidelines).
2. A signed doctor's note must be presented clearing the student-athlete for full participation.
  - a. Recommendation of full cardiac consultation which includes but is not limited to EKG, Echocardiogram, blood troponin levels pre-and post-exercise.
3. If a team member, coach, support staff member, official, or any other member of the travel party or Tier I personnel develops symptoms of or tests positive with COVID-19 within two (2) days of the conclusion of a competition, it is the institution's responsibility to inform the other team's institution of this information so appropriate contact tracing can be done with resulting quarantine of potentially infected individuals. Participation charting in game statistics programs can be used to identify potentially exposed individuals.

### **Cardiac Considerations for Student-Athletes During COVID-19**

Institutions shall adhere to Sport Science Institute recommendations and considerations related to pre-participation cardiac screening, testing and exercise as detailed in the [American Medical Society for Sports Medicine algorithm](#). Practice and conditioning activities during the period of re-acclimation to exercise should be determined collaboratively by medical staff, strength and conditioning staff, athletics trainers and coaching staff.

### **Student-Athlete with a Defined Close Contact**

1. The student-athlete is to quarantine for a period of 10-14 days from all athletic activity. Local public health authorities determine and establish the quarantine options for their jurisdictions. CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives. (*Reference: CDC Guidance, updated December 2, 2020*)
  - Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
  - Quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.
  - A student-athlete does not need a medical note to end quarantine.

## 5. GENERAL GUIDANCE

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Ensure appropriate social distance between yourself and other people outside of your home. Remember that some people without symptoms may be able to spread viruses. Stay at least 6 feet from other people.
- Stay out of crowded places and avoid mass gatherings. Remember that players have unique considerations due to the contact inherent in most sports, and that behavior appropriate for others may not be appropriate for players. Keeping distance from others is especially important for people who are at higher risk of getting sick.
- Cover your mouth and nose with a cloth face cover when around others, including when you go out in public. Note that you should always engage in appropriate social distancing when possible; the face covering is not a substitute for social distance. You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected.
- Cover coughs and sneezes. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Monitor your health and be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen. Report symptoms to staff immediately.
- In the event a student-athlete, coach, or official falls ill, this plan will govern; each CSAC institution will describe the specific action steps to involved individuals as appropriate and necessary while respecting confidentiality required by law.
- Each CSAC institution will educate all players and employees about the symptoms of COVID-19, when to stay home, and appropriate hygiene practices in accordance with this Plan; the Plan will be distributed to parents. Signage at events will further educate all attendees.

- Coaching staff and other employees should wear face coverings at all times, unless doing so jeopardizes their health.
- Coaches and student-athletes must maintain appropriate social distancing at all times to the extent possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, athletes and coaches should not congregate.
- Each CSAC institution will monitor and screen players for symptoms prior to and during contests and practices. If individuals participating in sporting activities show symptoms, have a temperature of 100.4 degrees or higher, or are sick, they must be sent home.
- All student-athletes, coaches, and officials must bring their own water and drinks to team activities. Team water coolers for sharing through disposable cups are not allowed. Fixed water fountains should not be used (except for fixed water-bottle filling stations).
- Activities that increase the risk of exposure to saliva must not be allowed, including chewing gum, spitting, licking fingers, and eating sunflower seeds.
- Student-athletes and coaches will be educated to avoid handshakes, fist bumps, or high fives before, during or after contests and practices, and to limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
- Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users to the extent possible.
- If multiple contests are to be held at the same facility, adequate time shall be scheduled between contests to allow for facilities to be cleaned and disinfected, and to minimize interaction between athletes. Each individual contest or practice at a complex must adhere to the local and state gathering occupancy limits, and the facility as a whole may not exceed 50% of total occupancy otherwise permitted by law.



## COLONIAL STATES ATHLETIC CONFERENCE RETURN TO PLAY PLAN, SPRING 2021

### APPENDIX I – CSAC COVID-19 EXPECTATIONS AND PLEDGE

The novel coronavirus (COVID-19) remains a highly contagious virus that can cause major health problems and even death. The risk of COVID-19 exposure and infection cannot be eliminated; however, consistent adherence to the following expectations can help to reduce risk. The CSAC has developed the following expectations for all student-athletes and coaches to promote a safe return to athletics participation for everyone involved. Our highest priority is the safety of student-athletes and the campus community.

To participate in athletic and academic activities, including meetings, strength and conditioning sessions, practices, or competitions, as a student-athlete, you pledge to be an active participant in maintaining your own wellbeing and safety and in helping to maintain the safety of others by following the guidelines and recommendations set forth below. Athletic administrators shall be required to communicate the expectations outlined below and shall obtain a signed form from all participants. Any student-athlete who tests positive for COVID-19 will not be able to return to athletic participation until fully cleared by the institutional team physician.

I, \_\_\_\_\_, pledge/agree to the following:

- To timely report any exposures to COVID-19 to the Athletic Training Staff; To fully participate in the institutional COVID-19 Testing Protocol.
- If I develop symptoms of any illness, to contact my athletic trainer, and cooperate with any follow up requirements, including being tested for COVID- 19 and self-quarantining while the test results are pending, and/or being evaluated by the athletic training staff;
- If I am determined to be positive for COVID-19, to self-isolate in a designated location until my symptoms have improved consistent with then-current guidelines, and it has been at least ten days since the start of my symptoms, and I have a negative test result;
- To participate fully and honestly with the athletics staff and/or local public health officials for contact tracing to determine whom I might have potentially exposed to COVID-19;
- To wear a face covering in all designated spaces, including any public spaces, to practice social distancing as much as possible, and to frequently wash and/or sanitize my hands. I will abide by any additional safety standards recommended by the athletic training staff;
- To agree to protocol, which may include testing for COVID-19 and potential subsequent self-quarantining, if I am identified as a contact of anyone who has been determined to be positive for COVID-19. I understand this is a highly contagious virus and it is possible, even when athletics practices all the appropriate safety precautions, and I practice all

safety precautions, that I could still be exposed to and infected by the COVID-19 virus, and, if exposed or infected, I may expose and infect others with the COVID-19 virus. By signing below, I acknowledge that I have read, understand, and agree to follow the expectations detailed in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(only for minors)*



**COLONIAL STATES ATHLETIC CONFERENCE  
RETURN TO PLAY PLAN, SPRING 2021**

**APPENDIX II – CSAC Institution Gameday Checklist**

Athletic administrators, including gameday managers, shall utilize this checklist in preparation for athletic contests and communicate appropriate information with opponents, as necessary.

\_\_\_ the list of participating individuals who have met screening protocols as outlined in this document.

\_\_\_ the list of participating individuals who have met testing protocols as outlined in this document.

\_\_\_ the expectations for participants who exhibit symptoms at any point before, during or after the contest.

\_\_\_ the approved entry to campus and parking guidelines for team vehicles upon arrival.

\_\_\_ the availability of a locker room and/or changing room for each participating institution (indoor only).

\_\_\_ the masking policy and expectations for the contest.

### **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 to 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 two home visitor per student (playing) athlete policy.** Outdoor bleachers will be marked to direct visitors to approved seats.

## Weight Room Protocols

Using the guidelines set forth by the State of NJ, the Athletic Department will use the protocols outlined in this document. The Fitness Center will remain closed until further notice.

The weight room will open with the following rules:

- There will be a trained student attendant present in the weight room during operation.
- Only five students may enter the weight room at one time to ensure social distancing.
- The weight room will be open in one hour time slots and students will be required to pre-register on Eagles Connect. The weight room will be open from 5PM - 11pm Monday-Thursday and 1PM - 7PM on Friday's. Until further notice, the weight room will remain closed on the weekends.
- All participants will have 45 minutes to workout. Between workouts, student worker to clean the equipment that was used during the workout.
- The doors to the facilities will remain open to increase air flow.
- All participants will wait outside Saint Joseph's Hall until 5 minutes before the hour and then make their way to the gym to enter the weight room. In the event of inclement weather, students may wait upstairs in Saint Joseph Hall (masked and socially distant).
- The rims in both the main gym and Luing Gym will be in the UP position to prevent people from playing basketball before or after their work out.
- No access to locker rooms or water fountains is permitted.
- As the participants come in (fully masked during the workout) they will be instructed to show the attendant the Fast Pass on the Campus Clear App.
- All students must be signed in AND get their temperatures checked by the attendant present.
- Individuals using the equipment should do the following and will be reminded by the attendant of the requirements noted:
  - ✓ Wash their hands before coming into the facility;
  - ✓ Bring their own towels, gloves and water bottle;
  - ✓ Stay at least six feet apart from others;
  - ✓ Keep their mask on at all times;
  - ✓ Spray and wipe the equipment with supplies provided;
  - ✓ Properly dispose of any waste;
  - ✓ Return cleaning supplies to the proper area.
- After the workout session in the weight room is concluded, students will exit out the back doors by the storage closet.
- The single occupancy restrooms by the downstairs lobby will be utilized to wash hands and use the facilities.





## **SEU Weight Room Guidelines**

**(Limited to 5 occupants per hour, monitored by an attendant)**

- Prior to entering, everyone must show Campus Clear APP as well as have temperature checked. If temperature is 100.4 degrees or more, entry to facilities will be denied.
- Masks must be worn at all times.
- At least 6 feet of social distance must be maintained at all times.
- Anyone feeling ill or showing signs of illness, will be asked to return to their room or home and contact Health Services at (973) 290-4131 or 4175.
- Everyone must be signed in upon entry.
- Everyone must wash their hands before working out and use the hand sanitizer provided during the workout.
- There will be no locker room access, students must come prepared and dressed to workout.
- Students must bring their own towels and gloves.
- Students must bring their own water/water bottles. Water fountains are not to be used.
- All equipment must be wiped down after EACH use with sanitizing spray.
- Only one piece of equipment can be used at a time (No Super Sets) and no spotters will be permitted.
- Workouts will be limited to 45 minutes and must be pre-arranged through Eagles Connect in one hour time slots.
- When waiting outside the building to enter students must be masked and maintain social distancing or in the case of inclement weather, students will wait in the upstairs lobby of Saint Joseph Hall, by Rose Dining Room.
- All students must enter through the gym and exit through the double doors near the storage area.

## SEU Weight Room Training Protocols

Workers will be trained on the following measures to increase safety and ensure proper health protocols are being followed:

- Social distancing – All student workers must stay a minimum of 6 feet apart throughout the entire workout.
- Handwashing – All students must wash their hands prior to entering the facility and use hand sanitizer throughout their workout.
- Proper use of face coverings – All students are required to wear a mask properly throughout the duration of their workout. Face coverings must be at least two-ply, non-respirator masks fully covering the mouth and nose. Neck gaiters are not permitted.
- All students must present the green screen Fast Pass on the Campus Clear App.
- Any student feeling ill or exhibiting COVID-19 symptoms will not be permitted to enter the weight room. They will be directed back to their room or home and requested to immediately contact Health Services at 973-290-4175 or [slasker@steu.edu](mailto:slasker@steu.edu).



## **Sanitation of Equipment Protocol Before and after each shift.**

Wearing disposable gloves, the weight room attendant will:

- Organize weights.

- Identify equipment that was used and needs to be cleaned.

- Spray equipment thoroughly with disinfectant.

- Wipe down with a paper towel until dry.

- Dispose of paper towel in a receptacle.

- Return cleaning supplies to the designated area.







### Student Worker Cleaning Log

Date	Time	Wipe Down Free Weights?	Wipe Down Benches/Racks?	Wipe Down Machines?	Doorknobs/sanitizing station?



- Within the last 10 days have you been diagnosed with COVID-19, had a test confirming you have the virus, or been advised to self-isolate or quarantine by your doctor or public health official?
- Have you had any one or more of the following symptoms today or within the past 24 hours, which is not new or not explained by an existing health condition? Fever, chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea?
- In the past 14 days, have you had close contact with an individual diagnosed with COVID-19?

If you answered **YES** to any of these questions, please contact Health Services.  
**(973) 290-4175**

## **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 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 facemasks 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: Each semester, 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.

### **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.

Until further notice, all entry is through the Madison Avenue Gate and visitors **may be asked** to 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 35% 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 35% 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

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes:

[www.cdc.gov/coronavirus/2019ncov/community/reopen-guidance.html](http://www.cdc.gov/coronavirus/2019ncov/community/reopen-guidance.html)

Disinfecting your facility: [www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html)

Interim Guidance for Administrators of US Institutions of Higher Education:

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html)

Considerations for Institutions of Higher Education

[Considerations for Institutions of Higher Education | CDC](#)

**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

**Saint Elizabeth University Return to Campus  
COVID-19 Remote Work Request**

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 work will be staggered in 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](http://www.steu.edu/returntocampus)). The request is to be sent to the Human Resource Department at [hr@steu.edu](mailto: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**. ([www.steu.edu/returntocampus](http://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.

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

*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.*

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*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.

Link to [Appendix B](#)

Link to [Appendix C](#)

## **Addendum**



**Saint  
Elizabeth  
University**  
MORRISTOWN, NJ

## HUMAN RESOURCES

Dear Faculty and Staff:

As we move toward resuming a fully operational 2021-2022 academic year, SEU is taking the next step to ensure the well-being of our entire campus community.

All staff employees are to provide proof of vaccination or appropriate religious/medical exemption documentation to Human Resources by July 9, 2021. Faculty must do so by August 2.



For those raising a medical/religious exemption, your request should be mailed to [hr@steu.edu](mailto:hr@steu.edu) using the [request form](#).

In addition, the policy regarding unvaccinated employees and mask wearing outlined in the May 27, 2021 email has changed. Effective immediately, unvaccinated employees – including those with exemptions – are required to wear masks indoors on campus at all times, other than when working in an office alone.

This is in line with both the current CDC and [State of New Jersey guidelines](#), which state:

- **In New Jersey, face masks are no longer required in most outdoor settings and indoor settings;** however, based on [CDC guidance](#), unvaccinated individuals should continue wearing a face covering in public spaces, especially indoors, to protect yourself and others.
- In addition, businesses may continue to require face coverings for employees, customers, and guests.
- **At indoor worksites closed to the public,** employers may allow employees who can verify they are fully vaccinated to not wear a face mask and social distance. For more information, [see Executive Order No. 243](#).

Unvaccinated employees must continue to complete the **Daily Self Checklist** and **Contact Tracing** forms found on My SEU.

SEU is taking the unvaccinated mask compliance very seriously as it is critical to the health and safety of everyone on campus. When an unvaccinated employee is found without a mask as outlined in this communication, the employee will initially receive a verbal warning. At the time of a second violation, a written warning will be issued. Continued non-compliance will result in a five-day work suspension without pay. The University reserves the right to discharge from employment any employee who does not adhere to the outlined policy.

Compliance violations should be communicated to Rich Wall, SEU's COVID-19 compliance officer, at [rwall@steu.edu](mailto:rwall@steu.edu).

Be advised that the University will continue to monitor the CDC guidance and state guidance and will amend any pandemic-related protocols as deemed necessary.

Thank you for all you do to keep our community safe and healthy.

Sincerely,

Kristi Russo  
Director, Human Resources

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