



# SPRING 2021 PLAN

COVID-19



FLORIDA ATLANTIC UNIVERSITY

*FAU BOT Approved on MONTH DAY, 2020*

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# Executive Summary

The University's Spring Semester COVID-19 Plan pertains to all members of the university community at all FAU locations. This plan establishes the high-level framework and evolution to the Spring 2021 Semester while acting as the governing approach for the sustained expansion and refinement of supportive policies and procedures to manage the impact of the pandemic on the University. Additionally, this document maintains the coordination of University platforms and builds enabling drivers. This document is intended to be adaptable based on changing conditions.

The University's framework for the Spring 2021 Semester remains centered around the core principles that guided and resulted in a successful Fall 2020 Semester. These core principles strive to instill resiliency in the institutions ability to protect the health and safety of the University community while advancing the educational and research mission of the institution, supporting a robust spring semester experience across the University, and forging the path forward.

The Spring 2021 Semester Plan builds on the core principles from the fall semester of a Healthy Campus Environment, a Healthy Community Environment, COVID-19 Virus Testing, Contact Tracing, and Academic Program Delivery through expanding on fundamental features including:

- **Health & Safety** –As part of the Spring 2021 Semester Plan the University will be expanding its virus testing program with the inclusion of a testing strategy that includes entry testing for residential students and randomized testing for students, faculty, and staff.
- **The Academic Experience** – To meet the desire to increase the number of face-to-face courses in a safe manner and provide students with more on-campus instructing experiences the University has leveraged additional technology and spaces across campus to find opportunities while adhering to established health and safety practices.
- **The Student Experience** – Community is fundamental to the student experience, and the University is committed to creating opportunities for students to foster connections both inside and outside of the academic component in the Spring. As part of the spring plans the University intends to increase in-person and virtual activities and engagement opportunities. Additional spaces on campus will be available for studying, small group meetings that comply with safety guidelines, and other in-person activity. In the Spring, we will also expand available spaces in reservation systems such as those at the Recreational Center to create greater opportunities for an in-person experience.
- **The Employee Experience** – To meet the goal of continuing the reintegration of employees to achieve a balanced work experience, an employee reintegration plan has been developed to offer guidance and protocols to support the provision of a safe and robust campus work experience with an emphasis on safe interactions.

The Spring 2021 Semester Plan relies heavily on individual and shared responsibility. The following document is a living document and is subject to change.



# Introduction

As the University transitioned into the Fall 2020 Semester the Emergency Operations Team (EOT) remained activated and has since continued to respond to the situation while progressing through planning evolutions. The EOT, by way of various working groups, has provided recommendations to the Executive Policy Group (EPG) for their consideration and subsequent policy decisions.

The health and safety of FAU's community remains the top priority in the University's planning. The following document is governed by the latest health recommendations from the state of Florida and the Centers for Disease Control and Prevention. Denoted within this plan is a firm reliance and adherence to principles grounded in up-to-date science and data. Furthermore, this plan is intended to comply with all applicable University, local, state, and federal laws, and regulations.

In the absence of specific regulatory mandates for situations, best emergency management and public health practices shall be followed.

## Purpose

The purpose of this planning document is to define a systematic university-wide strategy for the Spring 2021 Semester through redefining criterion based on principles substantiated in up-to-date science and what is feasible, practical, and applicable to the needs of the University community.

## Scope

This incident-specific plan supports with the University's pre-established emergency management planning portfolio, policies, and Section C of the [Comprehensive Emergency Management Plan](#) (CEMP). This plan supplements the Basic Plan through a concentration on critical operational functions and the courses of actions needed to carry them out respectively to COVID-19 and the Spring 2021 Semester.

## Planning Picture

The University has continued a multi-level methodology to the Spring 2021 Semester through a planning picture that models and supports federal, state, and local conceptions. The University strategy remains driven by the way of three dominant layers that grant fundamental enabling delivers and supportive channels to ensure full assimilation of efforts across the University. The layers consist of the university-level, EOT/EFS level, and unit level.

## Relation to Other Plans

This plan is pertaining to COVID-19 and the University's Spring 2021 Semester. It is intended to be used in concurrence with other university-level COVID-19 planning documents, strategies, and unit plans. All relevant plans shall be leveraged. The following are university-wide complementary planning documents that have been institutionalized to support this Spring 2021 Semester plan.

Health & Safety Plan  
Cleaning & Disinfection Plan  
Spring 2021 Employee Repopulation Plan

On-Campus Quarantine & Isolation Plan  
Virus Testing, Tracing, Quarantine, and Isolation Plan  
COVID Guidelines & Framework for Events & Gatherings

Campuses, facilities, and sites co-located with other organizations have specific considerations that may affect plan implementation, and these should be identified in unit plans.

## Planning Assumptions & Direction

- This is a living document that will continue to evolve.

- Studies indicate that the more individuals interact, and the longer the interaction, the higher the risk of COVID-19 spread. Physical distancing and limiting the size of mass gatherings remains one of the most effective mitigation strategies currently available. These measures will remain in place but are expected to be loosened based on the reduction in community transmission.
- COVID-19 is primarily spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
- Personal prevention practices and environmental prevention practices are critical principles.
- Guiding assumptions and other information in this plan are subject to change in relation to local actions and guidance issued by public health and government officials.
- Safety, security, and well-being of the University community will remain of the utmost importance during this process.
- Decisions about changes to mitigation measures in place must be evidence-based, data-driven, and implemented incrementally.

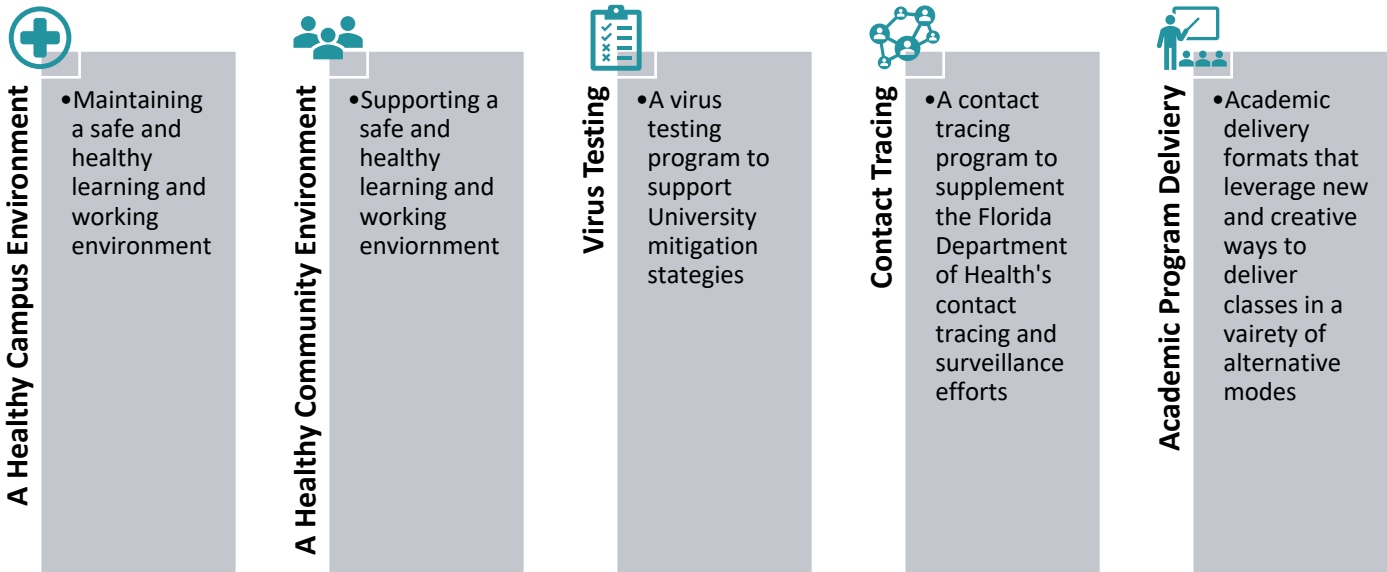
### **Plan Updates & Revisions**

The University shall amend this Spring 2021 Semester plan to maintain operational consistency, implement corrective action, and enhance the document or apply other appropriate changes. This plan will serve as a living document and is not intended to remain fixed in time. All planning elements will evolve as the status of COVID-19, and more information is made available. This plan is intended to remain flexible, scalable, and adaptable to provide continuity in the University's strategy for the Spring 2021 Semester.

# Concept of Operations

## Pillars

The following pillars form the University's Spring 2021 focus (carryover from Fall 2020 Semester):



## Methodology

The conceptual methodology to the Spring 2021 Semester of the University is one that is framed through stages of resumption strategies for increasing activities on campus as was seen for the Fall 2020 Semester. These evolutions position the University to implement mitigation strategies in a controlled manner to reduce the opportunity for a resurgence in COVID-19 impacts and the undoing of progress that has been made. The proposed outline is arranged in terms of the academic calendar, specifically the Spring 2021 Semester; however, the identified timeline will be adapted as circumstances change and are subject to change. The concept of operations will be operationalized based on guidance from the Board of Governors (BOG), Board of Trustees (BOT), Executive Policy Group, Emergency Operations Team, as well as other factors, including governmental orders and evidence-based advice from health professionals.

The University reserves the discretion to determine when an official change between operations will occur as well as whether a return to any operation status is warranted based on such factors as federal, state, and local orders, and guidance from the CDC, state, local, and University health professionals.

## Benchmarks/Gating Criteria

The benchmarks/gating criteria is designed as a framework to evaluate current conditions to identify prospects to expand activities, or the need to hold or return to tighter physical distancing and behavioral restrictions.

Symptoms	Cases	FAU
Syndromic surveillance systems look at individual and population health indicators. The objective of this component is to provide data and analytic tools needed to identify outbreaks or unusual trends more rapidly, leading to timely public health responses.	Case data that is captured provides an opportunity to align objectives of ensuring the service area is effectively managing the spread of COVID-19, and both the broader and internal community is employing effective mitigation measures.	Considerations about the University's resource mobilization and availability show whether FAU is in a position to respond in the event of an unexpected surge of COVID-19. The ideal situation is for the University to be able to manage all cases without overwhelming systems while having robust capabilities for personal and environmental prevention practices.

Metric	Metric	Metric
<p>Downward trajectory of Influenza-like illnesses reported within a 14-day period.</p> <p><b>AND</b></p> <p>Downward trajectory of COVID-19 like cases reported within a 14-day period.</p>	<p>Downward trajectory of documented cases within a 14-day period</p> <p><b>OR</b></p> <p>Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).</p>	<p>Approval to proceed by BOG.</p> <p><b>AND</b></p> <p>SHS/HR Preparedness to manage cases</p> <p><b>AND</b></p> <p>FAU capabilities for personal prevention practices and environmental prevention practices</p>

*Data Sources to be Used : Florida Department of Health, State Joint Information Center, SHS/HR Reports and Systems, etc.*



Spring 2021 Semester at a Glance

	Component	Detail	Additional Details
<p><b>Semester Guidelines</b></p>	<p><b>Academic Instruction</b></p>	<p>Goal of increasing face to face instruction as much as possible while adhering to all safety guidance and established protocols.</p>	<ul style="list-style-type: none"> <li>• Usage of non-traditional classroom space will be utilized to support the academic instruction goal while maintaining pre-determined density of space (e.g., tents).</li> <li>• Spring Break cancelled. With this shift, we will end the Spring 2021 semester one week earlier than previously scheduled. The last day of regular classes will now be April 19, and final exams will take place between April 22 and 28. Similarly, commencement dates will move to April 29 and 30.</li> </ul>
	<p><b>Workplace</b></p>	<p>Goal of increasing onsite work as much as possible while adhering to all safety guidance and established protocols.</p> <p>Departments and Divisions must offer their full suite of operations onsite including all customer-facing services.</p> <p>All supervisors will return to campus*</p> <p>Requests for 100% remote work, other than those for accommodations for the vulnerable population, must be approved by the Division VP.</p>	<ul style="list-style-type: none"> <li>• See Employee Reintegration Plan for further details and guidance.</li> </ul>

	Non-customer-facing interactions, i.e., meetings will be conducted virtually wherever possible.	
<b>Vulnerable Population</b>	Accommodations where feasible.	<ul style="list-style-type: none"> <li>• See Employee Reintegration Plan for further details and guidance.</li> </ul>
<b>Residence Halls</b>	Goal of increasing occupancy while maintaining adequate designated quarantine and isolation space.	
<b>K-12, Daycare, Adult Day Center</b>	Operating by developed plans.	
<b>On-Campus Programs</b>	Operate with safety triad (e.g., student activities).	<ul style="list-style-type: none"> <li>• Decision to increase activities (e.g., sports clubs). Seek opportunities to increase engagement and rejuvenate the on-campus experience while adhering to the safety triad (same goes for employee side).</li> </ul>
<b>Service Venues</b>	Operate with safety triad (e.g., library/campus rec).	<ul style="list-style-type: none"> <li>• Continued operation while adhering to safety triad.</li> <li>• Maximum occupancy based on the venue and the ability to maintain physical distancing.</li> </ul>
<b>Events/Activity</b>	50 persons or less. Operated with the Safety Triad. Food and beverage permitted if served and consumed only when seated. Adherence to Event Guidance Document.	<ul style="list-style-type: none"> <li>• Increase available density from 10 persons to 50 (Spring Semester).</li> </ul>
<b>Athletics</b>	Operated with the safety triad unless otherwise governed by conference or other regulatory body.	
<b>Research</b>	Operate with safety triad.	<ul style="list-style-type: none"> <li>• Consideration of increasing occupancy of labs up to 50%.</li> </ul>
<b>Safety Triad</b>	Face Coverings - Required at all times, indoors and out, unless alone in a private office,	<ul style="list-style-type: none"> <li>• Maintain current practices.</li> </ul>

	<p>dorm room, or personal vehicle.</p> <p>Physical Distancing – Conditions continue as is.</p> <p>Cleaning / Disinfection – Conditions continue as is</p>	
<b>Compliance Program</b>	Continue current framework with additional initiatives to promote participation	
<b>Student/Employee Health</b>	Continue robust testing and contact tracing program	
<b>Travel</b>	<p>Essential travel only as authorized by Division VP/Dean.</p> <p>Semester abroad programs approved for Spring – entire semesters (e.g., spring, fall, summer) no short trips.</p>	<ul style="list-style-type: none"> <li>• Current travel approval process remains.</li> </ul>

# A Healthy Campus Environment

Explicit direction is structured regarding mitigation measures that will continue to be employed to limit the spread of COVID-19 in the community as the University transitions into the Spring 2021 Semester. Health experts, and the University experience through the Fall 2020 Semester, have recognized these measures as fundamental to reducing the transmission of the virus that causes COVID-19. The approaches to supporting a healthy campus environment is a keystone to the University's efforts in the Spring 2021 Semester. The following are sustained key concepts positioned within the University's approach to a healthy campus environment:

- **Slow transmission of disease:** Primary goals for the deployment of mitigation strategies in the University is to slow the transmission of disease and in particular to protect individuals at increased risk for severe illness, including older adults and persons of any age with underlying health conditions, and the internal and external healthcare and the University's critical infrastructure workforces.
- **Emphasize individual responsibility:** The health and safety of the University is a collective responsibility for all. All students, faculty, staff, vendors, volunteers, and visitors are subject to the University policies, procedures, and oversight. The University mitigation strategies are predicated on emphasizing individual responsibility for implementing recommended personal-level actions, empowering units, and community partners to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness, focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness, and minimizing disruptions to daily life to the extent possible. The reopening plan is designed to promote a safer and healthier environment for teaching, learning, and working, including the encompassed strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19.
- **Tailored strategies to the University community:** The University's mitigation strategies are based on the level of community transmission, characteristics of the University community, and the University's capacity to implement strategies. Considerations have been given to all aspects of the community that might be impacted. Mitigation strategies can be scaled up or down depending on the evolving local situation.

## Protect Your Owl Family

The University will continue to advance the safety culture and campus life to foster continued support of the public health measures to direct behaviors necessary for advancing a safer community. The University will rely on a vibrant approach to changing norms associated with community protective measures, physical distancing, face coverings, increased hygiene, and reduction of precarious behaviors.

The University will leverage innovative methods and communication strategies to present a compliment of outreach, engagement, education, and enforcement strategies. Strategies include:

- Further identify opportunities to bolster the integration of the University's COVID-19 Health & Safety Plan through all operations and functions of the University.
- Evaluate currently deployed messaging, training, and engagement initiatives that support facial covering usage, hand washing and physical distancing.
- Continue to drive campus culture through the application of community skill and support development, an emphasis on personal responsibility, involvement, and peer education.
- Publicize campaign materials that focus on care, compassion, and community responsibility.
- Identify additional partnerships with internal and external stakeholders to promote healthy behaviors.

- Continue with required awareness-level training for all students, faculty, and staff that trains participants in the requirements and expectations for the new health and safety procedures and the consequences for non-compliance with these university policies. The training includes an acknowledgement.
- Continually update and refine the University's official COVID-19 website: <http://fau.edu/coronavirus/>.
- Promotion and inclusion of mental health counseling services as a promoted resource and service to ensure supportive coping and resiliency within the community.

All sections of this strategy seek to embolden positive and healthy behaviors, whether directed at student extracurricular activities, Greek organization operations and functions, student organizations, clubs, intramural sports, social gatherings, research, or employee-oriented operations and activities.

A public awareness campaign and messaging strategy will see continuance in the Spring 2021 Semester. The campaign underscores that the health and safety of the campus is a shared responsibility among community members. Strategic placement of signage in highly visible locations (e.g., building entrances, restrooms, dining areas) remains to promote awareness to all patrons who visit the University. These resources advocate everyday protective measures and describe how to stop the spread of germs. The following are samples of signage:



Additional communication platforms (web-based, email, social media accounts, etc.) continue to be leveraged that center on behaviors that prevent the spread of COVID-19. Additional information is contained on the official university COVID-19 webpage ([fau.edu/coronavirus](http://fau.edu/coronavirus)).

### Ask a COVID Team Member

A centralized email is continuing to provide an avenue for community members to submit questions and provide important information. Students, faculty, staff, parents, and visitors may send questions to directly to [FAUCOVID19@FAU.EDU](mailto:FAUCOVID19@FAU.EDU). Through the Fall 2020 Semester this communication opportunity proved beneficial as over 600 separate emails were received.

### Student Affairs

The Division of Student Affairs and Enrollment Management has developed processes and protocols to support a healthy campus environment while permitting programming and functions that equip students with necessary tools to achieve academic, personal, and career success.

### *Activities*

Student activities that wish to continue or resume in the Spring 2021 Semester are required to work with the Division of Student Affairs and Enrollment Management (with assistance from the Department of Emergency Management and the Office of Environmental Health and Safety) to develop plans that demonstrate a shared sense of ownership in maintaining safety practices within the campus and community. The Department of Emergency Management has worked collaboratively with the Division of Student Affairs & Enrollment Management and the Office of Environmental Health and Safety to establish frequently occurring working sessions to review and discuss student activities.

### *On-Campus Housing*

The University recognizes that on-campus housing is an important component of the student experience and student success. The University will continue to honor housing contracts for the Spring 2021 Semester. To support this several steps have been identified and are being included to assist in enhancing residents' health and safety while living on-campus. Included within these steps are:

- Strategic facilitation and coordination of move-in periods to promote physical distancing and limit the density of spaces.
- Marketing campaign targeting residence students and explaining healthy practices and instruction on room cleaning.
- A modified guest and visitation policy to limit guests within residence facilities and reduce overall density of the facilities.
- A continuance on emphasizing cleaning protocols and a focus on high touch surfaces within the facilities.
- Providing training for employees whose function and role are within the residence facilities.

As part of the University efforts of promoting a healthy campus environment, specific protocols will continue should a student residing in the residence facilities that are symptomatic, presumptive positive, and COVID-19 positive. Should the need arise, students who are required to quarantine or isolate will have resources made available to them to provide care, counseling, food services, and other services to include the ability to continue their studies.

The University has identified spaces in Boca and spaces in Jupiter to isolate resident students if needed. Additionally, the University is contracting with local hotels for well students to provide on-campus spaces for isolation if needed. Only well students will be placed in area hotels.

### **Human Resources**

The Department of Human Resources (HR) has taken great care and attention to developing programs, services, and resources to assist managers, supervisors, and employees as the University begins planning for the Spring 2021 Semester. HR has updated a dedicated page for [employee COVID-19 information](#). Included on this page is information pertaining to University leave guidance for COVID-19, the University's Talent Share Program, the University's COVID-19 Leave Donation Plan, The Families First Coronavirus Response Act and the Emergency and Paid Sick Leave Act.

### *Employee Reintegration Plan (Spring 2021 Semester)*

A supportive planning document, Employee Reintegration Plan (COVID-19 | Spring 2021 Semester) was developed with the purpose of offering specific guidance for the mandatory reintroduction of FAU employees to FAU Campuses to achieve a balanced and safe worksite experience. The document provides

a systematic approach based on health experts' guidance, FAU administration policy and strategy, and the nuances of the operational environment University-wide for the anticipated Spring 2021 Semester.

The plan addresses the reintegration of employees during the Spring 2021 Semester and is applicable to all divisions and department operating on FAU Campuses. The requirement for reintegration of employees applies to all departments and divisions. Furthermore, the plan provides recommendations for reintegrating University workspaces on campuses with staff and faculty while maintaining the integrity of the safety triad. Apart from those with approved accommodations as members of the vulnerable population for COVID-19, all employees of FAU are required to participate in the return to campus work.

### ***COVID- Alternative Work Arrangement***

Employees may request an [alternative work arrangement \(AWA\)](#) based on the Center for Disease Control's (CDC) guidelines for vulnerable populations, which include the following:

- Age 65 or older\*
- At [increased risk of severe illness from COVID-19](#) due to a specific medical condition\*
- Household member who resides with the employee is at [increased risk of severe illness from COVID-19](#) due to a specific underlying medical condition

AWAs requested for Spring 2021 will be reviewed by supervisors and approved where feasible. The University may not be able to approve every request, even if the job duties in isolation are conducive to remote work or other arrangements.

Alternative work arrangements may include one or more of the following: alternative workspace onsite, modified hours, remote work schedule, etc. Leave options are available as well. FAU departments and units are encouraged to work with employees in the vulnerable population to provide alternative arrangements when reasonable. Approved AWAs are subject to modification at any time.

### ***Families First Coronavirus Response Act (FFCRA)***

Full-time and part-time employees who have been on FAU's payroll for 30 calendar days are eligible for the FFCRA. This applies to Faculty, AMP, SP, OPS, Postdoctoral, and student employees. There are some exceptions for health care providers and emergency responders.

Eligible employees are entitled to take up to 12 weeks of FMLA leave when an employee is unable to work (or telework) to care for a minor child if the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Please note that the first 10 days are unpaid, but an employee can substitute accrued paid leave, including emergency paid sick leave. The remaining 10 weeks are paid at 2/3 of the full-time employee's regular rate, or the number of hours the part-time employee would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

### ***Emergency Paid Sick Leave Act (EPSLA)***

The EPSLA is immediately available to eligible employees. This applies to Faculty, AMP, SP, OPS, Postdoctoral, and student employees. There are some exceptions for health care providers and emergency responders.

Employers are required to provide up to 80 hours of paid sick leave to an employee who is unable to work or telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.



2. has been advised by a health care provider to self-quarantine due to concerns related to COVID19.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. is caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2).
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Employees who take leave for reasons (1), (2), or (3) are entitled to full, regular pay for the leave period; however, a cap of \$511 per day and \$5,110 in total applies (over a 2-week period).

Employees who take leave for reasons (4) or (6) are entitled to 2/3 of their regular pay, subject to a cap of \$200 per day and \$2,000 in total (over a 2-week period). Employees who take leave for reason (5) are entitled to 2/3 of their regular pay, up to \$200 per day and \$12,000 in total (over a 12-week period).

- The University has decided to allow employees to use their sick or annual leave to make up any difference in pay while on COVID-19 related leave.
- Emergency Paid Sick Leave can be used intermittently while working remotely; however, eligible employees must work with their supervisor to devise an alternate work schedule.
- Once employees have exhausted the 80 hours of Emergency Paid Sick Leave and cannot work on site or telework remotely, employees should use their accrued leave (annual and sick). If employees have exhausted their accrued leave or do not earn accrued leave, they will be unpaid.

### ***Leave Donation Program***

The University has established a COVID-19 Leave Donation Plan in response to the global COVID-19 pandemic. The Plan allows a qualified employee to donate their accrued leave (annual or sick leave) into a FAU-sponsored leave pool for use by other employees who have been adversely affected by this emergency and have exhausted all their accrued leave. An employee is adversely affected if the disaster has caused severe hardship to the employee or to their immediate family members and the employee cannot work or telework. To date over 13,424 hours have been donated.

### ***Athletics- Intercollegiate Competition***

The University has developed, implemented, and will regularly update specific plans, protections, and protocols for participation in athletic competition by students, staff, and spectators that comply with CDC guidelines and state policies regarding COVID-19. Decisions about intercollegiate competitions will be made in conjunction with national and regional athletic conferences. Once those decisions are communicated, Athletics will update their plan accordingly in consultation with the FAU Department of Emergency Management and Office of Environmental Health & Safety. Athletics has developed a large-scale planning document which provides for additional supportive planning efforts. The following planning efforts, all of which remain fluid as procedures and protocols are advanced to meet the most up to date information, provide a lens on more area-specific plans and procedures that have been developed:

COVID-19 Screening for All Staff and Incoming Student-Athletes	Special Considerations for Preventing the Spread during Athletic Activities
Restarting Timeline for Sport Programs	Sport-Specific Logistics
Sports Medicine Plan of Action	Strength & Conditioning Plan of Action
Athletic Facilities Plan of Action	Equipment Room Plan of Action



## **Dining on Campus**

Concepts that will continue through the Spring 2021 Semester within the dining facilities include, but are not limited to:

- Dining Service employees will go through a daily wellness screening program including temperature checks.
- Face coverings will be required for all employees both front and back of house.
- Food production, serving, and cashier areas will incorporate physical distancing.
- Use of disposable service items.
- Tables and chairs reduce with the remaining strategically placed to encourage physical distancing.
- Expanded use of sneeze guards (plexiglass dividers)
- Updated protocols for cashiers conducting transactions.
- Dining Service employees will continuously clean tables, chairs, and all high touch services with Oxivir.
- Added technology to help with advance ordering and pick-up for food,
- Multiple pick-up points for advance ordering to minimize congestion and density.
- Upon closing for the day, the entire facility will be disinfected with Virex II.
- Dining Service employees will continuously clean tables, chairs, and all high touch surfaces with Oxivir.
- All Dining Services employees will take serve safe COVID-19 training provided directly by Chartwells.

## **Community Protective Measures**

### ***Good Hand Hygiene***

All members of the University community have equal responsibility to protect themselves and those around them from the spread of COVID-19 while at the University. Good hand hygiene is considered a standard protective measure for all:

- Wash/sanitize hands frequently.
- When available, use soap and water and scrub hands for a minimum of 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer (at least 60% alcohol content) and cover all hand surfaces and rub until dry.
- Regardless of the cleaning practices conducted, all persons should wash or sanitize their hands after each touch of shared equipment, common surfaces, etc., before using the restroom, eating, applying cosmetics or lip balm, and before touching their face.
- Cough/sneeze into a tissue. Dispose of used tissues immediately into a trashcan and then wash hands. If there are no tissues available, cough/sneeze into the crook of your elbow, not your hands
- Avoid touching your face, eyes, nose, and mouth. This can accelerate the spread of infection.

### ***Physical Distancing***

To the degree possible and practical, physical distancing will be a fundamental piece in the University's efforts to combat COVID-19. The following is a prescribed framework for physical distancing and groups for the Spring 2021 Semester:

- Encouraged to continue to hold all meetings/gatherings, including one-on-one meetings, online, or over the phone whenever possible.
- Avoid close contact with others, maintaining greater than 6 feet of separation whenever possible.

- A limit of 50 people in a group. Events, where physical distancing is not possible, shall not be permitted.

### ***Physical Distancing Controls and Barriers***

Administrative and engineering controls are designed for reducing the potential transmission of COVID droplets between people. The following are models being deployed throughout the University however are not exhaustive of all measures.

Reconfiguring Space	Movement of furnishing, changes to traffic flow, blocking off areas, or removing of furnishings to increase physical distancing between people and processes.
Sneeze Guards	The use of sneeze guards (plexiglass barriers) where there is sustained interaction between people.
Barrier Ropes	Placed around areas to limit or reduce accessibility and close contact with others.
Demarcation Tape	Placed on the floor to demarcate the area where someone should not pass further.
Administrative Controls	Used to avoid crowding or excessive proximity. Includes process of meetings, office operations, and other directives.

### ***Face Coverings***

Face coverings should be worn during all public activities and when around others. Face coverings are always required, indoors and out. All employees and students are required to have a face covering available, and on their person, while traversing the campus.

Care and use of face coverings and the materials required to make a DIY face covering are the responsibility of everyone in the FAU Community. Face coverings must be cleaned routinely and made of a cloth material that can be normally laundered and dried. Ideally, have multiple face coverings made and rotate usage. Refer to the [CDC Guidance on Cloth Face Coverings](#) for more information.

### ***Cleaning and Disinfection Practices***

Due to the highly contagious nature of COVID-19, the University has prescribed the following systematic approach to the regular cleaning and disinfection of all University facilities, including classrooms, office space, housing and food service facilities, research equipment and laboratories, and public spaces. These measures are consistent with CDC guidance for Institutions of Higher Education. These measures are not a replacement for good hand hygiene.

- When feasible, use an EPA-registered disinfectant that is effective against COVID-19.
- Most disinfectants will not be effective on a soiled surface, if necessary, clean gross debris and dust from the surface first.
- For cleaning surfaces, use wipes moistened with a disinfectant or a spray and paper towels.

Defined Space	Practices
General Office Space	Disinfection of high contact surfaces within general office spaces by individual area users. Utilizing disinfection wipes, gloves and a face covering, units will wipe down commonly touched surfaces several times per day. Wipe down of commonly touched areas may

	include countertops, doorknobs, sneeze guards, shared equipment, appliances, and the like.
Laboratory Space	The disinfection of laboratories will be conducted by the laboratory. Develop a list of high-touch locations and equipment in the laboratory. Special attention should be given to those areas that will have continued use. These types of areas represent a higher probability of viral loading in the work area and should be disinfected on a routine basis.
Gyms, Computer Labs, Libraries, and Other High Traffic Areas	<p>The disinfection of high contact surfaces and equipment in these spaces will be conducted by individual area users under supervision of area staff. High traffic areas with high touch points must be cleaned more frequently than any other area of the campus.</p> <p>These areas must require users to wipe down equipment, tables and other individual use surfaces before each use.</p> <p>Deep cleaning/disinfection will be done in addition to the user practices outlined.</p>
Classrooms	<p>Classrooms will require a wipe down of high contact surfaces in between classes at a minimum and will be conducted by each class. Students should wipe down their desks and faculty should wipe down their workspace upon entry into the room.</p> <p>Facilities Management will deep clean and sanitize at least daily.</p> <p>Deep cleaning/disinfection will be done in addition to the user practices outlined.</p>
Common Areas	<p>Disinfection of common areas, hallways, large venues, and high touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, and the like will be professionally cleaned by the approved FAU vendor using an approved protocol at a minimum of one time per day.</p> <p>Upon confirmation of a positive case of COVID-19 in the FAU community, an approved vendor will conduct a deep-disinfection of the affected areas using an approved protocol</p>

***Common Area Disinfection (High Traffic/High Touch Areas)***

Campus common area disinfection necessitates a collaborative and succinct approach by all units who oversee, administer, and manage custodial functions for the University. These combined units oversee custodial operations utilizing a hybrid-model of in-house and outsourced resources, including contracted service providers. Therefore, deployment of effective strategies requires ongoing coordination of unit efforts with stakeholders and outsourced resource providers to ensure the alignment of strategies and plans, adoption of a common operating picture, and oversight and monitoring of operationalized strategies and planning elements.

A full Facilities Management – Physical Plant COVID-19 Cleaning and Disinfecting Plan has been developed to provide a systematic approach to mitigating public health risks through cleaning and disinfecting practices. Included within this document are protocols for securing an inventory of appropriate supplies and equipment.

## **Compliance & Enforcement**

The University's eventual return to operations is dependent on all of us doing our part to follow the University's health and safety plan and notifying appropriate University officials when concerns arise.

The [University Policies and Procedures Manual \(UPPM\)](#) serves as a repository of University policies and procedures. These tools provide for reference materials regarding compliance, enforcement, and consequences associated with health and safety practices.

Consistent with Board of Governors Regulation 3.001, and pursuant to [University Policy 4.1.2, Environmental Health & Safety \(EH&S\)](#) is responsible for the development and operation of Public Health programs such as infection control, medical monitoring programs, wildlife management on FAU campuses and any other programs as appropriate. Consistent with these responsibilities, EH&S is authorized to develop program documentation, educational materials, training requirements, guidance documents and standard operating procedures to ensure compliance with relevant environmental health and safety requirements, laws and regulations. Policy 4.1.2 specifically provides that "compliance with EH&S program procedures and guidelines and applicable laws and regulations is a shared responsibility of all members of the University," and "all members of the University are responsible for compliance with applicable environmental health and safety laws, regulations and codes as well as applicable policies and procedures of the University."

Florida Atlantic University's Department of Emergency Management, through its Emergency Operations Team (EOT), and in collaboration with EH&S, has developed a health and safety plan in preparation for returning to campus through a phased re-entry process when the public health situation allows. As the University begins the implementation of this plan, questions are anticipated regarding enforcement of certain safety precautions including social distancing, handwashing, disinfecting workspaces and the individual use of face coverings.

Compliance with FAU's health and safety plan will be a binding responsibility of all students, faculty and staff, and compliance will be enforced consistent with existing FAU Regulations and Policies and the Collective Bargaining Agreement, including but not limited to, the following:

### ***FAU Students***

- Regulation 4.007, the Student Code of Conduct, identifies several violations that may be applicable when a student fails or refuses to comply with mandatory provisions of the health and safety plan. Potential sanctions could range from a conduct warning up to suspension or expulsion from the University.
- If faculty or staff encounter a situation where a student refuses to comply with a mandatory provision of the University Safety Plan, the incident should be reported to the Dean of Students Office or by filing a report at [FAU INCIDENT REPORTING](#). If the student's refusal occurs in the classroom environment, faculty should ask the student to exit the classroom until they are willing and able to comply with mandatory safety requirements.
- As always, if any student's conduct constitutes an emergency, an imminent threat, or a substantial disruption to university operations, contact University Police by calling 911.

### ***FAU Employees and Faculty***

- Regulation 5.012, Employee Standards and Disciplinary Procedures identifies the standards of conduct and disciplinary actions.
- The UFF-FAU Collective Bargaining Agreement includes the following provisions relevant to in-unit faculty:

- Article 5 - Faculty shall contribute to the orderly and effective functioning of the academic unit and the University.
- Article 16 - Faculty may be disciplined for misconduct.
- Article 17.11 - Employees who pose a health risk to the University may be placed on compulsory leave and required to undergo an assessment to determine whether they are able to work, unable to work or able to work with restrictions such as behavioral adjustments that enable the employee to perform their duties effectively and contribute to the safe, orderly and effective function of the University.
- Article 21.3 - Employees should report conditions which the employee feels may violate a safety or health rule or regulation or which is an unreasonable hazard to persons or property, and those concerns shall be promptly investigated.
- Incidents involving an employee should be addressed directly with the employee’s supervisor. All supervisors are responsible for promptly addressing safety plan compliance issues within their areas of operations. As always, if any employee’s conduct constitutes an emergency, an imminent threat, or a substantial disruption to university operations, contact University Police by calling 911.

The following provides for a snapshot of compliance and enforcement actions:

Compliance Areas	Enforcement Action
Workspace sanitation	Department Heads and Supervisors will notify employees to wipe down commonly touched surfaces every two hours.
Common area sanitation	Students, Faculty, and Staff can place a work order for service of an area.
Employee sick at work	Department Heads and HR will require sick employee to return home if sick.
Student sick in class	Professors and SHS will require students to return home or to their residence hall if sick.
Maintaining physical distancing	Students, Faculty, and Staff will always remain 6 feet from others or all persons in close proximity must wear face coverings. Each member of the FAU community will need to assist in enforcement.
Failure to wear face coverings	Supervisors are responsible for enforcing the use of face coverings among employees. Faculty and FAU Employees operating in areas of the campus will be responsible for enforcing the use of face coverings among students.
Not wearing face coverings to ride on FAU transportation	Bus Drivers will deny entry to any FAU transportation if the rider does not have a face covering in place.

# A Healthy Community Environment

The University has a close working relationship within our host communities and as such, believes that its public health mission must also extend outwards. The University remains committed to the broader community and recognizes the value that comes from these partnerships. The University intends to leverage these relationships as it navigates the road to recovery acknowledging that our FAU stakeholders are part of the broader community. The University is mindful of its role within the community and recognizes that the safe and successful commencement of the Spring 2021 Semester is contingent upon acknowledging the symbiotic relationship of one another.

## **Participation in Community Response**

Different units within the institution have setup reoccurring meetings with external agencies to preserve a shared understanding of the mutual responsibility to promote the health of the campus and the broader community. The collaboration includes efforts with the local and regional public, private, and non-profit sectors which center around a commitment and dedication to service to one another. A successful example of this includes standing up a county-operated testing center on the Boca Raton campus.

## **Emergency Coordination**

The University's Department of Emergency Management has been directly involved with state and local coordination groups to foster broader community synchronization efforts, the sharing of information and resources, and the exploration of opportunities for joint-response and coordination efforts.

## **Shared Facilities**

The University has several facilities and locations that are shared use. Designated points of contact have and will continue to be identified to facilitate cohesive relationships and corresponding planning efforts. These efforts have been long withstanding since the onset of the pandemic and the University recognizes the importance of the continuation of these as we navigate the repopulation of our joint use locations. All individuals operating on University property share and follow similar considerations.

## **Communication**

The University will communicate the protocols, policies, and procedures as it pertains to promoting a safe and healthy environment to campus vendors, contractors, and businesses that employ our students.

University officials who oversee contacts and the facilitation of services external to the community, to include all on campus partners, vendors, and those that work occasionally on campus, will provide direct communications towards this. Examples of this include:

- Career Services working with community businesses that employ and offer internships to students.
- Procurement communicating with all university vendors as to campus protocols and the expectation and requirement that they all abide by those.
- Administrative Affairs (Business Services), Student Affairs, and other applicable University units will serve as contacts with on-campus partners to ensure that they are well informed of reopening plans and requirements and understand their need to comply.

## **Enforcement**

The University shall communicate with partners (on and off campus) that there is an expectation to adhere to all University policies, procedures, and health and safety standards related to COVID-19 while operating and traversing University owned and controlled spaces.



# COVID-19 Virus Testing

The University has established a detailed virus testing program to promote a healthy and safe working and learning environment as the institution reopens. The program for testing is supported through Student Health Services (SHS), HR, and external testing sites.

The University will continue to work with the local and state health departments to coordinate testing or work with commercial or clinical laboratories using diagnostic tests authorized.

## Attestation Process

All employees and students complete a twice-weekly automated health screening and are evaluated by Student Health Services if they are not cleared to return to work or school.

## Virus Testing Program

SHS operates a clinical program capable of supporting increased campus activity for the Spring 2021 Semester. SHS provides a virus testing program to support testing of symptomatic student/employees in the University community as well as surveillance and screening testing strategies. This program is designed to help university-wide efforts to increase access to testing, improve communication, and the implementation of isolation and quarantine protocols. The University virus testing program has expanded for the Spring 2021 Semester and will include the following additional supportive testing strategies:

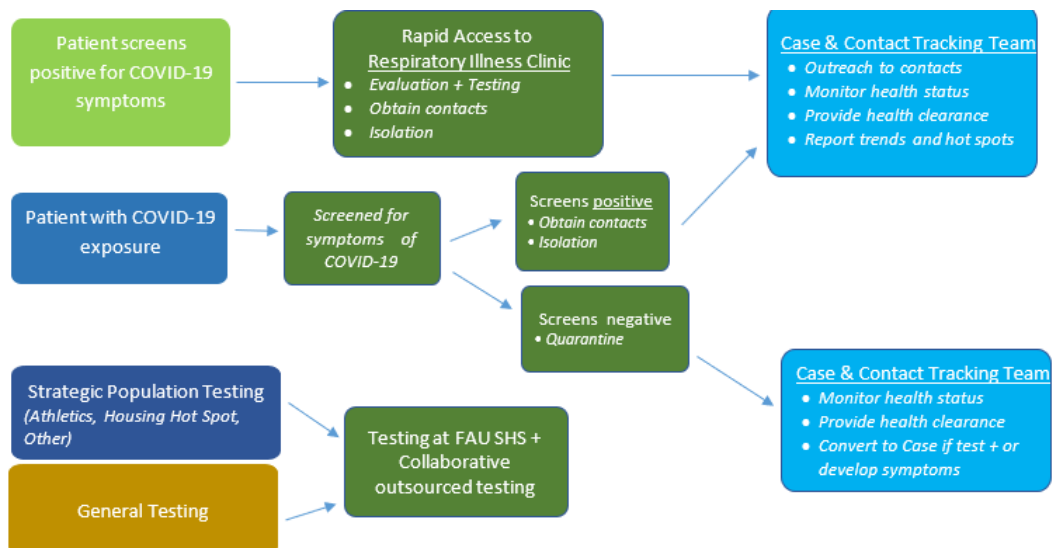
- Residence Halls Entry Testing
- Randomized Testing for Students and Employees.

SHS will continue its operations of a Respiratory Illness Clinic as a foundation for their virus testing program that has been built out to support the scope of the activities for the Spring 2021 Semester.

## General Testing

SHS health care team offers COVID-19 testing to all patients with signs and symptoms concerning for COVID per CDC guidance. Other considerations that may guide testing are epidemiologic factors such as known exposure to an individual who has tested positive, and the occurrence of local community transmission or transmission within a specific setting or facility.

SHS has implemented infection prevention and control practices to include the use of recommended personal protective equipment in their operations to reduce the opportunity for virus spread. SHS testing structure is a clinical framework formulated around principles that are used to identify and prioritize who



SHS groups individuals into four categories for the purpose of testing:

1. Those that meet the CDC and Florida Department of Health parameters for a positive screening for COVID-19.
2. Those who are close contacts to a positive COVID-19 case.
3. Strategic Population – regime defined by specific variables related to demographics of the population.
4. General community testing.

SHS triages access to the Respiratory Illness Clinic and defined standards of services.

- Rapid Access: Applicable to those from category 1. Access includes evaluation & testing, obtaining close contacts of the individuals, and directing and providing guidance on isolation.
- Priority Access: Applicable to those from category 2 and 3. Access includes evaluation & testing. Dependent upon screening results the individual may be subject to obtaining contacts and isolation, or quarantine (based on a positive screening and/or test result).
- Appointment Access: As available SHS will provide appointment access for general testing for students from category 4.

### ***Residence Halls Entry Testing***

All individuals will be required to submit COVID test results prior to moving into the residence halls. Specific instruction and information pertaining to this will be shared by the Division of Student Affairs & Enrollment Management.

### ***Randomized Testing for Students and Employees***

The University is commencing a randomized testing strategy for students and employees, administered in part by FAU Student Health Services and supported through contractual services. Participation is voluntary, and the test is free. The selection of individuals involves a weekly randomizes selection from students and employees and includes representation from all campuses.

### ***Health System Capacity***

As part of the University strategy, SHS has established protocols to actively monitor the capacity of the local health care system as the University increases operations. Daily data and reports on hospital capacities provide metrics concerning the healthcare systems capabilities and available resources in the University's immediate service area. As students and employees return in a more significant number, these metrics, along with internal systems, will be monitored closely to ensure the health care capacity is sufficient to handle increased caseloads.



# Contact Tracing

Contact tracing is under the authority of the Florida Department of Health (FDOH). The University has cultivated a collaborative relationship with FDOH and local county health departments to establish processes for how the University may function and assist in contact tracing & relative to community members. The University performs contact tracing internal to FAU in collaboration with the Department of Health who performs the contact tracing outside of the FAU community.

A concept through which contact tracing will be effective is framed through SHS. The ongoing coordination of these efforts with stakeholders and the broader health community is crucial to ensure the alignment of strategies to regularly monitor the status of the health environment of the campus.

SHS oversees university contact tracing for student and employee-related cases.

## Contact Tracing Software

To effect contact tracing practices properly, SHS will continue to use a web-based application to enhance the capability to track, monitor, isolate and report testing results. This technology provides robust case management and permits increase capability to:

- Contain the spread of the disease through effective monitoring and rapid response.
- Isolate positive cases or quarantine of close contacts, which can slow and stop the transmission.
- Force multiplier to allow resources to be directed where most needed.

## Student-Related Cases

SHS has established a Case & Contact Tracing Team with a priority of administering and managing all facets of the unit's function for contact tracing. Included as the administrative and operational responsibilities of the Case Contact Tracing Team is to:

- Communicate with newly diagnosed patients and their contacts.
- Collect and record information on symptoms.
- Update systems of quarantine/isolation statuses and other health status changes.
- Escalate clinical concerns to clinical personnel for further action, as indicated in the protocol.
- Provide patients and contacts with approved information about SHS quarantine/isolation procedures.
- Refer and schedule contacts to COVID-19 testing according to protocol.
- Verify the testing status of patients and contacts.
- Ensure that the testing results have been received and communicated to patients.
- Conduct virtual health visits for health clearances.
- If necessary, work with FAU Dean of Students Office to obtain class rosters to disseminate scripted notification about possible exposure and issue symptom monitoring information.
- If appropriate, liaison with FAU Housing and Residential Education about quarantine/isolation needs.
- If appropriate, refer to FAU Dean of Students Office for social resources, notify FAU HR about employee contacts.
- If appropriate, work with FAU Environmental Health & Safety for facility, classroom, building concerns.

All student-related cases are supported by others to ensure sick meals are provided and that the University works with the student to ensure they do not fall behind on academic studies and to make accommodations wherever needed.

## Employee-Related Cases

SHS will also be responsible for contact tracing for FAU employee-related cases and will work closely with HR as necessary to administer the program like the student program, some of the details are as follows:

- Employee or supervisor notifies SHS of a positive case. SHS collects and receives pertinent information regarding the employee and who they had been in close contact with.
- SHS contacts the impacted employee to make sure they are following isolation protocol.
- SHS gathers information released about whom the impacted employee had been in contact with and reaches out to those identified employees regarding testing and quarantine protocol. The time frame is contingent upon the last time of contact with the impacted employee and may extend to up to 14 days.
- SHS will contact HR with employee information for all isolations and quarantines. HR will reach out and assist employees with procedures around remote work feasibility and leave options available.
- SHS or HR will conduct frequent check-ins with employees who are in isolation and quarantine.
- SHS will conduct a medical clearance for all positive employee cases, prior to their return to the workplace.
- Employees who have been identified to having close contact with the impacted employee are able to return to work after their self-quarantine and have been symptom-free.
- Work-related cases are required to contact workers compensation (W/C) to file in which case W/C will take over and monitor. W/C shall keep HR informed along the way up to providing the University with the release to return to work.
- SHS will incorporate all positive cases and close contacts into the case and contact software for logging, tracing, and monitoring of employee cases and quarantines.

## On-Campus Quarantine & Isolation Plan

The University has evolved its COVID-19 On-Campus Quarantine Isolation Plan in support of the Spring 2021 Semester. The strategy is a guiding protocol should the need arise for an on-campus resident student to be quarantined or isolated on-site. Students who are required to quarantine or isolate will have resources made available to them to provide care, counseling, food services, and other services to include the ability to continue their studies. The University has the capability to isolate individuals into 112 spaces in Boca, and 12 spaces in Jupiter.

- **Medium Risk:** Student who has possible exposure based on close contact with a positive or presumed positive case of COVID-19 and exhibits no active symptoms. SHS will establish travel risk based [Current CDC Guidance](#) for exposures.
- **High Risk:** Students who are symptomatic and testing is warranted are diagnosed with COVID-19, OR they are given a diagnosis of presumptive positive. [Current CDC Guidance](#) for COVID-19 cases.

# Academic Program Delivery

The health and safety of students and employees has been of paramount concern for the university. While eager to provide students expanded on-campus instruction and enriching experiences, the university is committed to doing so in a safe and carefully planned fashion.

## **Academic Instruction & Delivery**

While still abiding by established protocols and public health guidelines, the goal for the Spring 2021 Semester is to offer at least one face-to-face or hybrid version of every course, so students have the opportunity to participate in person if they so choose. In certain degree programs, such as in Education or Nursing, in-person experiences will be required; instructional methods in these scenarios are labeled as “mandatory in-person.” In all other cases of in-person or hybrid classes, instructional methods are labeled as “in-person w/ remote option,” reflecting that classes are also available remotely for students who are unable to attend class meetings on any given day for whatever reason.

On-campus seats will continue to be limited to no more than 50 per section, with the rest attending remotely.

In the performing arts, the University acknowledges that student activities might involve projecting voices or using wind instruments that circulate a higher volume of respiratory droplets. In addition to strict distancing and masking requirements, these classes will take place primarily outdoors under temporary or permanent structures. Appropriate protocols are in place in case of emergency or inclement weather.

To enhance the quality of remote portions of various courses and degree programs, FAU has continued to expand its robust training and outreach programs. Instructors will have access to professional development opportunities to ensure an innovative and appropriately rigorous academic experience. More details on these resources are available at [www.fau.edu/keep-teaching](http://www.fau.edu/keep-teaching). Likewise, students will have expanded support services for working in remote environments, as described at [www.fau.edu/keep-learning](http://www.fau.edu/keep-learning).

## **Classroom Protocols**

### *Reducing Classroom Capacities*

The University has continued to rely on the following standards for classroom occupancy in Spring 2021. In every scenario, the university has reviewed and adjusted classroom setups to validate a minimum of 6-foot distancing between student stations.

- In-person classroom capacities are set to no more than 25% of regular capacity for rooms with moveable seating, including teaching labs, to provide for a minimum of 80 square feet per person.
- In-person classroom capacities are set to no more than 20% of regular capacity for rooms with fixed seating or equipment to provide for a minimum of 100 square feet per person.

### *Managing Classroom Flow*

For all classrooms, additional social distancing measures have been structured to ensure minimal contact, especially if desks cannot be located six feet apart from other desks. The CDC currently recommends institutions of higher education consider modifying classroom layouts by actively spacing desks apart or blocking off seats and rows so that six-foot distancing is mandatory. Furthermore, the Occupational Safety and Health Administration (OSHA) guidelines also encourage all workplaces to provide physical barriers, such as plastic or glass screens, or physical guides in areas where queuing or other congregating occurs. Numerous measures and concepts have been used the University and include but are not limited to staggering schedules to limit density in areas, developing mechanisms for students to rotate attendance between on-campus and remote learning to comply with reduced room capacities, as well as establishing other classroom-specific protocols.

Sufficient time should be allotted in between sessions to allow for disinfection of stations, high-touch areas, and shared workspaces. Class start and end times are strictly observed to discourage overcrowding in hallways. When appropriate, instructors are encouraged to release students up to 5 minutes early for each session, as long as the missed class time is made up another time or in another format.

### ***Lab-Specific***

Teaching labs are important opportunities to engage students. The institution will continue to strive to provide access to such in-person activities with strict physical distancing and appropriate face coverings.

Rotated, staggered lab sessions over multiple periods may be required. For instance, one 3-hour lab session may be replicated up to 4 times to cycle every student through.

Academic units will consider mitigating the loss of lab time by using recorded demonstrations, virtual simulations, at home kits, etc. without reducing the content or student outcomes. For example, some engineering fluids lab experiments or some basic chemistry lab experiences can be done at home with common household/kitchen items. Faculty should investigate if curricula of lab classes, particularly introductory lab classes, can be broadened to allow for qualitative assignments or experiences that are related more to concepts than specific techniques or instruments. Specifically, ACS.org, labster.com, and others have virtual chemistry, anatomy/physiology, biology, engineering, physics, and medicine desktop simulations for experiments such as pipetting, titrating, materials testing, PCR, spectroscopic techniques, and more, so that students can have a meaningful lab experience without physically using the instrument.

Students may analyze data and prepare the lab reports in groups, but they do not have to be in the lab together at the same time. Lastly, academic programs might consider assessing student learning outcomes related to prerequisite skills needed for subsequent coursework and adjust accordingly.

### ***Teaching lab protocols***

Faculty will clearly articulate the check-in and checkout/exit procedures. With respect to personnel movement, whenever possible, there should be a one-way traffic pattern. For check-in, the procedure should consider how students satisfy the entry protocol (e.g., symptom checks, PPE checks, hand sanitizing checks, etc.). There should be 6-foot markings at the entrance to allow for queuing safely. Door handles should be wiped with disinfectant in between each use, or else hands-free, motorized doorways should be explored. Once students have satisfied the entry protocol, students can file into the lab room with the first student assigned to the farthest station and proceeding to the nearest station to the door. Each student entering should be assigned a number to a lab station with all items pre-placed on the workspace.

During the lab, the traffic pattern should be clearly marked so that each student can move safely in between stations. If fume hoods are going to be used, they should be limited to one person at a time. Finally, an exit pattern should be established to allow for the first student who completes the lab work to be the first one out, and so forth, or another option could be for the student nearest to the door to be the first one out, such as with airplane disembarking. After each lab session, students should use wipes to disinfect their workspaces and then place the equipment and materials in the pre-lab position to prepare the experimental set up for the next group of students. The instructor or teaching assistants should verify that this is completed before initiating any student exit procedure.