



HARRIS-STOWE STATE UNIVERSITY

Fall 2021 Campus Re-Opening



As of August 9, 2021

Prepared by: The HSSU COVID-19 Task Force

HSSU COVID-19 TASK FORCE

Harris Stowe State University ("University") convened the HSSU COVID-19 Task Force made up of key representatives from each area within the University. The Task Force includes these members:

Dr. LaTonia Collins Smith, Interim President (*Co-Chair*)

Dr. Shawn Baker, Vice President of Student Success (*Co-Chair*)

Mr. Brice Dean, 2021-2022 SGA President Elect

Ms. Ra'Kel Dowell, Recruiting Coordinator

Ms. Romney Edwards, Director of Human Resources

Mr. James Fogt, Chief Innovation Officer

Ms. Dorianne Johnson, Director of Athletics

Dr. Ann Podleski, Professor of Mathematics and Chair of Mathematics and Natural Sciences

Mrs. Danielle Sullivan, Director of Health Services

Mr. Eric Sullivan, Director of Public Safety

Dr. Alandrea Stewart, Interim Vice President of Marketing and Communications

EXECUTIVE SUMMARY

Harris-Stowe State University has instituted a three-phased plan to transition back to campus safely and deliberately in the Fall 2020 and Spring 2021. Our highest priority is the health and safety of our students, faculty, and staff. In addition, we will do our best to ensure that students' academic progress continues, and students can achieve their goals.

Campus Re-Opening and Return-to-Campus Plan

Phase I- Campus Re-Opening (Implemented May 18, 2020)


Phase II- Summer 2020 Plan (Implemented May 18, 2020)

Phase III- Spring 2020 Plan (Implemented August 2020)

Phase IV- Spring 2021 (Implemented January 2021)

Phase V – Fall 2021 (Implemented August 2021)

The HSSU COVID-19 Task Force met twice a week to develop the multi-phase campus transition plan. Task Force members consulted local colleges and universities and participated in webinars and virtual conferences with city, state, and national organizations to learn best practices for



reopening campus. The Task Force also implemented Campus Climate Surveys, which were administered via email to students, faculty, and staff to solicit feedback to develop a plan focused on working to ensure the health and safety for all. Additionally, a COVID-19 Task Force website: <http://www.hssu.edu/CTFeedback> for faculty and staff to provide continuous feedback due to the fluid nature of this pandemic. The Task Force continues to meet weekly throughout the pandemic to evaluate the situation and determine whether any changes to the COVID-19 protocols are needed.

In charting a path forward amid the COVID-19 pandemic, the following strategies will serve as a guide for the University as it gradually reopens campus this Fall:

- Help maintain the health and safety of our students, faculty, and staff.
- Maintain open, accurate, and regular communications with faculty, staff, students, and the public.
- Provide flexibility for employees who are at an increased risk of becoming seriously ill from COVID-19 or live with family members who have such a risk.
- Emphasize social distancing, handwashing, increased sanitation, staying home when sick, and use of face mask.
- Be compassionate and flexible with faculty and staff.
- Monitor guidance and campus conditions and adjust plans and policies as needed.

By focusing on continuing our academic mission and preparing for the Fall 2021 semester, the University and Task Force remain committed to the HSSU COVID-19 Plan and updating the Plan and protocols as progress is made and as circumstances change.

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CAMPUS SAFETY STANDARDS

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In accordance with recommendations from the Centers for Disease Control (CDC), World Health Organization (WHO), State of Missouri, and City of St. Louis, HSSU will continue following health and safety practices until different guidance is provided by the above-mentioned organizations to do otherwise. While we realize these practices will not remove all risk, these combined efforts by all members of our campus community will help create a safer and healthier environment.

HEALTH AND SAFETY GUIDANCE

Social Distancing

Maintaining space between others is a best practice and will be required on-campus to avoid exposure to the COVID-19 virus and help prevent its spread. It is important to stay away from others whenever possible, even if you have no symptoms, because people can spread the virus before they know they are sick. Social distancing is especially important for people who are at higher risk of serious illness if they contract the virus. Individuals on campus should follow these social distancing practices:

- Stay at least six feet (about two arms' length) from other people, even when wearing a mask.
- There should be no more than 10 people in any workspace at any given time.
- Stay out of crowded places and avoid mass gatherings.

Face Masks

Face masks must be worn indoors by all individuals on campus at all times in public or common settings (e.g., shared workspaces, public areas, hallways, stairwells, elevators, meeting rooms, classrooms, campus outdoor spaces, and restrooms). If social distancing is possible, individuals working in offices that do not otherwise require masks may remove their masks while in such space. Masks are not required outdoors, but are encouraged outdoors in large groups when social distancing is not practicable.

Consistent use of face masks (also referred to as “masks” in this Plan) is important in minimizing risks of contracting the virus to the wearers and those around them. COVID-19 can be spread to others even if you do not feel sick. The face mask is not a substitute for social distancing.

Each faculty and staff member has been or will be provided with two face masks. Homemade cloth face masks that adheres to CDC and other public health recommendations may also be worn. A disposable mask must not be used for more than one day.

Gloves

Gloves are not necessary for general use and should not replace good hand hygiene. Washing your hands often with soap and water for at least 20 seconds is considered the best practice for common everyday tasks. Supervisors will provide instructions to faculty and staff they determine will need to wear gloves.

Goggles and Face Shields

Individuals are not required to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient. However, goggles and face shields may be necessary for some lab work. Faculty and staff will be notified in these instances.

Personal Disinfection

All faculty and staff should sanitize personal work areas upon arrival and departure each day and as the need arises. Additionally, faculty and staff are asked to wipe down commonly used surfaces after use. Before leaving any room in which you have been working or eating, it is recommended that you swab down all work or eating areas with the disinfectant that has been provided. This includes private workspaces or any shared-space locations or equipment (i.e., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.). Using a hand sanitizer that contains at least 60% alcohol is also effective after contacting commonly used surfaces.

Hand Washing

All individuals on campus are to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, using the restroom, blowing their nose, coughing or sneezing, or before and after eating.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. The University provides hand sanitizer at many locations throughout its buildings. When using hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Coughing and Sneezing

If you are in a private setting and not wearing your face mask, 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 percent alcohol.

GUIDANCE FOR ON-CAMPUS WORK

Individuals working in an open environment will be required to maintain at least 3 feet of distance from others. Staggering chairs or desks to achieve 3 feet of distance should be considered. Individuals should wear a mask at all times while in a shared workspace or room, except that employees at work stations are not required to wear a mask at their desks if they are socially distanced from co-workers in the shared workspace. It is recommended that everyone use his or her own computer, phone, headset, equipment, supplies, and not use colleagues' equipment.


The Facilities Department assesses open work environments, meeting rooms to institute measures to physically separate, increase distance between employees, and other co-workers such as:

- Place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Remove shared resources (e.g., community penholders and pens and magazines in main office areas).
- There should be no more than one person should be in the office unless the required minimum of 3 feet of distance can be consistently maintained. If more than one person is in a room, face mask should be worn at all times.

Masks must be worn by every person in a reception area and at all times in indoor, public spaces on campus (e.g., shared workspaces, public areas, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, and in restrooms).

Plexiglass and stanchion barriers with directional signage have been placed in high traffic service areas.

Restrooms



Restrooms are equipped with social distancing floor decals as needed and handwashing tips and reminders.

Elevators

Elevator usage has been reduced to no more than two individuals at a time. If you are using the elevator, wear your face mask and wash your hands or use hand sanitizer with 60% alcohol upon departing the elevator. Custodial crews wipe down elevator buttons more frequently during the day.

Meetings

Convening in groups carries a higher risk of viral transmission. Gathering sizes will be governed by university restrictions determined at each phase.

In-person meetings may be held, assuming individuals can still maintain 3 feet of separation for social distancing requirements and masks are worn. The Facilities Department will remove or rearrange chairs and tables (e.g., consider staggering seats) and provide COVID-19 occupancy signage in meeting rooms to support social distancing practices between attendees.

Gatherings

Gatherings are allowed, subject to local restrictions, the University's mask, and social distancing requirements. Events must be coordinated and pre-approved as set forth in the Events section of this Plan.



ACADEMICS

ACADEMICS

The HSSU Division of Academic Affairs remains committed to ensuring that all of our students receive a high-quality education. The goal is to enable students to stay on track academically in a way that works best in the current context and that maximizes flexibility. We will operate within the safety measures outlined and will be highly flexible to respond to a changing landscape. The plan is to reconvene with increased in-person courses and to continue indoor social distancing and mask wearing practices in the classroom.

CALENDAR CHANGES FALL 2020

Like many universities, HSSU will start the Fall semester as scheduled on Monday, August 23 and end December 11, 2021.

Fall 2021 Academic Schedule

*(Please note items in italics, **bold** with an * are changes to the academic schedule/calendar)*

8/20/2020 - 10/12/2020	Fall Session I Weekend Courses (first 8 weeks)
8/23/2020 - 12/11/2020	Fall Semester (16 weeks)
8/23/2020 - 10/09/2020	Fall Session I Weekday (first 8 weeks)
9/6/2020	No Class meetings in Observance of Labor Day
9/10/2020 - 9/11/2020	Fall Session I Weekend Midterms
9/15/2020 - 9/17/2020	Fall Session I Weekday Midterms
10/8/2020 - 10/09/2020	Fall Session I Weekend Finals
10/13/2020 -10/15/2020	Fall Session I Weekday Finals
10/09/2020 -10/15/2020	Fall Semester Midterms
10/11/2020 - 12/10/2020	Fall Session II Weekend (second 8 weeks)
10/15/2020 - 12/10/2020	Fall Session II Weekday (second 8 weeks)
11/5/2020 - 11/6/2020	Fall Session II Weekend Midterms

11/10/2020 - 11/12/2020	Fall Session II Weekday Midterms
11/23/2020	Last Day of On-Campus, In-person Courses*
11/23/2020- 12/12/2020	Classes will be conducted remotely*
11/24/2020 -11/27/2020	No Class Meetings in observance of Thanksgiving
11/12/2020	Last Day To Drop/Withdraw Fall Semester *
12/6/2020 - 12/11/2020	Fall Semester Finals for 16 weeks and second 8-week

CLASSES/TEACHING PLAN

A flexible academic model has been designed and adopted for planned delivery of classes. This is intended to support a mix of academic delivery formats that meet different student needs with regard to access, timely progression, and graduation. The model includes a mix of:

- Classroom (CL) face-to-face (F2F) instruction with physical distancing through reduced density, rotational attendance, and contingency plans to move online at any time.
- Hybrid blend (HB) mode of delivery including live F2F, synchronous, (including live streaming), and/or asynchronous sessions.

Is my course Synchronous or Asynchronous? Synchronous- “live” online meetings during designated days & times Asynchronous- meetings are online only, no live day/time requirements. If your course has days/time listed in one of these formats, assume you have synchronous meetings during indicated periods.

All instructors must be adaptable, flexible, and prepared to transition to an online instructional delivery that maintains the quality student learning outcomes of the course at any point in the semester, and shift completely online at any time. Developments in the COVID-19 pandemic require all HSSU faculty to have contingency instructional plans to meet the needs of your students in place, should we experience a resurgence, or you or one of your students become ill, or need to care for someone who is ill. Provide a copy of your backup plan to your chair/dean by September 1, 2021.

Faculty members will be required to comply with University protocols for face-to face interactions at all times, both inside and outside the classroom.

Back-up instructional assignments are to be confirmed in advance, should they become necessary. If a faculty member becomes ill and is unable to teach, the unit chairs/deans will be responsible for reassigning courses to other faculty or hire substitutes. Therefore, faculty backup plans to turn their course/assignments over to another faculty member are to be confirmed in advance, should they become necessary. All members of the HSSU community must accept personal responsibility for the well-being of themselves and others. In order to continue HSSU's high academic performance expectations in the delivery of quality education and student learning, and to ensure compliance with standards and principles of HLC and specialized accrediting agencies, instructional faculty will be provided expanded professional development opportunities to enhance their pedagogical skill set, ensure their familiarity with technology, tools, and techniques, and to consider alternative methods for assessing student learning outcomes.

Instructional Preparation, Design, Delivery and Communication

Faculty should verify their course modality – online, hybrid, or face-to-face – and ensure they have the tools and training to execute their learning goals. Faculty teaching in-person are encouraged to visit their room assignment to become familiar with technology and resources in their specific room. Be sure to complete Daily Symptom Scanner and comply with all current university policies for being on campus.

Meeting Times/Locations

If teaching a face-to-face or synchronous online session, dates and times of class sessions should be clearly included in your syllabus and posted to MYHSSU. In-person courses may consider a rotational schedule for maintaining distancing requirements and class size limitations, and such a schedule should also be included in this section. Links to online meetings, including Microsoft Teams and ZOOM sessions, should be clearly posted to the MYHSSU course. Be sure to consider the multiple time zones and locations from outside St Louis and the United States that students may be engaging from.

Attendance and Engagement

The University has the expectation that students attend class, and an instructor may require a specified level of attendance to successfully complete a course, or assign a portion of the final grade based on attendance and participation. Faculty must inform students of attendance expectations in the course syllabus. Instructors need to accommodate excused absences and be particularly flexible, given the COVID-19 pandemic. Hybrid, online, and other modes of delivery make it especially difficult to track attendance, and faculty should develop a system that works with their mode of course delivery. A student who is not attending class should be of concern

and should be followed up with through Student Success office mechanisms. Expectations for attendance and participation should be clearly communicated to students and course policies should encourage engagement through their assigned modality.

Office Hours

Each instructor is responsible for designating hours during which they will be available for office conference with student's In-person conference should be arranged for a larger room to maintain distancing protocols. Please work with your dean/chair to access division or college conference rooms. Faculty should arrange for virtual office hours and communicate to students the best ways to access these opportunities, e.g. by appointment, a scheduler, etc.

TEXTBOOK DISTRIBUTION AND RETURNS

Textbook distribution will take place August 16-September 15 for the Fall semester in Gillespie Residence Hall. Scheduling in-person book pick-ups will be coordinated with IT Services, Student Affairs, and the Book Supplier. Students will be provided with an online list of dates and times available to pick up their materials. All reservations will be limited to the maximum number of individuals who can safely socially distance within the distribution area. All textbook shipment deliveries and returns will be coordinated for students enrolled in online and virtual courses based for students living outside of a 100-mile radius to campus. This will also be an option for students who request delivery due to special circumstances.

To pre-order books go to the bookstore website hssubookstore.com, Click on "Textbooks" and "Look up by Student ID". Your Spring 2021 schedule should populate there for you to select your books. If you have questions, please call 314-340-5338 or email the bookstore@textbook-agent.com.

ADVISING

The Office of Academic Success Team will serve as the primary advisors for first-year and second-year students and other students as needed. Faculty Advisors will provide primary support to all professional level students who have declared a major and are in the third-year or higher in their degree completion. The Success Coaches and Faculty Advisors will continue to support academic progress and stand ready to meet with students. If for any reason the university has to move to a virtual environment students will be strongly encouraged to schedule an appointment. To schedule an appointment, you may contact the Office of Academic Success at 314-340-3307 or by email at academicsuccess@hssu.edu.

EDUCATION PROGRAMS

Student Teaching

Students eligible for student teaching will be placed Fall semester. Students will be expected to follow the safety guidelines that are in place for their assigned school districts.

Internships

Students enrolled in the internship course for the Fall will be contacted prior to the start of the semester to work on internship placement. Efforts will be made to secure internship sites based on student's area of interest. In the event that students are not able to secure a site or have concerns and issues, the instructor will identify alternate learning activities/projects that are research based. This will also include students that are out of town and taking classes online. Class meetings will be online utilizing Zoom platform since the class size is typically more than 25 students.

William L. Clay Early Childhood Center

The William L. Clay Early Childhood Center has developed an individual re-opening plan that is in alignment with federal, state, and local childcare guidelines. A copy of this plan is located in the Clay Center and is on file in the Office of Academic Affairs.

TECHNOLOGY

Computer Rentals for students and faculty

The computer loan program will continue. Registered students and full-time faculty can request a loaner computer for the Fall semester by completing an online request at: <http://www.hssu.edu/C19Tech>.

Zoom Accounts

Zoom accounts to be used for virtual learning will be made available for each full-time faculty and adjunct instructor scheduled to teach in Fall 2021. Deans will request accounts from IT for faculty members who need one.

Computer Labs

Computers will be rearranged in accordance with the recommended space for social distancing. The following Campus Computer Labs will be open for use:

- HGA 023

- Academic Resource Center
- Gillespie Residence Hall
- College of Education

Computer lab usage will be restricted to registered students, faculty, and staff use only. No campus visitors will be allowed to use campus computer labs until further notice. Face mask will be required in the labs. Computer lab stations will be cleaned after every use. Users are strongly encouraged to wipe equipment both before and after use.

LIBRARY SERVICES

The AT&T Library and Technology Center will re-open on Monday, August 23, 2021 for students only during normal hours of operation, which will be:

Monday through Thursday	7:45 am – 8:00 pm
Friday	7:45 am - 6:00 pm
Saturday	1:00 pm - 5:00 pm
Sunday	Closed

The telephone numbers to call for this assistance are (314) 480-4867 and (314) 480-4868, for the Circulation Desk.

ACADEMIC RESOURCE CENTER (ARC)

Tutoring/Academic Support

The Academic Resource Center will provide academic support in person in the Academic Resource Center Monday-Thursday from 8:00 am -8:00 pm and Friday from 8:00 am-2:00 pm. On-line tutoring support will be available 24/7 through the NetTutor platform. The online tutoring platform can be accessed through the myhssu.edu portal. The in-person professional and peer tutor schedules are available on-line at http://go.hssu.edu/rsp_content.cfm?wid=41&pid=268. The HSSU Professional and Peer Tutors will also make accommodations to provide on-line support as needed.


Please note: Seating and services in the ARC will follow University and CDC guidelines.

Testing Services

Testing will be available to students during the hours of the Academic Resource Center.

Monday-Thursday 8:00 am -8:00 pm

Friday 8:00 am -2:00 pm



Students must arrive no later than one hour before closing, to have a test administered.

ADA Services

ADA Services will be handled in-person by the Director of the Academic Resource Center. On an as needed basis, the arrangements will be made to meet virtually if required. ADA Services appointments can be scheduled by calling (314) 340-3650 or calling emailing bushd@hssu.edu.

TRAVEL - INTERNATIONAL AND DOMESTIC

All University-sponsored, connected or funded international travel by students, faculty, and staff is suspended. These restrictions are in effect until further notice. The decision will be updated based on the international, national, state, and local guidance. Given the uncertainty of the situation, faculty, staff, and students should be prepared to postpone (or cancel) any programs or work travel, or be prepared to transition to an alternative remote mode of delivery. Domestic travel for University purposes is strongly discouraged.



ENROLLMENT MANAGEMENT

ADMISSIONS

The Office of Admissions will continue to recruit new, returning, and transfer students through virtual and in-person activities as appropriate. These activities include high school and community college visits, high school counselor introductions, and small group campus tours, consistent with CDC guidelines and state and local requirements.

The Office of Admissions expects to provide admission presentations and campus tours to prospective students and families with less than 10 participants. Group visits with more than 10 participants will be provided information for a virtual admission presentation and campus tour.

OFFICE OF ADMISSIONS, REGISTRAR & FINANCIAL ASSISTANCE

The Office of Admissions, Registrar and Financial Assistance will assist students by telephone and email to maintain continuity and processes for students and the campus community. Staff from these offices may be reached via email or by phone at the following listings:

Office of Admissions	Admissions@hssu.edu	314-340-3300
Office of the Registrar	Registrar@hssu.edu	314-340-3600
Office of Financial Assistance	FinancialAssistance@hssu.edu	314-340-3500

All individuals visiting these offices will be required to wear a face mask. While waiting, stand on decals on the floor that signify three feet of distance from the person in front and behind or maintain appropriate physical distance from other people.



STUDENT LIFE

STUDENT LIFE

The Division of Student Affairs will continue the integration of learning, development of the whole student, and the life, mind, and body of the student beyond the classroom. Student Affairs advocates on behalf of student needs and concerns, upholds student rights and responsibilities, and builds a strong and just student community.

RESIDENTIAL LIFE AND HOUSING

The residence halls will resume regular occupancy in Fall 2021. Four suites on the first floor of Gillespie Hall will serve as isolation rooms in the event any housing students test positive for COVID-19 and will isolate and/or recover on campus.

Fall 2021 Move-In

Move-in will consist of 4 days leading up to the start of classes. We will move-in around 90 or less a day. Freshman will move in August 18, 19 (2 days). Returner Students will move-in August 20, 21 (2 days).

**There will be a 30 min GAP between every 2 hours to allow for cleaning*

Visitors

There will be no visitors allowed in the residence halls due to the uptick of COVID cases in the region.

Curb Side Check-in

Students would have to check in at Emerson Performing Arts Center. There students will receive/complete necessary paperwork, testing, and instructions to obtain room keys.

- Student and guest will then wait in que to be escorted to the back parking lot of Gillespie Hall via golf cart (Residential Life Student Staff/ HSSU Staff).
- Upon arrival, students will be tested for COVID-19, instructed to a specified location to unload their vehicle, and then move into their new home.
- Resident Assistant will be monitoring floors to ensure guests are leaving by the end of the student's move-in window.

Move-in Dates and Times

Freshman-Move-in: Wednesday, August 18-19, 2021	8:00a.m. - 3:00p.m.
Upperclassman-Move-in: Saturday, August 20-21, 2021	8:00a.m. - 3:00p.m.

The end of the semester move-out plan will be determined at a later date as it will depend upon the fluid nature of the pandemic.

DINING HALL PROCEDURES

All patrons visiting dining operations and picking up food will be required to wear a face mask. While standing in line, you should stand on decals on the floor that signify 3 feet of distance from the person in front and behind. Hands must be washed or sanitized prior to picking up food items in dining operations. Hand sanitizer stations will be placed at the entrance and throughout the dining hall area. You should touch only items you will be picking up and taking with you. Seating will be limited in dining locations to ensure physical distancing both at the table and while moving in the location.

STUDENT HEALTH AND COUNSELING

Wellness Center

The Wellness Center is committed to ensuring the safety and wellbeing of faculty, staff, students, and members of the campus Community. Thus, in response to the COVID-19 pandemic, the Wellness Center will take heightened precautions to promote wellness and mitigate the spread of the COVID-19 infection on campus and within the college community.

General Operations

- Only students with an appointment can be seen at the Wellness Center and wait in the lobby/waiting area of the Wellness Center. No visitors, friends, or others without an appointment will be allowed.
- Faculty and staff are asked to discontinue the practice of “walking” students to the Wellness Center.
- If faculty or staff are concerned about a student, they should call the Wellness Center first and the Wellness Center staff will offer guidance.
- Any employee, vendor, or contractor who is ill should not enter the Wellness Center building.
- Employees who are ill should not report to work and should contact their supervisor.
- All students who are scheduled for an appointment with the Wellness Center will undergo COVID-19 screening.
- Face mask are required and must be worn at all times by anyone (i.e. faculty, students, staff, and visitors) in the Wellness Center.
- All Wellness Center staff must wear surgical or procedure masks while working.

- Physical distancing (also referred to as social distancing) is required at all times in the Wellness Center. Individuals should not come within 3 feet of each other, with the exception of student patients who are being examined by SHS staff (e.g. the registered nurse [RN] and Nurse Practitioner [NP]).
- Seating and furniture in the Wellness Center lobby and offices will be reconfigured and marked to allow for social distancing.
- Hand hygiene is required upon entry to the building. Hand hygiene can be done using a 60% alcohol-based hand sanitizer or washing hands per CDC guidelines with soap and water for 20-30 seconds. If your hands are visibly dirty, wash them with soap and water.
- Proper cough/sneeze etiquette is required at all times in the Wellness Center. Proper cough/sneeze etiquette includes covering coughs and sneezing with a tissue, disposing of the tissue in a closed trash receptacle, and using adequate hand hygiene afterward.
- Students will monitor themselves for symptoms of COVID-19 listed by the CDC for 10 days prior to returning to campus. Students who develop symptoms of COVID-19 during this time should not return to campus. Instead, students should contact a healthcare provider for evaluation and guidance prior to returning to campus. Students can also use the CDC/Apple COVID-19 Screening Tool for here.
- All employees should refer to the HR Guidelines for Return to Work published by the Office of Human Resources (HR) for additional practices for preventing the spread of infection in the workplace and guidelines for health screening and self-monitoring for COVID-19 symptoms.

Cleaning and Disinfection

- EPA approved disinfecting products as indicated by the CDC will be used for disinfection in the Wellness Center.
- Additional time will be allotted per student appointment to allow for adequate cleaning and disinfecting between appointments.
- SHS staff will clean and disinfection exam rooms and patient care areas between student visits.
- Wellness Center administrative staff will clean and disinfect the lobby/waiting area between student visits.
- Counseling and Psychology Services (CAPS) counselors will clean and disinfect their office spaces between student visits.
- The Wellness Center building will close from 12 PM -1 PM to allow for adequate cleaning and disinfecting of the lobby, exam rooms, and patient bathroom by janitorial services.

- Janitorial Services will thoroughly clean and disinfect according to CDC guidelines areas and spaces in the Wellness Center used by students who have tested positive for COVID-19.
- Gloves should be worn while cleaning and disinfecting. Gloves should be disposed of after cleaning. Hands should be washed per CDC guidelines after cleaning and disinfecting.
- Wellness Center staff will clean and/or disinfect frequently touched surfaces before and after use and wash hands per CDC guidelines before and definitely after use of common areas in the building.
- Frequently touched areas include tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, and sinks.
- Wellness Center employees are responsible for cleaning and disinfecting their own office spaces. The University will supply disinfecting products.

Student Appointments

- Students will call the Wellness Center to schedule appointments with CAPS or SHS. Students with a positive COVID-19 screen will be referred to SHS for additional telephone triage and evaluation.
- An additional 15 minutes will be allotted per student appointment to allow for adequate cleaning and disinfecting between appointments.
- Students who have in-person, in-office appointments with SHS will wear a mask during the appointment.
- SHS staff will adhere to standard and droplet precautions and wear the appropriate PPE to conduct in-person student patient visits.

Students with Respiratory Symptoms

- Students who are experiencing respiratory, influenza-like illness (ILI), and COVID-19 consistent symptoms will undergo telephone triage with SHS staff before being scheduled for an appointment with the Wellness Center.
- SHS staff will determine if students need to be referred for COVID-19 testing and will coordinate the testing process.

Counseling and Psychology Services (CAPS)

- Scheduled student appointments with CAPS and the staff psychiatrist will be conducted via elemental health.

- In the case of urgent mental health conditions and mental health crises, telemental health will be used to the greatest extent possible to conduct these student appointments.
- In cases where CAPS appointments must be conducted in person, the student will undergo COVID-19 screening with a temperature check at the outset of the appointment. Both the CAPS counselor and the student must practice physical distancing and wear a mask during the encounter.
- CAPS counselors will adhere to standard and droplet precautions and don the appropriate PPE to conduct in-office, in-person visits.
- CAPS appointments may be cancelled or rescheduled at the discretion of the counselors.

COVID-19 Screening

- Screening is a process used to identify an undiagnosed disease or illness in an individual who does not have symptoms and appears healthy (WHO, n.d.). Because individuals with COVID-19 can be asymptomatic (lacking symptoms) and can still spread the disease, careful screening of the student population is central to identifying and containing potential infection.
- All students who are scheduled for telehealth or in-office appointments with CAPS or SHS at the Wellness Center will undergo COVID-19 screening by Wellness Center staff prior to the appointment time and/or at the time of the appointment.
- Screenings will be conducted via telephone/telehealth modalities to the greatest extent possible. Temperature screenings will occur in person using no-contact thermometers for students who are unable to measure their temperature.
- Wellness Center staff will conduct COVID-19 screening using symptoms and guidelines set forth by the CDC, and or the CDC/Apple COVID-19 Screening Tool.
- A screening will be considered positive if the student has a fever; or, if the student responds “Yes” to any question on the screening tool.
- If the CDC/Apple COVID-19 Screening Tool is being used for screening, the staff member should follow the guidance provided by the tool to determine if the screening is positive. This information will be provided.
- Students who screen positive will be referred to SHS staff for telephone triage and further evaluation prior to being scheduled for an appointment.
- If the student is scheduled for a telemental health visit, that visit can be conducted virtually at the discretion of the CAPS counselor as long as the student is not exhibiting signs of medical emergency (i.e. chest pain, shortness of breath, altered level of consciousness, etc.). The student must follow up with SHS immediately following the telemental health visit.

- After returning to campus, all students will continue to self-monitor for symptoms of COVID-19 daily for the duration of the academic year, and during summer sessions that take place on campus. Students who develop symptoms of COVID-19 during this time should call the Wellness Center or a healthcare professional immediately for further evaluation and guidance.
- A limited supply of thermometers will be made available in the residential halls for students to monitor temperatures.
- During the academic year, any student who screens positive for COVID-19 will be instructed to self-isolate and will be referred for COVID-19 testing as indicated by SHS staff. Refer to the Communicable Disease Policy for guidelines on self-isolation.
- During the academic year, any student who is asymptomatic, but has been exposed to COVID-19 will be instructed to self-quarantine and will be referred for COVID-19 testing as indicated by SHS staff. Refer to the Communicable Disease Policy for guidelines on self-quarantine.
- Students and their parents/guardians/families are strongly urged to consult with the healthcare providers regarding personal medical conditions prior to returning to campus in any capacity. Personal health conditions may increase the risk of contracting COVID-19. Students with medical conditions that place them at increased risk for contracting COVID-19 should complete the Student COVID-19 Self-Report Form and not return to campus until cleared to do so by their healthcare provider and the Wellness Center.
- Medically vulnerable or high-risk students include (but is not limited to) those who are immunocompromised with “...asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, and morbid obesity” (ACHA, 2020, p. 9).
- Wellness Center employees should self-monitor for symptoms of COVID-19 and follow guidelines as outlined in the Guidelines for Return to Work published by HR.

COVID-19 Testing

- The Wellness Center will collaborate with the nearby hospitals and local urgent care centers to facilitate prompt testing and quarantine or isolation of students experiencing COVID-19 symptoms.

Reporting Illness, Exposure or Positive COVID-19 Results

- Positive COVID-19 cases on campus will be reported immediately to the St. Louis City Health Department for further guidance.

Student Reporting

- Students who develop symptoms of COVID-19 must immediately contact the Wellness Center via telephone. If students are experiencing symptoms of COVID-19, they should not go to the Wellness Center in person unless instructed to do so by the University's Registered Nurse or Nurse Practitioner.
- Students who have been ill with COVID-19, exposed to someone who is or was ill with COVID-19, or have been instructed by a healthcare provider to self-quarantine or self-isolate due to COVID-19 should remain in their dorm room and not report to class or use shared/public spaces on campus. These students should promptly contact the Wellness Center for guidance.
- SHS staff will provide case management and daily monitoring for all students experiencing COVID-19 symptoms, who have tested positive for COVID-19, or who have been quarantined or isolated following COVID-19 exposure or symptoms.
- SHS staff will provide case management and monitoring in collaboration with the Wellness Center Medical Director, CAPS, local and state public health officials, and Residence life to ensure that students' wellness needs are being met.

Isolation and Quarantine

- Residential students who are asymptomatic but have been exposed to COVID-19 will self-quarantine for 10 days in their dorm room and will monitor and report symptoms to SHS staff. Commuter students will self-quarantine off campus. If the student is fully vaccinated SHS will refer to CDC guidelines.
- Additionally, students who receive notification from public health officials (state or local) that they have been in close contact with a confirmed case of COVID-19 will self-quarantine for 10 days. If the student is fully vaccinated SHS will refer to CDC guidelines.
- Close contact is considered when someone is within 6 feet of someone who has COVID-19 for a total of 15 minutes or more, starting from 2 days before symptoms appear.
- Anyone that is waiting on test results need to isolate. Anyone that is a close contact needs to quarantine. If someone is displaying symptoms, they need to reach out to Health Services to be evaluated. If the student is fully vaccinated SHS will refer to CDC guidelines.
- Guidelines set forth by the CDC and the Department of Health will be used to determine when students can end quarantine or isolation periods.

Contact Tracing

- Contact tracing will be conducted to identify on-campus contacts of HSSU employees or students who are positive (presumptive or confirmed) for COVID-19.
- The Wellness Center administrative staff and/or Human Resources will conduct contact tracing in collaboration with St. Louis City Department of Health.

STUDENT GATHERINGS AND CO-CURRICULAR ACTIVITIES

The Office of Student Engagement will encourage student organizations to have meetings via Zoom and Microsoft Teams if possible. Approved student events will require students to RSVP prior to event and only allow the designated occupancy for that particular event space.

Students will be required to wear face masks and practice social distancing at locations where student gathering or have co-curricular activities. Approved student events will require students to RSVP prior to event and only allow the designated occupancy for that particular event space. Non-HSSU students will not be allowed to participate in events due to COVID-19.

CAMPUS BOOKSTORE/RETAIL


The campus bookstore located in the Gillespie Student Center hours of operation will be 8:30 a.m. to 5:00 p.m. All patrons visiting the campus bookstore are required to wear a face mask, follow directional signage and stand on decals signifying three feet of distance from the person in front and behind while in line. Detailed information regarding textbook distribution and collection for the semester is outlined in the Academics section.

ATHLETICS

The Athletic Department will operate within the federal, State, City of St. Louis, and NAIA guidelines and make the following adjustments to ensure student athletes have the best experience possible. Below is a brief overview of HSSU Athletics Covid-19 operating procedures. For a more detailed information, please visit www.hornetathletics.com.

Spectators at Contest

Spectators will be allowed at HSSU athletic events. Spectators are required to wear masks and participate in a COVID-19 screening (including responding to questions and a temperature



check) before entering the event. The University reserves the right to decline entry to individuals who do not comply with these requirements or who do not pass the COVID-19 screening. Spectators will be expected to socially distance during all indoor and outdoor athletic events.

Game Day Operations

- All essential personnel for the home and visiting team must be screened before entering the playing facility.
- Face masks will be mandatory for game day personnel.
- Frequently touched areas will be sanitized regularly.
- All game day staff and officials will be screened prior to entering each venue.



INFRASTRUCTURE

CAMPUS SAFETY

The Department of Public Safety is committed to providing and maintaining a safe working environment for all students and employees by protecting the campus community. DPS will follow the training and law enforcement powers based on the industry standard. DPS will assist as needed with the enforcement of all applicable criminal statutes and other state and county requirements.

TRANSPORTATION

Drivers will:

- Clean the shuttle bus interior no less than twice daily.
- Ensure that no more than 6 riders are on the shuttle at a time.
- Check the riders Student ID's.
- Remind riders to socially distance themselves.
- Wear masks at all times and wash their hands during breaks.

Students/riders will:

- Not ride the shuttle without a face mask.
- Social distance and sit one person to a row.
- Will not utilize the row directly behind the driver.
- Will present a valid student ID upon entry to the bus and before sitting down.

Drivers will be provided with cleaning supplies and a department-issued radio to communicate with dispatch in the event an individual refuses to adhere to the guidelines.

FACILITIES MANAGEMENT

Enhanced cleaning protocols are in place on campus for high-risk and high-touch areas, such as door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces, and elevator buttons. Increased cleaning will be performed in restrooms and in common areas. Hand sanitizer dispensers will be placed (and routinely filled) at entrance and exit points in the buildings on campus, as well as near elevators and other strategic points throughout the campus.

If an individual in a building tests positive for COVID-19, the spaces used by the positive person will be deep cleaned based on CDC protocols and will be accessible once sanitized.

A detailed COVID-19 operations plan has been prepared by the cleaning service vendor and is on file in the Business Office.

EVENTS

The University's goal is to reduce the number of people on campus, including visitors.

HSSU will adhere to special guidelines for campus events when on-campus instruction begins. The following are the guidelines for campus events occurring in Spring 2021 under guidelines consistent with recommendations from public health officials, including the Centers for Disease Control and the City of St. Louis Department of Public Health.

As of March 5, 2021, the University will allow campus events at 25% capacity. Campus events include in-person gatherings on campus involving students, staff, faculty and members of the public. This form should NOT be used to register meetings that take place during the normal course of business.

The University has outlined the following steps to ensure that COVID-19 policies and procedures are adhered to during campus events. Coordinators of campus events will:

1. Pick an appropriate room with adequate space for anticipated attendees.
2. Register your event on the University's website:
http://go.hssu.edu/rsp_content.cfm?wid=82&pid=1921.
3. Complete the event registration form to include your meeting room location, room number, and capacity limits.
4. Complete a full description of the event and COVID-19 precaution measures that will be implemented during the event.
5. Submit your registration form to EVENTS online at least two weeks in advance.
6. Require advance registration in order to attend the event.
7. Remove your event registration link once capacity is reached.
8. Send event registration list to events 3 days prior to the event. Email list to events@hssu.edu. No last-minute name change can be made unless approved by Events.
9. Make sure your meeting space has adequate sanitization supplies to include hand sanitizer, wipes, mask, etc. Please coordinate with the Facilities department to receive sanitation items one week before your event.
10. Take attendance of all attendees at your event. Your attendance sheet must include their name (first and last), student id number (if applicable), and cell phone number and if they are a campus resident.

11. Plan for and conduct temperature checks upon arrival for all attendees. Please coordinate with the Events department (via email at events@hssu.edu) one week before your event to receive temperature checkers for your event.
12. Monitor attendees throughout the duration of your event and ensure attendees are at least six feet apart at all times.
13. Require attendees to properly wear a mask throughout the duration of your event.
14. If you are notified of a student-testing positive for COVID-19 after your event, immediately report the case to Nurse Sullivan (via email at healthservices@hssu.edu) and Dr. Baker (via email at bakers@hssu.edu). If you are notified of an employee-testing positive for COVID-19 after your event, immediately report the case to Human Resources (via email at hr@hssu.edu).

We must all continue to do our part to help ensure the well-being of our campus community, including by following this process. Events that do not comport with this process are subject to cancellation. If you have any questions or concerns, feel free to contact Events by email at events@hssu.edu or by phone 314-340-3506.



HUMAN RESOURCES

HUMAN RESOURCES

The University phased in a return of faculty, staff, students, and visitors in a coordinated process in preparation for the Spring 2021 semester to ensure appropriate physical distancing, availability of protective gear, and compliance with federal and state guidelines for COVID-19. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. These efforts will be coordinated in consultation with the HSSU COVID-19 Task Force to mitigate potential risks and ensure the safety of our campus community and the other communities we serve. Some jobs must continue to be performed on campus without interruption to keep the campus safe and healthy.

COVID-19 RELATED ILLNESS AND EXPOSURE PROCEDURES

The following procedure will apply for all full and part-time employees, student workers, and visitors. If you are at home and not feeling well, stay home and notify your immediate supervisor as soon as possible. Refrain from leaving messages with other employees or departments, and instead contact your supervisor or Human Resources as an alternative.

- You should seek medical attention through your healthcare provider or an urgent care facility.
- If you are at your campus office and become ill with any COVID-19 symptoms, notify your supervisor and Human Resources and leave the office.
- In order to return to work, bring a note from your health care provider authorizing your return to work as requested by Human Resources.
- If you are diagnosed with COVID-19 or are notified you have been in contact with someone who tested positive, please notify your supervisor and Human Resources immediately and do not return to the campus. Human Resources will provide guidance on next steps, including whether and for how long you need to remain off campus. Employees may work remotely during a quarantine period if approved by their supervisor and they are well enough to do so.

DAILY HEALTH SCREENINGS

Daily temperature checks and completion of a confidential individual health questionnaire will be required for all full and part-time employees and student workers who will be on campus, unless the individual has obtained a pre-check pass from the University. An individual with a pre-check pass is still expected to check-in and obtain a wristband from the University each day he or she is on campus.

Completed questionnaires and temperature readings will be submitted electronically to Human Resources for tracking each day. Individuals with a temperature greater than or equal to 100.4 will be asked to leave campus and follow the COVID-19 related illness and exposure procedures outlined above.

Change
HAPPENS HERE