

Saint Elizabeth University
Submitted to the Office of the Secretary of Higher
Education
Institutional Restart Plan

1. GENERAL SAFEGUARDING: Critical Policies and Procedures

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

Stage 1

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

Stage 2

Same as **Stage 1**

Stage 3

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

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

Training for both first year and returning resident students will conclude with a University pledge to keep the campus safe and healthy. Additional information will be conveyed to students through posters, workshops, and other demonstrations (e.g. UV light handwashing).

Furniture in public areas throughout campus has been arranged to ensure social distancing is maintained and additional code of conduct tenets and sanctions have been included in our policies to manage student violations of such protocols. All campus constituencies will be

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

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reminded via regular campus updates to follow campus procedures regarding social distancing, the wearing of face coverings/masks and hygiene procedures.

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

Stage 1

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

Stage 2 and Stage 3

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

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

Mandatory training before returning to campus - Employees

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

Symptom Monitoring Requirement:

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

At this time, these symptoms include one or more of the following (Source: CDC: Symptoms of Coronavirus):

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

- Nausea or vomiting
- Diarrhea

NOTE: This list does not include all possible symptoms. The University will continue to update this list as the CDC information changes.

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

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

Preventative Measures

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

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

Building Access and Availability

Per state guidelines, effective immediately and until further notice, indoor gatherings are limited to 25 persons except for religious ceremonies or celebrations that involve a religious service (50% of room capacity). When the celebration does not include a religious ceremony, the capacity is 35% or no more than 150 people. For indoor sports competitions, the limit is 35% of room capacity or no more than 150 people.

For collegiate sports in venues with fewer than 2,500 seats, athletes, coaches, referees, trainers, other individuals necessary for the practice or competition, and up to two parents or guardians per collegiate athlete do not count towards the general gathering limit of 25 individuals for indoor events. The total number of people for indoor events, including parents and guardians, is capped at 35 percent of the room's capacity.

Outdoor gatherings are limited to 200 people. For outdoor sporting events, the limit is 200 people if social distancing can be accommodated. This gathering size does not include athletes, coaches, referees or other individuals necessary to complete the competition and up to two parents per athlete. All employees are required, upon entering the workspace, to immediately clean their hands using the CDC guidance.

- All conference room meetings will be limited to 35% capacity and six feet between those in attendance.
- Public restrooms will be limited to one person at a time. Signs have been in place on the side of the wall outside the door indicating occupancy. When the restroom is in use, individuals will wait outside the door, observing social distancing, until the occupant has departed.
- In an effort to limit contagions in high traffic areas, the University has implemented a one-way entry and exit strategy for all administrative buildings on campus. This information will be shared during the RTC training session.
- Elevators will be limited to two individuals per ride and face coverings/masks must be worn at all times while inside the elevator.
- Small kitchens in work areas will remain open but limited to one-person occupancy. Employees are responsible for wiping down the appliances and counter tops before and after each use. Cleaning materials will be maintained in the area.
- Use of large printers/copiers will be limited to one person at a time. CDC approved cleaning products will be placed beside the printers/copiers. **Before** each use, employees are expected to wipe down all high-touch surfaces to protect themselves.
- Rose Dining Room is closed until students return to campus. Employees are encouraged to prepare meals to eat at work. Outdoor tables on campus will be available for use in accordance with social distancing procedures. Employees who leave campus for mealtime will be aware of the increased risk traveling beyond the campus creates. When returning to campus, employees are required to use hand-sanitizers or wash their hands per CDC guidelines. When the dining hall reopens, it will be at a limited capacity with social distancing strictly enforced.

Personal Protective Equipment (PPE)

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

Please note the following exceptions:

Employees or students whose health or safety is considered to be at risk by wearing a cloth face covering/mask are not required to do so. However, permission to waive the requirement must be supported with a note from a primary health care provider and approved by the Director of Human Resource (for employees) or the Director of the Wellness Center (for students).

Social Distancing

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

Specifically, campus constituents will:

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

- Remember to wear a face covering/mask, and/or to maintain social distancing when entering the workspace of another.

Personal Travel by Faculty and Staff

- SEU strongly encourages all faculty and staff to evaluate and reconsider personal international and domestic travel.
- Employees are required to communicate with SEU supervisors before and upon return from personal travel.
- Employees who travel for personal reasons must notify their supervisor if:
 - 1) They travel to another state or county that has been labelled as high-risk areas by their state or federal officials; or
 - 2) They have traveled internationally. Individuals should notify their supervisor in advance of their travel since quarantine of up to 14 days may be required upon return from high-risk areas.
- Travelers who feel they may have contracted COVID-19 during travel are advised to contact the New Jersey Department of Health and their primary health care provider to be assessed for the virus.
- Employees who may have been exposed to or contracted COVID-19 as a result of travel, or who have household members who may have been exposed to or have been diagnosed with COVID-19, are required to communicate the circumstances to the Human Resources (HR) Department immediately.
- Student employees will not be permitted to work in-person during quarantine or isolation periods.
- Individuals who are two weeks post immunization or have recovered from COVID-19 in the past three months are not required to quarantine post travel outside of New Jersey.

Presumptive or Confirmed Cases of COVID-19

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

- Close off areas visited by the person who is a presumptive or confirmed case of COVID-19.
- Open outside doors and windows and use ventilation fans to increase air circulation in the area, if possible.
- Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. NOTE: 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.
- Disinfect and clean all areas such as offices, restrooms, common areas including but not limited to break rooms, conference and training rooms, dining facilities, shared

electronic equipment (e.g., keyboards, touchscreens, copiers) or any other item used by the infected person.

- Identify individuals at SEU who were in close contact (within six feet for ten minutes or more) with persons with presumptive or confirmed cases of COVID-19 from the period 48 hours before the onset of symptoms to the time they are quarantined or isolated.
- Promptly notify individuals who were in close contact with any known exposure to COVID-19 on campus. Compliance with applicable confidentiality laws will be followed.
- If exposed individuals become symptomatic, they will be instructed to follow the CDC's guidelines regarding isolation and the University will work collaboratively with the Pequannock Health Department to implement contact tracing measures.
- The HR Department will document and provide all applicable sick time in accordance with the federal and state law requirements due to COVID-19 (details can be found on the SEU HR web page).

Oversite Responsibility

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

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

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

- Ask if they have a face covering/mask with them.
- Remind them that 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 will be directed to the COVID-19 compliance officer, Richard Wall at rwall@steu.edu who will refer the concern to the Human Resource Officer (employees) or the Student Conduct Officer (students) for additional follow-up. Employee concerns can also be sent directly to Human Resources at hr@steu.edu and student concerns can be reported by completing an incident report form through the ADVOCATE system.

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

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

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

Stage 1

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

Stage 2 and 3

Personal Protective Equipment (PPE)

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

- Upon return to campus, SEU will provide each employee and student with a reusable cloth face mask. Training will be provided on the proper use and cleaning of reusable facemasks. Faculty will also be provided with a face shield and instructed on its maintenance. Disposable masks will be available for visitors and those requiring disposable PPE.
- In accordance with CDC recommendations, employees and students are required to wear face coverings/masks in all common areas and where six feet social distancing is difficult to maintain.
- No neck gaiters or bandana style face coverings are permitted.
- Employees are not required to wear face coverings/masks in private offices when no other person is present. However, those entering the workspace of another should be cognizant of the six feet social distancing and the requirements related to the wearing of face coverings/masks.

Requiring individuals to engage in social distancing at all times:

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

Specifically, campus constituents and visitors will:

- Avoid physical contact (handshakes and hugs).

- Maintain six feet physical distance at all times. 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 placed throughout campus to indicate the importance of social distancing.
- Entrances and exits have been identified in each public building to control access and limit contact between individuals passing.
- Wash/cleanse hands frequently (especially after social situations); either using 20 seconds of handwashing or by using a hand sanitizer (at least 60% alcohol).
- Avoid passing objects between people.
- Not share food or beverages.
- Not share common office supplies such as pens, staplers, folders etc.
- Minimize face-to-face contact to the greatest extent possible.
- Continue to meet remotely via University approved virtual platforms, even while on campus.
- Wear a face covering/mask and maintain social distancing when entering the workspace of another.

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

Stage 1

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

Stage 2

General Spaces

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. University cleaning staff have instituted a more rigorous cleaning procedure based on CDC guidance for each space for offices in areas where the potential for infection may be higher such as the Wellness Center.

NOTE: 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.

Sanitizing stations are available in all buildings for individuals to clean their hands upon arriving in a building. In addition to the cleaning being provided by professional cleaning staff (C&W Services), cleaning supplies are available in each classroom. Students are directed by faculty to

clean their seats and desks prior to the start of in-person instruction. Faculty have been instructed to clean the projection console and faculty desk and chair prior to use. Cleaning and disinfecting by the cleaning staff are being conducted daily in classrooms, and when possible, between each scheduled room use.

Restrooms not located in the residence halls are restricted to single person occupancy. Occupancy is indicated by a sign on the exterior wall. All restrooms are being professionally cleaned twice a day. Cleaning materials are available in all restrooms to provide occupants with the opportunity to personally clean high-touch surfaces before or after use.

In addition to the professional cleaning (C&W Services), in the residence halls, cleaning supplies are available in the restrooms and students have been educated regarding the importance of cleaning the space after each use. This will continue as we stage student return to the residence halls, which will require a mandatory, two week “shelter in place” quarantine period.

Community gathering areas in the residence halls such as lounges and kitchens have been closed where possible to limit the number of spaces where infection can occur. For those areas which cannot be closed off (no physical barriers), daily cleaning is provided by cleaning staff. Cleaning materials are also available in the open areas and students have been instructed to clean high touch surfaces before using them (e.g., kitchen counter surfaces and washing machines).

In the laboratories and clinical simulations, the University is following strict equipment cleaning and disinfecting procedures and decontamination procedures between use and after each learning experience: <https://laerdal.force.com/HelpCenter/s/article/Hygiene-and-cleaning-procedures-for-CPRmanikins> and <https://laerdal.force.com/HelpCenter/s/article/Are-there-any-hygiene-recommendations-forPatient-Simulators>.

Additionally, health sciences clinical faculty and laboratory staff are cleaning 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 and also replacing linens and manikin gowns, as appropriate.

Students participating in labs or simulations are directed to wash their hands with soap and water for 20 seconds and don gloves and other PPE, if indicated, prior to entering teaching station. When all stations are completed, students return to Henderson Hall Room-23 where they will properly remove PPE, and place in appropriate receptacles.

Students participating in science laboratories will be issued 100% cotton masks for use during labs. When safety shields are worn as part of the lab, these will be cleaned and maintained according to CDC guidance. Similar to students in health sciences, students participating in science laboratories will follow the University procedures for face covering/mask wearing, social distancing and hygienic practices. Lab spaces will be cleaned between uses by science laboratory assistants.

Stage 3

General Spaces

Same as Stage 2

Classroom Spaces

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

Residence Halls

- Professional cleaning/disinfecting of all student rooms and common areas has commenced and will be completed before students assume occupancy.
- A Micro-fridge (microwave, refrigerator and freezer) will be installed in all rooms to a) promote grab and go options, b) provide refrigeration and heating of food for quarantined or isolated students, and c) reduce dining hall density.
- COVID-19 signage is installed throughout residence halls, lobbies, and restrooms.
- Plastic disinfectant hand pump sprayers are located in each residence hall restroom. Students will be directed to clean areas before and after each use.
- Facilities staff (C&W Services) will clean and disinfect frequently touched surfaces (e.g., door handles, faucets, grab bars, light switches, hand railings, restroom stalls) at least twice daily.
- An increased, routine cleaning and disinfection schedule has been developed. Dates and times of cleaning are being recorded.
- Students will be encouraged to use the sink in the bedrooms for personal grooming purposes (teeth brushing, shaving, etc.) to limit time in the hallway restrooms and spread of the virus.
- Students and employees will be directed to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- Students will be directed to remove all personal items from restrooms after each use.

Administrative Buildings

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

Cleaning Staff Enhancements

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

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

Stage 1

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

Stage 2

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

Stage 3

Some staff, faculty or students may be required to wear specific types of PPE when using certain equipment, participating in labs or performing certain duties. If required to wear PPE as part of an academic or work-related activity, the individual will be informed of this need and will be provided with the appropriate PPE, as well as instruction on proper use. Examples of

staff who may wear specific PPE include health and counseling services, athletic trainers, residence life staff and cleaning personnel. Supplies for the providers noted are available.

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

The University will provide adequate supplies, including handwashing/sanitizing stations in addition to supplies for use by faculty, staff and students to clean public, frequently used areas.

2. SCREENING, TESTING AND CONTACT TRACING PROTOCOLS

<i>Screening measures and methods of communication:</i>
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Upon return to campus, the following screening procedures will be used routinely. The procedures will be explained to all employees as they return to campus during a mandatory return to campus training. Student training began in spring 2020 and will continue through the fall/spring. Additional student training will occur via a ZOOM orientation and will be repeated prior to the move-in date and the start of fall/spring classes.

Faculty and staff must complete the online contact tracing form at the end of each workday. This form documents each employee's location and individuals interacted with throughout the day (<https://my.steu.edu/fin-admin/hr/contact-tracing>). The University will surrender the information gathered to the appropriate health department official to facilitate contact tracing in the event of confirmed or presumptive cases.

Returning students will be educated on the importance of health monitoring and contact tracing during their *Return to Campus* orientation.

The University physician will coordinate with the Pequannock Health Department to report cases and assist with contact tracing for presumptive and diagnosed cases of COVID-19 within the student body. Similarly, the Director of Human Resources will report cases and assist with contact tracing for presumptive and diagnosed cases of COVID-19 amongst any employee.

Commuting students and employees will be directed to contact their personal physicians to coordinate contact tracing through their local health department. The University will surrender the information gathered to the appropriate health official. The University has shared its reporting process to Thomas Cantisano, Health Officer at the Pequannock Health Department for feedback. The Health Officer approved the University's plan. Additionally, as discussed with the Pequannock Health Department, the University continues to investigate mobile

applications to assist with student contact tracing, which is expected to be in place before students return to campus

Stage 2

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

Stage 3

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

Students are required to use the #Campus Clear App to check in daily.

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 health care provider or public health official?
 Yes No

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

Testing Protocol

Stage 1

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

Stage 2 and Stage 3

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

Faculty and staff have the opportunity for *optional* on-campus COVID-19 testing. The testing will be administered by 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 **need** a test, i.e., returning from out-of-state travel, scheduled for a surgical procedure, etc.

During spring 2021, the University will contract with a third-party vendor, Bergen New Bridge Medical Center to provide asymptomatic monitoring for **resident students**. Students are required to participate in **PCR** 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.
- 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.

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

Tracing

Stage 1

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

- Essential personnel who come to campus must be on the list provided to the campus security professionals. IDs are checked against the list. Those who enter campus are responsible for reporting their whereabouts on a tracing form provided online. The form is electronically logged and available, if necessary.
- Employees are required to complete a *contact tracing form* for every day they are on campus. Should an employee be diagnosed with COVID-19, these forms will be provided to local health officials for contact tracing.

Stage 2

Same as Stage 1 for employees. No visitors will be permitted on campus.

When a residential student on campus for an approved learning experience, tests positive, the Director of the Wellness Center will work with the faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to reported symptoms. This information will be provided to the Pequannock Health Department using the same notification process followed in spring 2020 at the time of the initial outbreak.

Stage 3

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

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

When a student tests positive, the Director of the Wellness Center will work with the Student Life staff, faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to the onset of symptoms. All contact tracing will be done in a way to assure the confidentiality of the individuals involved. Specifically, information will be provided to the Pequannock Health Department using the same notification process followed in spring 2020 at the time of the initial outbreak. **Students are using the #Campus Clear App to assess symptoms and support contact tracing.**

Transportation and Reporting

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

Resident students testing positive **will be moved to a self-contained isolation suite** and will be monitored by the University physician. Students who become too ill to be maintained on

campus will be transported by ambulance to Morristown Medical Center. The procedures for notification of the Pequannock Health Department are in place and reporting will maintain the confidentiality of the student (see above).

The University has contracted with a health transportation provider for COVID-19-related appointments.

3. INSTRUCTOR

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 or if directed to do so by Executive Order.

General

Students, who have laboratory/hands-on components of their curricula or who identify as needing to be on campus to have equitable access to resources, will return **to campus the day before the published first day of class** to begin a two week “shelter in place” quarantine. This time will provide for the necessary quarantine of out-of-state students and for a resocialization period for all returning residence students as specified above.

<i>In-person instruction/courses, safeguards and social distancing:</i>
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<i>Cleaning and sanitizing high touch areas and shared surfaces in classrooms:</i>

Stage 1:

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

Stage 2:

Classes will resume on August 24th online/remotely. August 31st will be the first day for in-person classes. For Stage 2, this would only include those courses that require hands-on instruction such as clinical and laboratory experiences. Social distancing guidelines will be applied to maintain 6 feet between individuals, wearing of face coverings/masks and promotion of personal hygiene practices. For Stage 3, this would include all classes and activities. In both stages, all in-person instruction will be structured to meet social distancing guidelines including the use of face coverings/masks/shields and promote hygienic practices using CDC guidance. All faculty have been instructed to use digital syllabi and documents so that no materials are shared or handled during the course.

In all classrooms, for both Stage 2 and Stage 3, hand sanitizers and cleaning supplies will be available. Faculty will direct students to clean desks and chairs prior to occupying them. Similarly, faculty have been instructed to clean teaching consoles and desks and to maintain an

adequate supply of personal teaching implements (e.g. white board markers). Classrooms will be professionally cleaned at least once a day.

For both Stage 2 and Stage 3, in laboratories and clinical simulations, personal protective equipment (PPE) will be labeled for each student, staff member and the faculty. All supplies will remain on campus in personally labeled bags. Upon exiting the instructional setting, students will place their supplies into assigned bags until the next visit. Soiled or damaged supplies will be replaced. For anyone using disposable PPE, these will be discarded and handled according to CDC protocols. Students and faculty will be encouraged to use their own stethoscope, which will be cleaned with alcohol between each use. All other equipment and supplies will be sanitized or replaced between uses by faculty working with the students in the clinical skills laboratory.

Nicholas F. Palmieri, DC, MPH, EMT-P, Simulation Center Director and ECSI Blood borne Pathogen Instructor will monitor and enforce compliance of the infection control plan in the laboratories. Richard Wall, Bi-campus Director of Security has been named the campus compliance officer and will have the responsibility of monitoring and enforcing compliance throughout campus.

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 all 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.

For Stage 3:

Highly enrolled courses where six-foot social distancing is not possible will utilize a hybrid-flex format wherein students rotate between being in-class and remote/online instruction. 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.

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 all 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.

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

Stage 1

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

Stage 2

Same as Stage 1.

Stage 3

Students whose health condition prohibits them from participating in in-person instruction will be given the opportunity to complete their classes remotely at home or in the residence halls. Students choosing to work remotely are responsible for contacting the Retention Coordinator's Office to assure continuity of instruction. When necessary, the Retention Coordinator or designee will work closely with the Disabilities' Coordinator to assure necessary accommodations are implemented.

All faculty have been provided with laptops equipped with cameras to allow each in-class interaction to be available to students who remain remote. Those students who choose to remain remote and who are scheduled for laboratories or experience-based learning experiences will be advised to delay the continuation of their studies until they are able to return to campus or to change majors to permit timely degree completion. Wherever possible, online accommodations will be provided.

The University has established guidance for employees who identify as at increased risk for serious illness.

The University has reviewed 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 will attest to one of the following conditions:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)

- Immunocompromised state (weakened immune system) from solid organ transplant or from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

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

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

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

It is important to note that the following conditions have been identified by the CDC 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 Resource 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
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy

- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

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

Stage 1

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

Stage 2 and 3

Maintaining social distancing is one of the best tools available to avoid exposure to the COVID-19 virus and slowing its spread, especially among people at higher risk for infection. Since individuals can spread the virus before they know they are sick, it is important to stay physically removed from others, even if they are not exhibiting symptoms.

Specifically, campus constituents and visitors will:

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

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

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

Signage has been placed in all classrooms as a reminder of social distancing. Sanitizing stations and cleaning supplies will be available in each classroom. Students will be directed by faculty to clean their seats and desks prior to the start of class. Faculty will be directed to clean the

projection console and desk prior to use. Cleaning and disinfecting by facilities staff (C&W Services) will be conducted daily in classrooms.

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

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

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

Signs have been posted throughout campus including all classrooms indicating the importance of face coverings/masks, social distancing and handwashing techniques. In addition, signage demonstrating proper handwashing has been installed in all 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.

4. ON-CAMPUS RESIDENTIAL HOUSING

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

Stage 1

Only unhoused, international and students who require on-campus housing for equitable education will remain in residence. They will follow all directions based on policies provided during *Return to Campus* orientation.

Stage 2

Priority is being given to students who are part of curricula which require hands-on instruction such as clinical and laboratory experiences or who have self-identified as requiring on-campus residence to achieve an equitable education. Residence hall move-ins will be on a staggered schedule. Incoming freshmen and returning students (meeting the above identified curricular needs) will be contacted by the Residence Life staff to schedule a time to drop off belongings in anticipation of the start of the 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, kitchens) throughout the residence halls will be closed until further notice. No visitors will be allowed in the residence halls. The efforts are detailed below.

The University has a 411-bed capacity - 219 single rooms and 96 double rooms (in two residence halls (O'Connor and Founders)). 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 needed 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.

Stage 3

Students will begin a gradual return to campus. Residence hall move-ins will be on a staggered schedule. Incoming freshmen and returning students will be contacted by the Residence Life staff to schedule a time to drop off belongings in anticipation of the start of the semester. All campus constituents will be provided education during *Return to Campus* orientations, on building entrances and exits points. No visitors will be permitted in the residence halls until restrictions are lifted by Executive Order.

The University has a 411-bed capacity - 219 single rooms and 96 double rooms (in two residence halls (O'Connor and Founders)). The University is planning to reduce total capacity by 10-12% (approx. 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 needed 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.

Institution infection prevention measures in shared or common spaces:

Common areas (lounges, game rooms, kitchens) throughout the residence halls will be closed until further notice. For those rooms which cannot be locked because there are no doors, furniture has been moved and/or rearranged to promote social distancing and restrict large gatherings. In addition, signage noting expectations for social distancing, wearing face coverings/masks and personal hygiene have been placed throughout the residence halls. Those areas which cannot be locked will be monitored by residence life staff to maintain social distancing.

In the residence halls, students will be limited to using restrooms on their floor/wing. They will not be permitted to leave personal items in the restroom. Training on use of the communal restrooms will be covered in a *Return to Campus* orientation. The training will include information on handwashing, social distancing, face covering/mask wearing, cleaning procedures and the importance of health monitoring and contact tracing. Students will be encouraged to use the sink located in their bedrooms for personal grooming purposes (teeth brushing, shaving etc.) to limit time and density in the communal restrooms.

Plan for identifying high need populations for equitable instruction:

Stage 1:

International and “unhoused” students will remain in residence.

Stage 2:

Students who have self-identified as requiring residence housing for equitable education will be provided the opportunity to return to campus. Move-in plans are outlined above.

Stage 3:

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

Visitors to the residence halls;

All visitors to campus must be registered at least 24 hours before planned arrival. No visitors will be allowed in the residence halls. If a student needs to be picked up, the student’s visitor must remain in the car and call the resident to let him/her know that they have arrived. Residence halls have individuals stationed at doorways during the afternoons, evenings and on weekends. These individuals will be charged with assuring the visitor policy is enforced. Cameras are also located at residence hall entrances for regular monitoring of entry and exit points.

Cleaning of residence halls and communal restrooms;

Students will be responsible for maintaining the cleanliness of their personal spaces. Additionally, students will be directed to only use the restrooms in the wing of their hall. Restrooms will be professionally cleaned (C&W Services) twice a day. Cleaning supplies will be available in the restrooms and students will be educated regarding the importance of cleaning the space after each use. Students will also be directed to not leave any personal items in the restrooms.

Communal areas which cannot be closed because of the lack of a fixed doorway will be cleaned daily by professional cleaning staff. Cleaning materials will be available in the space at all times and students will be instructed during orientation on the procedures and expectations for cleaning any high-touch surface after use.

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

Stage 1

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

Stage 2

Same as Stage 1

Stage 3

When a student tests positive, the Director of the Wellness Center will work with the Student Life Staff and faculty and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to reported symptoms. This information will be provided to the Pequannock Health Department using the same notification process followed in spring 2020 at the time of the initial outbreak. **The #Campus Clear App is being used by students to assess symptoms and support contact tracing.**

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

Ten suites have been identified for isolating students with a positive COVID-19 diagnosis. Each suite has a self-contained restroom and has been outfitted with a Micro-fridge and flu supply

kit (thermometer, gloves, Tylenol etc.) along with isolation instructions. Meals will be delivered to the student, and infection mitigation laundry protocols enacted. Ill students will remain in contact with the University physician for tele-medicine visits only; unless she determines the student needs a higher level of care in which case an ambulance will be summoned for transport to the local emergency room.

The University will leave one full floor (25 rooms) of Founders Hall open to be used as needed as a quarantine floor and, if necessary, to be used as an additional isolation area. In this schema, there will be the capacity for 35 students to be in isolation or quarantined at any one time away from the general population.

The University's decision to return to all remote instruction will be driven by the ability of the University to manage positive cases and directives from state or local health officials.

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

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

5. LIBRARIES and COMPUTER LABS

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

Stage 1

The library and computer labs are closed.

Stage 2

The library will be open and follow state guidance. Curbside pickup will be available to students and employees.

Books

Stacks will be closed to anyone that 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.

Stage 3

The Library will be closed to the neighboring community. Only SEU employees and students will be permitted to use the Library. Library staff will be responsible for oversight of the policies and procedures related to social distancing and the use of face coverings/masks. We are not anticipating the need to reduce occupancy based on historical usage trend data.

Social distancing, face covering/mask wearing and handwashing will be strictly enforced.

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

The library will be cleaned daily by professional cleaning staff. The library will remain closed on Saturdays to provide for a deeper cleaning by C&W Services. The following will be instituted to protect patrons:

Books

Stacks will be closed to anyone that is not a library staff member or student worker. Students will come to the front desk and request a book. The librarian/student worker will retrieve the requested material and bring it to the student. 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.

Reference Books

Reference books will be allowed to be checked out by students using the process outlined above - books.

Reserve Books

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.

Periodicals

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.

Study Carols/Up Stairs

Use of study carols will require permission and will be assigned by the librarians or student workers. Students who use them will be logged. **Cleaning materials will be available in the open areas and students will be instructed to clean high touch surfaces before using them.**

<i>Social distancing and cleaning protocols including computer labs:</i>

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 first-year 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 ensure that equipment is available for them to reduce the need for the computer labs outside of classes.

Computer labs will be cleaned after each assigned class session including keyboards, mice, desktops, and computer monitors by information technology staff. Additionally, computer labs will be cleaned and disinfected at least daily by facilities staff (C&W Services). Hand sanitizers containing at least 60% alcohol will be available in each computer lab. Students will be required to wear face coverings/masks while in computer labs. Signage in support of proper hand washing and social distancing are displayed in all labs.

6. RESEARCH

Saint Elizabeth University has no research labs.

7. STUDENT SERVICES

A plan for the operation of student services, reduction in in-person interaction and safeguards:

Stage 1

All student services are provided remotely.

Stage 2

All student services are provided remotely.

Stage 3

Until restrictions are eased by executive order, student services operations will be limited in scope and nature. Most services (i.e. tutoring, academic advising, financial aid, billing etc.) will occur remotely using a University approved online platform.

In-person interactions:

Stage 1

All student services are provided remotely.

Stage 2

All student services are provided remotely. However, if a face-to-face meeting is warranted or requested, it will be by appointment-only. Social distancing and the wearing of face

coverings/masks will be strictly enforced. There will be no need for waiting areas as part of this strategy since students will only be seen by appointment.

All offices have been assessed for compliance, and if proper social distancing is not possible in that location, staff will utilize approved conference rooms where social distancing can occur (some new areas have been reconfigured for this purpose). Additionally, staff and students have been provided with masks, and in some cases plexi-glass barriers have been installed. Face shields have also been distributed to some student support personnel to facilitate required interaction.

Stage 3

Same as Stage 2

Group activities or meetings will conform to the current executive orders regarding **indoor gatherings of no more than 25 people**, and those present will wear face coverings/masks and remain six feet apart.

Accommodation for services for immunocompromised or high-risk students and employees:

As noted above, all student services will be provided online unless the situation requires an in-person meeting. Therefore, students and employees will be served using the University's online platform. If a student services employee is unable to work due to COVID-19, another staff employee will be assigned to execute the professional assignment.

6. TRANSPORTATION

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

All Stages, if a student is on campus. All essential student healthcare appointments will begin with a telehealth visit with the University physician, who is located in one of the residence halls and within walking distance of the other therefore we are not anticipating the need for on-campus transportation. If it is determined that the student needs to be seen in the Wellness Center, protocols have been enacted to limit exposure to others, (proper PPE and infection control measures, appointment only, use of a specific entrance to the Wellness Center, no waiting room). If the student's symptoms worsen, a call to 911 will be made for ambulance transport to the hospital at the discretion of the University physician. Additionally, the University has contracted with a health transport company to provide non-emergency transportation.

Shared transportation mitigation strategies:

All Stages, if a student is on campus.

The campus is fully walkable therefore no transportation mitigation strategies are necessary for on-campus transportation.

Given that there will not be any athletic competitions for the fall or winter season, there is no need for mitigation strategies at this time. However, when competitions resume, transportation will be provided in a manner supportive of social distancing. Student athletes will be required to wear face coverings/masks during transportation and contact surfaces will be cleaned by the bus company prior to the return trip.

Should there be some off-campus learning experience that requires transportation, the University owns one seven-passenger van which will be available for authorized, off-campus activities. These activities will be limited during the academic year and must include a University employee who will drive, and ensure all participants attest that they are healthy, are masked and remain socially distant throughout the activity. Whenever practicable, windows in the vehicle will remain open. Following use, the van will be thoroughly wiped down with CDC recommended cleaning products.

7. DINING

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

Stage 1

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

Stage 2

Same as Stage 1. Food service personnel, if necessary, will make additional food deliveries.

Stage 3

Comprehensive plans for management of food services and dining operations have been provided to the University by our food service provider, Parkhurst. These plans are guided by state and local regulations as well as those guidelines set forth by the National Restaurant Association. The procedures include the following:

- During “shelter in place” periods on campus, meals will be delivered to residence halls.
- Signage/markers will be placed on dining hall floor to ensure social distancing.
- Swipe machines and credit card machines will be re-positioned behind plexi-glass/barriers in order to allow for students and employees to be able to swipe themselves and to provide for contact-less credit card transactions.
- The number of guests at any one time will be limited and monitored to maintain social distancing.

- All resident rooms have been equipped with a Micro-fridge (a single refrigerator/freezer/microwave unit) to a) encourage the use of grab and go, b) assist with the safe feeding of isolated or quarantined students and c) help reduce the density in the dining hall.
- Dining hall employees will be required to wear face masks and gloves. Guests will be required to wear face coverings/masks upon entry into the servery area.
- All former self-serve food stations will become served stations, minimizing any possible cross-contamination of serving utensils. Portion control packaged condiments will be provided.
- Mobile ordering will be instituted to supplement social distancing and further enable contactless meal offerings.
- Disposable plastic ware will be used in place of silverware.
- For dining within the servery, disposal cardboard meal boxes are utilized.
- Tables, chairs and all common touch areas will be cleaned and sanitized between seatings.
- The “On the Go Program” will be expanded to encourage off-site dining.
- Guest facing signage will be in place to assist in the maintenance of social distancing.
- Back of the house kitchen workspaces will be re-configured in order to maintain social distancing.
- All locations will have disinfectant solution installed by Ecolab for use in high traffic touch points (doorknobs, light switches, etc.).
- Daily COVID-19 Self-Checklist (health checks) have been established and will be required to be completed by all food service employees and monitored by management.
- All food service team members will be required to attend an extensive *Welcome Back* training session and pass a related test before re-opening.
- There will be back of the house signage reminding food service employees to wear face masks and gloves, wash their hands at least once an hour and to maintain social distance.

Training of food service personnel:

Parkhurst, the University food service provider, has shared with the University a complete plan for training and monitoring the implementation of all health and safety practices by its employees. This includes proper food handling, social distancing, hygienic practices, and the necessity of face coverings/masks. In addition, the plan includes an extensive program of sanitation for workstations, seating areas and servery.

Food service plan for isolated or quarantined students:

For students in isolation or quarantine, meal delivery will take place in the residence hall. Food will be delivered by Residence Life staff to the student’s room. Given that all residence hall rooms will include a Micro-fridge heating and refrigeration of food will be available to the student.

Trash from isolation and quarantined student rooms will be handled per C&W Services' housekeeping protocols for COVID-19.

Dining capacity:

The Rose Dining Room has been adapted to support social distancing. Chairs have been removed or roped off to maintain social distancing. Cashiers will monitor room capacity. Outdoor dining areas have been set up to provide for additional space for those individuals who prefer to eat outside. Similar to indoor dining, areas have been clearly marked and seating adjusted to maintain social distancing.

10. STUDY ABROAD AND INTERNATIONAL TRAVEL

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

Saint Elizabeth University has postponed or canceled study abroad programs for the fall and spring semesters. Student abroad programs will resume based on guidance available from the CDC and State Department in the summer of 2021.

Communicating with students and employees regarding travel restrictions:

Students returning from **out of state or international**ly are required to quarantine and monitor their health status before participating in any in-person activity on campus to ensure they have not contracted the virus and do not pose a public health risk. **The exceptions to this requirement are those who are two weeks post full immunizations (two shots) or recovered from COVID-19 in the last three months.**

When returning to campus, students will be required to self-quarantine and self-monitor as directed by public health recommendations and to seek care if ill. Alternative instruction will be provided while the student is quarantined. COVID-19 information for travel will be updated regularly and distributed to our students according to CDC. Current state guidelines are: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

All University sponsored travel has been suspended for the fall and spring semesters. Employees who travel internationally for personal reasons are required to report to their supervisor and to the Human Resource office. Currently, all employees who travel internationally will be required to quarantine for 14 days following international travel. This information is provided to all employees in the *Return to Campus* orientation. **The exceptions to this requirement are those who are two weeks post full immunizations (two shots) or recovered from COVID-19 in the last three months.**

8. Athletics

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

Stage 1

All instruction is remote, no athletic competitions.

Stage 2

Same as Stage 1 for competitions. Use of training facilities will follow guidelines in Appendix A.

Stage 3

The University is a member of NCAA Division III Athletics and the Colonial States Athletic Conference. All athletic training is outsourced to Atlantic Sports Medicine. Training facility use will follow Stage 2.

The Conference guidelines are found below:

Hosting safe competitions:



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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 Dicrischio, 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.

Protocols for practice and competition – orientation and education:

The athletic staff maintains copies of all University protocols related to COVID-19. All student athletes 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.

Use of training facilities:

Capacity in training facilities will be limited to meet local and state health guidance. 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.

Monitoring and testing:

Athletes will be required to complete a temperature check and health screening before practice or competitions. 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 and 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.

Team meetings:

The majority of team meetings will be held via Zoom. When necessary, in-person meetings will subscribe to social distancing and require the wearing of face coverings/masks and be held in open spaces or outdoors.

Presumptive or diagnosed cases of COVID-19 in athletes:

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.

Non-essential persons:

The University will follow CSAC and State guidance regarding nonessential visitors, staff and volunteers. Presently, the University is subscribing to a **two family member limit on spectators**.

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

Appendix A

COVID – 19 Weight Room Protocols

Using the guidelines set forth by the State of NJ, the Athletic Department will use the protocols outlined in this document to facilitate the opening of the weight room in spring 2021. 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.



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

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

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