

---

# **Harris-Stowe State University**

## ***Fall 2020 Campus Re-Opening***

## ***Spring 2021 Return-to-Campus Plan***



As of March 8, 2021

Prepared by: The HSSU COVID-19 Task Force

---

## HSSU COVID-19 TASK FORCE

Under the leadership of Dr. Corey S. Bradford Sr., Harris Stowe State University ("University") convened the HSSU COVID-19 Task Force made up of key representatives from each area within the university. The following is a list of the current Task Force members:

Dr. LaTonia Collins-Smith, Provost and Vice President of Academic Affairs (*Co-Chair*)  
Dr. Shawn Baker, Vice President of Student Success (*Co-Chair*)  
Ms. Dallyn Beverly, 2020-2021 SGA President Elect  
Ms. Ra'Kel Dowell, Recruiting Coordinator  
Ms. Romney Edwards, Interim Director of Human Resources  
Mr. James Fogt, Chief Innovation Officer  
Ms. Dorianne Johnson, Director of Athletics  
Ms. Desiree Peri, General Counsel and Chief Compliance Officer  
Dr. Ann Podleski, Professor of Mathematics and Chair of Mathematics and Natural Sciences  
Dr. Alandrea Stewart, Executive Director of Marketing and Communications  
Mrs. Danielle Sullivan, Director of Health Services  
Chief Eric Sullivan, Interim Director of Public Safety  
Mr. Melvin Williams, former Director of Campus Safety  
Mr. Tahir Younas, Chief Information Officer

## 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. Also, 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 on May 18, 2020*)

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

Phase III- Spring 2020 Plan (*Implemented on August 2020*)

Phase IV- Spring 2021 (*Implemented on January 2021*)

The HSSU COVID-19 Task Force met twice a week to develop the three-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.

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 Spring:

- 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 Spring 2020 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. For those reasons and to account for the ongoing impacts of COVID-19 on higher education and our communities in early 2021, the plan is updated in significant part in December 2020 to reflect the University's COVID-19 plan for Spring 2021 semester, which is referred to in this plan as Phase IV.

---

## TABLE OF CONTENTS

### Section I: Re-Opening Safety Plans

<b>CAMPUS SAFETY STANDARDS</b> .....	<b>7</b>
Health and Safety Guidance.....	<b>7</b>
Guidance for On-Campus Work.....	<b>8</b>

### Section II: Operation Plans

<b>ACADEMICS</b> .....	<b>12</b>
Calendar/Schedules.....	<b>12</b>
Classes/Teaching Plan.....	<b>13</b>
Class Size and Classroom Modifications Necessary for Social Distancing.....	<b>14</b>
Textbook Distribution/Collection.....	<b>14</b>
Advising.....	<b>15</b>
Education Programs (Student Teaching, Internships).....	<b>15</b>
William L. Clay Early Childhood Center.....	<b>15</b>
Technology.....	<b>15</b>
Library.....	<b>16</b>
Academic Resource Center.....	<b>16</b>
Accessibility and Accommodations.....	<b>17</b>
International and Domestic Travel.....	<b>17</b>
 <b>ENROLLMENT MANAGEMENT</b>	
Admissions.....	<b>19</b>
Registrar.....	<b>19</b>
Financial Assistance.....	<b>19</b>
 <b>STUDENT LIFE</b>	
Residence Life and Housing.....	<b>21</b>
Dining Procedures.....	<b>22</b>
Student Health and Counseling.....	<b>22</b>
General Operations.....	<b>22</b>
Cleaning and Disinfection.....	<b>23</b>
Student Appointments.....	<b>24</b>
Student with Respiratory Symptoms.....	<b>24</b>
Counseling Services.....	<b>24</b>
Student Health Services.....	<b>25</b>
COVID-19 Screening.....	<b>25</b>
COVID-19 Testing.....	<b>26</b>
Reporting Illness, Exposure or Positive COVID-19 Results.....	<b>27</b>

Student Reporting.....	27
Isolation.....	27
Quarantine.....	27
Contact Tracing.....	28
Student Gatherings and Co-Curricular Activities.....	28
Campus Bookstore.....	28
Athletics.....	30
Spectators at Contest.....	30
Game Day Operations .....	30

**INFRASTRUCTURE**

Campus Safety.....	32
Transportation.....	32
Parking.....	32
Facilities Management/Maintenance.....	32
Cleaning Services.....	32
Events.....	32

**COMMUNICATIONS**

Announcement /Timeline.....	34
Contingency Plan.....	36

**HUMAN RESOURCES**

Working Options for Staff.....	39
COVID-19 Illness/ Exposure Procedures.....	40
Employee Health and Safety.....	40

---

# **CAMPUS SAFETY STANDARDS**

---

## **CAMPUS SAFETY STANDARDS**

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 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.

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 6 feet of distance from others. Staggering chairs or desks to achieve 6 feet of distance should be considered.

Individuals should wear a mask at all times while in a shared workspace or room. It is recommended that everyone uses their own computer, phone, headset, equipment, and supplies, and not use colleagues' equipment.



---

The Facilities Department assesses open work environments and meeting rooms to institute measures to physically separate and 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 through-ways to increase distance between employees moving through the space.
- Remove shared resources (e.g., community pen holders 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 6 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 on campus in a public setting (e.g., shared workspaces, public areas, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, campus outdoor spaces, 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.

Meetings should generally be held using online collaboration tools (e.g., Zoom). In-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for social distancing requirements. 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. Everyone is encouraged to

---

communicate with colleagues and supervisors as needed by email, telephone or other technology such as Zoom or Microsoft Team meetings.

***Gatherings***

In Phase I, gatherings are not allowed. In Phase II, gatherings of no more than 10 people are allowed as long as social distancing can be maintained, a room can contain less than 50 percent of its capacity, and safety protocols (i.e.,) are followed. Changes to gathering size restrictions will be communicated as federal, state, and local authorities provide guidance for such.

---

# 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 some in-person courses and with a modified calendar and schedule in the Spring that will be subject to government health directives.

### **CALENDAR CHANGES FALL 2020**

Like many universities, HSSU will start the Fall semester as scheduled on Monday, August 24 and end the on-campus presence on Friday, November 20. This is just before Thanksgiving. In order to reduce public health risks by sending students home and not bringing them back, campus presence for the Fall semester will end early. The last 3 week of classes, study periods and finals would be conducted remotely.

### **FALL 2020 ACADEMIC SCHEDULE**

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

- 8/21/2020 - 10/10/2020 Fall Session I Weekend Courses (first 8 weeks)
- 8/22/2020 - 12/12/2020 Fall Semester (16 weeks)
- 8/24/2020 - 10/16/2020 Fall Session I Weekday (first 8 weeks)
- 9/7/2020 No Class meetings in Observance of Labor Day
- 9/11/2020 - 9/12/2020 Fall Session I Weekend Midterms
- 9/14/2020 - 9/18/2020 Fall Session I Weekday Midterms
- 10/9/2020 - 10/10/2020 Fall Session I Weekend Finals
- 10/12/2020 -10/16/2020 Fall Session I Weekday Finals
- 10/12/2020 -10/17/2020 Fall Semester Midterms
- 10/16/2020 - 12/12/2020 Fall Session II Weekend (second 8 weeks)
- 10/19/2020 - 12/11/2020 Fall Session II Weekday (second 8 weeks)
- 11/6/2020 - 11/7/2020 Fall Session II Weekend Midterms
- 11/9/2020 - 11/13/2020 Fall Session II Weekday Midterms
- 11/20/2020 Last Day of On-Campus, In-person Courses\*
- 11/23/2020- 12/12/2020 Classes will be conducted remotely\*
- 11/25/2020 -11/27/2020 No Class Meetings in observance of Thanksgiving
- 12/4/2020 Last Day To Drop/Withdraw Fall Semester \*
- 12/7/2020 - 12/12/2020 Fall Semester Finals for 16 weeks and second 8-week

---

## **CALENDAR CHANGES SPRING 2021**

HSSU will start the Spring semester one week later than originally scheduled on January 11, 2021. The Spring semester will start on January 19, 2021. In-person study will begin on February 1, 2021. There will be no Spring Break because the students are starting the Spring semester one week later to try to slow the spread of COVID-19.

## **SPRING 2021 ACADEMIC SCHEDULE**

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

- 1/15/2021- 3/5/2021 Spring Session I Weekend Courses (first 8 weeks)
- 1/18/2021 No Class meetings in Observance of Dr. Martin Luther King Jr.
- 1/19/2021- 5/8/2021 Spring Semester (16 weeks)
- 1/19/2021- 3/12/2021 Spring Session I Weekday (first 8 weeks)
- 2/5/2021 – 2/6/2021 Spring Session I Weekend Midterms
- 2/8/2021- 2/12/2021 Spring Session I Weekday Midterms
- 2/15/2021 No Class meetings in Observance of President’s Day
- 3/5/2021-3/12/2021 Spring Semester Midterms
- 3/5/2021-3/6/2021 Spring Session I Weekend Finals
- 3/8/2021-3/12/2021 Spring Session I Weekday Finals
- 3/12/2021-5/8/2021 Spring Session II Weekend Courses (second 8 weeks)
- 3/15/2021-5/7/2021 Spring Session II Weekday (second 8 weeks)
- 4/1/2021-4/3/2021 No Class meetings in Observance of Official University Holiday
- 4/5/2021-4/9/2021 Spring Session II Weekday Midterms
- 4/9/2021-4/10/2021 Spring Session II Weekend Midterms
- 4/9/2021 Last Day to Drop/Withdraw Spring Semester
- 5/3/21-5/8/2021 Spring Semester Finals for 16 weeks and second 8-week

## **CLASSES/TEACHING PLAN**

The goal is to continue to provide high quality, student centered instruction and have the flexibility to maintain social distancing within classroom environments. For example, dividing a class into smaller groups for face-to-face meetings concurrently with on-demand virtual instruction. All courses will include some format of virtual learning in the event there is a campus closure due to the pandemic. The contingency plan will be to continue the courses virtually and online. Courses will be delivered in the following formats:

A. **Traditional-online**-distance learning and consists of taking classes via the internet. Students will attend class sessions remotely and complete assignments at their convenience by the instructor guidelines and assigned deadline.

---

B. **Virtual-online**-distanced education, wherein the instructor and students interact with each other via Zoom Meetings. This online mode of distanced learning allows instructors and students to interact with each other in real-time at a specific scheduled time.

**Example: If a class is scheduled for M/W/F at 9:00 am – 9:50 am, it is expected that the Zoom meeting is scheduled for that specific time and that the course interaction is taking place at that time.**

C. **Hybrid/Blended**, at least 50% is virtual-online at specific time or traditional online (time not specified) with the remaining at a specific time in person for some students. Possibly other students would not be physically present on campus but will video conference with students on campus and with the faculty.

### **CLASS SIZE AND CLASSROOM MODIFICATIONS NECESSARY FOR SOCIAL DISTANCING**

The Facilities Department will remove and/or rearrange chairs and tables (e.g., consider staggering seats) and provide COVID-19 occupancy signage in classrooms to support social distancing practices. Seating will be limited based upon the COVID-19 occupancy guidelines for courses with an in-person component.

### **TEXTBOOK DISTRIBUTION AND RETURNS**

#### **Fall 2020**

Textbook distribution will take place August 10-September 14 for the Fall semester in the Dwaun J. Warmack Conference Center. 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 50-mile radius to campus. This will also be an option for students who request delivery due to special circumstances.

#### **Spring 2021**

Textbook distribution will begin Monday January 4, 2021 for pre-packaged books for pickup for the Spring semester in the Dwaun J. Warmack Conference Center. To pre-order books, go to the bookstore website [hssubookstore.com](http://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 at [hssubookstore@textbook-agent.com](mailto:hssubookstore@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 by telephone, email, or through video chat technology. Students are 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](mailto:academicsuccess@hssu.edu).

## **EDUCATION PROGRAMS**

### ***Student Teaching***

Students eligible for student teaching will be placed Spring 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 Spring will be contacted in December 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 Spring 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 Spring 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 020
- 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, January 11, 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 library will provide curbside pickup for any requests for books. The telephone numbers to call for this assistance are (314) 480-4867 and (314) 480-4868, for the Circulation Desk. They can also call Victor Allen at (314) 340-3627, Steven Holland at (314) 340-3526, or Linda Orzel at (314) 340-3624. Curbside pick-up will be located behind the library at the intersection of Garrison Street and Laclede Avenue. Materials can be returned to the library book return bin in front of the library.

## **ACADEMIC RESOURCE CENTER (ARC)**

### ***Tutoring/Academic Support***

All tutoring support will be provided on-line by all University Professional and Peer Tutors using the Upswing platform ([hssu.upswing.io](http://hssu.upswing.io)). A schedule will be provided with on-line and in person hours and days. In-person support will be provided by appointment only (to accommodate appropriate social distancing guidelines). Seating in the ARC will be clearly marked to accommodate social distancing guidelines.

### ***Testing Services***



---

Testing will be scheduled by appointment only in the Testing Center to accommodate appropriate social distancing guidelines. On-line Accuplacer, HISET testing and Major Field Test for Business (Proctor U) and Biology (ETS) will be offered on-line and in person by appointment. A syllabus statement will be provided for all instructors to address the changes in procedures.

### ***ADA Services***

ADA Services will be provided to all students virtually. The ADA Coordinator will be available electronically to address the following:

- Sending Faculty Notification Letters regarding student accommodations.
- Meeting and consulting with students regarding services.

### **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**

---

## **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	<a href="mailto:Admissions@hssu.edu">Admissions@hssu.edu</a>	314-340-3300
Office of the Registrar	<a href="mailto:Registrar@hssu.edu">Registrar@hssu.edu</a>	314-340-3600
Office of Financial Assistance	<a href="mailto:FinancialAssistance@hssu.edu">FinancialAssistance@hssu.edu</a>	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 six 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**

All housing students will reside in single bed suites, and there will be one student in designated double bedrooms to ensure social distancing. Four suites on the first floor of Gillespie Hall will serve as isolation rooms in the event any housing students test positive for the virus and will isolate and/or recover on campus.

### ***Fall 2020 Move-In***

Move-in will consist of 5 days leading up to the start of classes. We will move-in around 160 or less a day. Freshman will move in August 19, 20 (2 days). Returner Students will move-in August 21, 22, 23 (3 days).

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

### ***Spring 2021 Move-In***

Move-in will occur over the 2 days leading up to the start of classes. We will move-in around 190 or less a day January 15th, and 16th (2 days). Each student will sign-up for testing and must adhere to the strict time frame during which they can be tested for Covid-19 and move-in.

### ***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, then will be instructed to the location to unload their vehicle and move student in 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**

Move-in: Friday, January 15, 2021                      9:00a.m. - 6:00p.m.

Move-in: Saturday, January 16, 2021                9:00a.m. - 6:00p.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 6 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.

A detailed COVID-19 operations plan has been prepared by the food service vendor and is on file in the Division of Student Affairs.

## **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***

- There will be no visitors to the Wellness Center until further notice.
- 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.
- No walk-ins until further notice due to COVID-19 in order to ensure the safety of students, faculty, and staff.
- All students who are scheduled for an appointment with the Wellness Center will undergo COVID-19 screening.

- 
- Face masks 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.
  - Student Health Services (SHS) staff will wear N95 masks and full personal protective equipment (PPE) as indicated by the clinical encounter.
  - Physical distancing (also referred to as social distancing) is required at all times in the Wellness Center. Individuals should not come within 6 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 14 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 disinfect 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. Disinfecting products will be supplied by the University.

### ***Student Appointments***

- Students will call the Wellness Center to schedule appointments with CAPS or SHS. Students will complete COVID-19 screening prior to being scheduled for an appointment. 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.

### ***Student Health Services (SHS)***

- Telehealth modalities will be used as often as possible to conduct triage, routine visits, and education for SHS.
- When appropriate, the most current edition of the following resource will be used while conducting telephone triage: Telephone Triage Protocols for Nurses by Julie Briggs

### **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.

- 
- All students will monitor themselves daily for symptoms of COVID-19 listed by the CDC for 14 days prior to returning to campus. Students who develop symptoms of COVID-19 during this time should not return to campus. Instead, students should call a healthcare provider for evaluation and guidance prior to returning to campus. Students can also use the CDC/Apple COVID-19 Screening Tool for free.
  - 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 partner 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 14 days in their dorm room and will monitor and report symptoms to SHS staff. Commuter students will self-quarantine off campus.
- 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 14 days.
- 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.
- The Communicable Disease Policy will be implemented for residential students who are placed in self-quarantine and self-isolation.
- 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.
- Contact tracing will be conducted by the Wellness Center administrative staff and/or Human Resources 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. 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 six 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

---

## **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](http://www.hornetathletics.com).

### **NO SPECTATORS AT CONTEST**

Spectators are not currently permitted at HSSU athletic events.

### **GAME DAY OPERATIONS**

Only ESSENTIAL PERSONNEL will be permitted. Essential personnel is defined as staff who are required to report to their designated work location to ensure the operation of essential game day functions.

- All essential personnel for the home and visiting team must be screened before entering the playing facility.
- Face masks will be mandatory for gameday staff/essential personnel.
- Frequently touched areas will be sanitized regularly.
- All gameday 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. 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.

The University's COVID-19 Campus Events Registration Procedure found at [http://go.hssu.edu/rsp\\_content.cfm?wid=82&pid=1045](http://go.hssu.edu/rsp_content.cfm?wid=82&pid=1045) details the steps that the event facilitator and others involved in the event must follow to ensure that the event is conducted in a manner consistent with the University's COVID-19 protocols.

---

# COMMUNICATIONS

---

## COMMUNICATIONS

Delivering the University's plan and providing updates to the campus community in an effective, consistent and empathic manner will help build trust and understanding of how the University plans to navigate the pandemic and still achieve its academic objectives. This plan for communications in response to COVID-19 is subject to change based on changes in guidance and circumstances. The University also recognizes that key audiences may require different types of communication and different types of information. In addition, there may be needs for ongoing open communication channels so that as issues and questions arise, a mechanism is in place to handle them. This communications plan addresses communications to students, faculty, staff, alumni, media and the local community.

## ANNOUNCEMENT TIMELINE

### *Week 1*

- A letter will be sent, on behalf of President Bradford, to the following audiences.
  - Students
  - Faculty
  - Staff
  - Alumni
- Press release goes out to the media- 9 AM
- Press release is posted on university website- 9 AM
- Announcement is posted to HSSU social media platforms- 10 AM
- Respond to any media requests and schedule interviews
- Town hall meeting invite is sent to students, faculty and staff

### *Week 2*

- The President and COVID-19 Task Force will host a town hall meeting, via Zoom, to keep the campus community informed, further explain the reopening plan, and answer questions. The town hall meeting will be well-structured and occur in three session.
  - Students- 10 AM (Wednesday)
  - Faculty- 10 AM (Tuesday)
  - Staff- 2 PM (Tuesday)
- A letter will be sent to the campus community, on behalf of President Bradford, thanking them for their participation and feedback during the town hall meeting. In the letter we will let them know that they will be receiving additional information within the following weeks from administration addressing their concerns and providing additional information.

### *Week 3*

- Email correspondence to key groups from the COVID-19 Task Force

- 
- Letter/memo from the Provost to faculty and students regarding Spring 2020 instruction and academic contingency plan.
  - Letter/memo from VP for Student Affairs to students regarding bookstore, housing, activities, etc.
  - Letter/memo from VP for IT Services to students, faculty and staff regarding technology for Spring 2020 (each group may require a personalized memo)

#### *Week 4 forward*

- Respond to follow-up requests
- Continue to email COVID-19 related updates to key campus stakeholders from the COVID-19 Task Force
- Post updates on the COVID-19 webpage at [www.hssu.edu/c19](http://www.hssu.edu/c19)

### **CONTINGENCY PLAN IN THE EVENT OF A CAMPUS CLOSURE**

#### *Week 1*

- A letter will be sent, on behalf of President Bradford, to the following audiences:
  - Students
  - Faculty
  - Staff
- Press release goes out to the media- 9 AM
- Press release is posted on university website- 9 AM
- Announcement is posted to HSSU social media platforms- 10 AM
- Respond to any media requests and schedule interviews

#### *Week 2*

- Email correspondence to key groups from the COVID-19 Task Force
  - Letter/memo from the Provost to faculty and students regarding academic contingency plan
  - Letter/memo from VP for Student Affairs to students regarding bookstore, housing, activities, etc.
  - Letter/memo from VP for IT Services to students, faculty and staff regarding technology (each group may require a personalized memo)
  - Letter/memo from CFO regarding refunds, disbursements, etc.
- Post/ repost helpful resources on social media (i.e. handwashing poster, quick tips, online study tips, residential life COVID tips, etc.).

#### *Week 3*

- A letter will be sent to the campus community, on behalf of President Bradford, thanking them for their flexibility, cooperation and patience.

- 
- Continue to email correspondence to key groups from the COVID-19 Task Force
  - Post all updates on the COVID-19 webpage at [www.hssu.edu/c19](http://www.hssu.edu/c19)

Week 4 forward

- Continue to provide the campus community with COVID-19 updates
- Post all updates on the COVID-19 webpage at [www.hssu.edu/c19](http://www.hssu.edu/c19)

University-wide communications will accompany progression between phases. Information about health precautions for individuals, such as maintaining appropriate physical distancing and other measures, will be posted via email, on this site, and on social media.

Please note this plan will be updated as needed based on changes in federal, State and local guidance and the circumstances of the pandemic.

---

# HUMAN RESOURCES

---

## **HUMAN RESOURCES**

The University will phase 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.

### ***Remote Work***

Faculty and staff members who can work remotely and who have been approved to do so by their immediate supervisor or Department Chair will remote work from November 23, 2020 through January 8, 2021 and plan to return to campus on Monday, January 11, 2021. Note that not every job is appropriate for remote work, and some jobs must continue to be performed on campus without interruption to keep the campus safe and healthy.

### ***Daily Health Screenings***

Daily temperature checks and completion of a confidential individual health questionnaire will be required for all full and part-time employees, student workers, or visitors who will be on campus. 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.

### ***Alternating Days or Alternating Weeks***

To limit the number of individuals and interactions on campus, departments should consider scheduling partial staffing on alternating days or weeks with staff who are required on campus (for instance, two weeks remote, two weeks on campus OR one week on campus, three weeks remote). Such scheduling will enable physical distancing, especially in areas with large common workspaces. To contain “germ circles,” it is best to schedule the same people on the same days to limit any one individual’s exposure to other individuals when possible. Alternating schedules must be approved by immediate supervisor.

### ***Staggered Reporting and Departing***

The beginning and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements. Staggered schedules must be approved by immediate supervisor.

---

## 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 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.

Completed questionnaires and temperature readings will be submitted 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.

