REOPENING PLANS FOR COLLEGES AND UNIVERSITIES IN PHASE 3

Name of Institution: Southern Connecticut State University
COVID-19 Coordinator: Anthony S. Richardson, PMP, SCSU COVID-19 Project Manager
Email: richardsona4@southernct.edu

Intended date of arrival of the first students (not before August 10): August 10th, 2020
Intended date of classes starting: August 26th, 2020
Intended duration of the fall semester or quarter: 12 Weeks

Date resubmitted: 7/28/2020

Contents

Overview

Per the Report of the Higher Education Subcommittee submitted to the Governor on May 6, 2020 which set forth the guidance and requirements for colleges and universities to reopen undergraduate residential programs during the COVID-19 pandemic, Southern CT State University has prepared a 4-Part Plan, outlining the senior administration's plan and approach for reopening the campus for the Fall 2020 semester. The four plans outlined in this document include:

- A plan for repopulating the campus (the reentry of students)
- A plan for monitoring the health of students, faculty and staff
- A plan for containing cases that develop
- A plan for shutdown of the campus if it becomes necessary.

As we manage in the COVID-19 pandemic crisis, we must analyze and respond to each decision within structured framework that is also, by necessity, flexible. This requires deliberately being mindful of equity, access, and inclusive challenges facing our campus community.
Southern is taking a phased in approach to reopening administrative and student services offices on campus. Please see the appendix for SCSU's approach on "Inclusive Excellence During the Covid-19 Advancing Access, Equity and Inclusion." Should the CDC guidelines or State Department of Health guidelines be changed or amended the plans will be adjusted accordingly.

This plan is respectfully submitted to the Department of Public Health (Thomas.St.Louis@ct.gov; Av.Harris@ct.gov and Brie.Wolf@ct.gov), with and to President Mark Ojakian, the Governor's appointed State lead for the reopening of higher education in Connecticut (CSCU-President@ct.edu.)

PART 1 - PLAN FOR REPOPULATING THE CAMPUS (the reentry of students)

Classrooms

The Facilities Department prepared a document titled COVID Spacing Capacity Study for Instructional Spaces dated June 5, 2020. This study established occupancy guidelines for six-foot social distancing for all spaces scheduled by the University Registrar. The methodology used incorporated seating capacity currently used by the Registrar for all instructional spaces and data from the 2015 Master Plan that established the assignable square footage for each space. Plan prototypes were prepared with seating layouts to derive an estimated space per seat for general purpose classrooms, lecture halls, labs and studios using the six-foot spacing requirements. These square foot estimates were applied to each instructional space to determine the occupancy that would be allowed in each room using the COVID reopening capacity for each instructional space. A room layout for each space was not developed at this time.

The Study was provided to the Administration, Provost, Deans and Registrar on June 5, 2020 so that class scheduling could begin. The Registrar has incorporated the data into the Ad Astra software used to prepare class schedules for the Fall 2020 semester. The Facilities Team completed a campus wide review of spaces that could be turned into classrooms with correct social distancing. These spaces with anticipated student occupancy counts and actual spacing layouts are done. After the Deans reviewed the COVID study based on estimated square footage calculations they have requested actual space layout/floor plans for unique teaching spaces. The development of these floor plans is also done. The results of these floor plan layouts were incorporated into a revised COVID Space study.

Dining Halls

On June 2, 2020 Facilities Department representatives Lisa Kortfelt, Stan Seliga and Peter Visentin met with our food service provider district manager and the Director of the Adanti Student Center to review the food service areas in Connecticut Hall and the Adanti Center. This meeting established occupancy guidelines for six-foot social distancing in the dining areas and at food serving stations. Based on the discussions at that meeting the Facilities Team agreed to developed floor plans addressing building and space entry sequences that promoted one-way student traffic, six-foot social distancing and seating layout with Plexiglas barriers to reduce the occupancy by 50%. The floor plans first and second floor for Connecticut Hall addressing these requirements are attached. The floor plans for the Adanti Center food court and Starbucks coffee bar are in design now.

Sodexo has identified the requirements for the Plexiglas guards that will be needed in addition to the sneeze guards already in place. Stan agreed to have all of the locations field measured and Plexiglas guards fabricated and installed. Sodexo and the university are working to develop online ordering, menus and food preparation and distribution that provides correct social distancing for students and staff.

Declaration that the State's restaurant guidelines with the exception of capacity limits have been achieved (e.g., single use condiments, cleaning of surfaces after every diner).

SCSU will follow the State of Connecticut's "Reopen rules for Restaurants" in all dining-related facilities on campus; SCSU will ensure that any 3rd party vendor or food servicer will also adhere to the rules set forth by the State of Connecticut. SCSU's guidelines for dining hall areas include the following:

- A plan for reopening the dining halls; this plan and rules will be shared with food service employees and inform them of any additional specific measures being taken in response to COVID-19.
- A maximum indoor capacity is 50% of its regular indoor seating capacity for dining hall and food court area. We have added seating areas to complement our traditional dining room to increase indoor seating capacity. Outdoor dining is still encouraged as long as the dining hall does not exceed its regular operating capacity and physical distancing can be maintained.
- Appoint a program administrator who is accountable for implementing these rules within the dining halls; this administrator will be the Certified Food Protection Manager.

- Institute a training program and ensure employee participation in the program prior to reopen. Training shall include: the rules contained in outline in the dining hall plan, protocols on how to clean and use cleaning products (including disinfectants) safely. For any on-site duties which are subcontracted, SCSU will ensure subcontractors are also appropriately trained.
- **THOROUGH CLEANING** Complete a thorough cleaning of facility prior to reopening, including, but not limited to all dining, kitchen, bathroom, and seating areas, and any commonly touched surfaces.
- **LOG EMPLOYEES** Maintain a log of employees on premise over time, to support contact tracing.
- **CERTIFICATION** Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.
- **CAPACITY TRACKING** SCSU will enforce revised capacity limits (50%).
- **SHIFTS** Stagger shift start/stop times and break times to minimize contact across employees. SCSU will recommend to Sodexo to consider cohosting staff within each shift (e.g. keeping the same shift schedules and avoiding mixing staff across shifts).
- **ENTRY & EXIT** All food and dining areas will have separate entrances and exits and/or designated traffic patterns in and out of a common entrance to allow for one-way foot traffic and to optimize traffic flow.
- **SIGNAGE** Abundant clear signage will be posted that supports new policies, (e.g.: social distancing protocols, cleaning and disinfection protocols, personal protection requirements (face masks, gloves), etc. Employees should stay home if sick/experiencing symptoms. No one should enter dining facilities if they are experiencing symptoms.
- **VENTILATION** SCSU will increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.
- **WAITING AREAS** SCSU will close indoor waiting areas.
- **SOCIAL DISTANCING MARKERS** SCSU will Install visual social distancing markers to encourage customers to remain 6 ft apart (e.g. the entrance to the dining facilities, lines to be seated, lines to make payments.
- **BUFFETS & SELF-SERVICE STATIONS** SCSU will eliminate buffet and self-serve stations.
- **SEATING/TABLE ARRANGEMENT** SCSU will rearrange space to maintain at least 6 ft of empty space between student groups. Student groups may be seated less than 6 ft. apart if non-porous barriers (e.g. Plexiglas, wood) that extend 30 inches above table height are installed between tables/booths. SCSU will consult with local Fire Marshal to ensure that any barriers constructed inside their venues are compliant with life safety code regulations.
- **NON-ESSENTIAL AMENITIES** SCSU will close or remove amenities non-essential to the main function of the dining facilities.
- **DISCRETE WORK ZONES FOR SERVERS** Servers will serve specific zones to minimize overlap, where possible.
- **IN THE KITCHEN** SCSU will request that Sodexo re-arrange workstations so that food workers do not face one another and are 6 ft. apart where possible (e.g. stagger workstations on either side of processing lines).
- **SILVERWARE** Utensils should be rolled or packaged. Disposable silverware will be used as needed.
- **TOUCHLESS APPLIANCES** SCSU will install touchless appliances wherever possible, including: Contactless payments, paper towel dispensers, soap dispensers, and trashcans.
- **SHARED EQUIPMENT** SCSU will request that Sodexo ensures employees do not share equipment to the extent possible (e.g. cooking equipment, trays, etc.). If shared, clean after each use.
- **CONDIMENTS** SCSU will use single use packets or containers.
- **HOTLINE FOR VIOLATIONS** SCSU will post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.
- **PERSONAL PROTECTION FOR EMPLOYEES** All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions. Employees may utilize their own cloth face covering over that provided by their employer if they choose. Latex-free gloves are required for table servers, and must be replaced frequently, including after handling any dishes or utensils previously handled by a customer. Latex-free gloves and eye protection are required when using cleaning chemicals. All restaurant employees shall follow FDA guidelines on usage of gloves where appropriate.

- **EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES** If the food facilities do not have adequate personal protection, they cannot open.
- **PERSONAL PROTECTION FOR CUSTOMERS** Students, faculty and staff are required to wear a surgical style mask or other face covering (e.g. cloth mask) that completely covers the nose and mouth when in the dining and other food facilities, unless doing so would be contrary to his or her health or safety due to a medical condition, or when eating in the restaurant.
- **HAND SANITIZER** Hand sanitizer shall be made available at entrance points and common areas, where possible.
- **CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES** SCSU will make available near commonly used surfaces where possible (e.g. tables and chairs, bathrooms).
- **HANDWASHING** Ensure employees wash their hands routinely using soap and water for at least 20 seconds.
- **BATHROOMS** Clean frequently, and implement use of cleaning log for tracking.
- **CLEANING & DISINFECTING** Follow federal guidelines (CDC, EPA) on what specific products should be used and how. Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants. Disinfectants are irritants and sensitizers, and should be used cautiously. Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead. Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use (e.g. PIN pads at payment).
- **SEATING AREA & TABLES** Disinfect seating area, tables, and common items after each seating.
- **KITCHEN** Sanitize kitchen and kitchen equipment on an ongoing basis (at least daily) and more frequently if used more often.
- **DAILY HEALTH CHECK** Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell, employees should stay home if sick.
- **IN THE EVENT OF A POSITIVE COVID-19** CASE Employees should inform their employers, and follow state testing and contact tracing protocols.
- **WHISTLEBLOWER PROTECTION** SCSU and Sodexo will not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.
- **LEAVE** SCSU will communicate to Sodexo the need to adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: https://www.dol.gov/agencies/whd/posters

Athletics

SCSU Athletics will comply with all guidance provided by the NCAA Division II and the Northeast-10 Conference. The NE10 announced on July 16, 2021 that all conference-sponsored competition will be suspended until December 31, 2020. They will explore a return to competition for fall and winter sports in Spring 2021 if deemed able to safely execute.

SCSU Athletics has established a protocol for the return of athletes to campus in coordination with the return of all students to campus. They will engage a set of pre-activity screenings and testing, beginning with athletes who compete in fall sports. Student athletes must have documentation that they have had a RT-PCR COVID-19 test within 14 days of arrival on campus. They have protocol for quarantining and isolating student-athletes, including out-of-state students, in conjunction with the plans for all SCSU students.

SCSU Athletics will also be prepared to implement safe training protocols. The Sports Medicine department will make appropriate modifications to the training room. An equipment sanitation protocol will be put into place. Coaches must submit a weekly training schedule plan for review prior to training. The number of student-athletes allowed in weight rooms and locker rooms will be limited and will comply with social distancing guidelines. Additionally, practice protocol will comply with guidelines for social distancing, mask-wearing, and indoor/outdoor gathering limits.

Return to training safe protocols

Coaches will be required to submit a practice plan weekly for each of the three phases of return to play.
- Coaches will not use whistles during practice.
- Coaches and other staff present at practices will be required to wear masks.
- Each student-athlete/group should be given a designated time to be present at the facility
  - Arrival/departure must be scheduled so that groups will not meet each other on the way in or way out.
- Student-athletes will remain part of the same group for each phase.
- Always enforce social distancing guidelines.
  - 6 feet between persons; 12 feet between persons during workouts.
- 15 feet is advised for coaching staff.
- If multiple groups are on the field at the same time, quadrants must be established on the field to maintain adequate distancing.
- If multiple coaches are on the field they must stay with their assigned group. They are not to circulate during the training session with other groups.
- Limit touch surfaces on the way in and way out of training area.
- Surfaces and equipment must be disinfected prior to each training groups arrival and after each group departure. (Equipment won't be used until phase II or 14 days after the beginning of phase I)
  - Ex: balls, cones, goals
- Student-athletes reporting to training should arrive wearing/bring any clothes, equipment, towels, etc.
- At the completion of training student-athletes should leave promptly showering at home or in their residential hall room.
- A policy for the return of clothing to the equipment room for proper washing will be established.

Spaces "where other groups congregate"

- Lounge spaces and open seating spaces such as the Engleman lounge, the learning commons, and the fireplace lounge will limit the number of people allowed and be reconfigured to allow for 6-feet of physical distancing. Social distancing signage /posters and directional arrows or foot prints on the floor will be needed.

- Spaces such as the meeting rooms in the Student Center will be reconfigured to allow for 6-feet of physical distancing and refitted as pods/cubicles with the necessary plugs/outlets or tabletop plexiglass dividers.

- Fixed spaces such as the Lyman Center theater and the Student Center theater will limit the number of people allowed and adhere to 6-feet of physical distancing by cordoning off seats.

- Computer labs will limit the number of people allowed to use the computers at one time by blocking off every other computer and allowing only one user at a time for each computer. Some chairs and computers may be removed to ensure 6-feet of physical distancing and/or computer labs can be refitted with Plexiglas dividers.

- Extracurricular activities can be held outside, weather permitting, while maintaining 6 feet of social distancing. Spaces indoors that would have been traditionally used for extracurricular activities will still be considered if they are available and have not been refitted to accommodate classes.

Shuttles and other transportation

SCSU will follow the guidance from the Department of Transportation on how the university will operate public buses as outlined below:

- Where possible only allow rear door boarding except in the case where a rider needs access to a ramp.
- Enforce that riders must wear a mask unless they have medical reason not to.
- Mark seats for social distancing.
- Install driver barriers.
- On smaller vehicles, implement sneeze guards between rows of seats.
- Where possible, increase service in order to reduce the potential for crowding.
- Drivers will monitor passenger loads and pass by stops if they can't take more passengers.
- High touch surfaces will be cleaned twice a day and more intense cleaning once a day.

Residence Hall:

Student rooms/apartments are being considered as a family unit; however, occupancy has been reduced in several residential facilities to offer greater social distancing so that no single bedroom will have greater than two students assigned.

Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the CSCU System Office, University or the Office of Residence Life as it relates to public health crises, including COVID-19. This guidance may evolve as the public health crisis evolves and requires. For the purposes of health and safety, residents will be expected to maintain 6 ft. social distancing in the residence halls wherever possible, including but not limited to lobbies, floor community lounges, basements, hallways, and entryways. In residence halls with community bathrooms, laundry rooms, and utility rooms/kitchens, occupancy will be limited and residents are expected to abide by posted occupancy warnings. Residents will also be required to wear masks in these same public areas within the residence halls. To further promote social distancing, residents should follow elevator capacity guidelines and directional arrows in stairwells and heed other posted signage throughout the residence halls.

Lounge/lobby furniture is being relocated and/or removed to encourage social distancing.

Approximately 120 student beds have been allocated in university-owned apartments for quarantine or other students who must be isolated.

Students who have greater risk for complications or COVID can request an accommodation from the Disability Resource Center. Students will receive priority for single rooms as required.

Orientation/Arrival

All students, prior to returning, will be required to review and accept additional terms related to living on campus and remaining safe with regard to COVID-19. This will begin with a statement that the University holds as paramount the health, safety and welfare of every member of its community. While the University is committed to taking steps to minimize the risk of COVID-19 infections, this is a shared responsibility and every member, including students, must do their part. This means adhering to national, state and local health guidelines and these guidelines. However, despite the restrictions and confines required in response to the coronavirus/COVID-19, the Office of Residence Life remains committed to ensuring a positive, productive and engaging experience for residential students.

In addition, once students move into the residence halls, meetings will occur either online or in person as space permits to review the specific residential facility in which they are assigned.

Students will return to campus in a staggered, multi-day format to help facilitate social distancing. The moving in of students' belongings is also planned for a week in advance of the students' returning. Students will submit an online self-screening symptom questionnaire via their Medicat portal upon arrival and each day for their first 7 days on campus.

Personal protective equipment: Masks

SCSU will promote a culture of care, asking members of the community to comply with COVID safety protocols in support of a healthy and caring community. Faculty, staff, students and visitors are required to wear masks or face coverings in all academic and administrative buildings at all times. Additionally, residential students must wear masks or face coverings in all residential common areas. Everyone is required to wear masks or face coverings outdoors when six-foot social distancing cannot be maintained.

Enforcement will begin with a philosophy that people want to do the right thing. Faculty, administrators, and/or staff members will be asked to speak with any person not wearing a mask, assuming they may have forgotten theirs, and point them to the nearest location where they could obtain one. Masks will be available in key locations throughout campus. If a student refuses to put on a mask, they will be asked to leave campus. If the student fails to comply with both requests, University Police will contacted in line with the Disruptive Student Policy. University Police would notify Student Conduct for review and adjudication. If a faculty or staff member refuses to wear a mask, they will be reported to Human Resources for appropriate action.

There will be signage at all building entrances notifying requirement to wear a face covering in all buildings. There will be signage at University road entrances notifying the face covering requirement on SCSU campus. Five cloth face coverings will be supplied to all students/Faculty/Staff. Employees are responsible for the care of cloth issued face masks. Medical personnel will be supplied with N95 respirators and face shields.

Other PPE requirements

All food service personnel will wear a face covering. All food service personnel will wear gloves (instruction on use provided by Sodexo, approved through SCSU EH&S). Healthcare personnel with frontline contact will use N95 respirator, face shield, gloves, and disposable gown. Healthcare personnel behind the scenes will wear provided cloth face covering. CSCU/SCSU will provide the PPE for Healthcare personnel.

Disinfection

Restrooms will be cleaned frequently throughout the day and disinfected twice a day (mid-day and at the end of each day) using an electrostatic sprayer and an EPA-approved disinfectant. Classrooms, Labs, Studios, and other common spaces will be disinfected at the end of each day with an electrostatic sprayer and an EPA-approved disinfectant. Custodians will wipe common touch surfaces (i.e. knobs, door handles, railings, elevator buttons, etc.) frequently, using an EPA approved disinfectant.
Disposable disinfectant wipes are located near common-use computers, along with instructions, for users to wipe down keyboard and mouse before and after each use, as well as the desk surface used. Music practice rooms used for voice and/or wind instruments will be disinfected after each use. Common-use instruments (i.e. piano, drums etc.) will be disinfected by the user before and after each use.

Disposable wipes or cleaning solutions will be made available in all bathrooms, classrooms and other shared facilities (e.g., copy machines, coffee stations) for wiping down surfaces.

Cleaning Strategies in Accordance with State and CDC Guidelines
- Bathroom disinfecting will be twice daily, once in the afternoon and once in the evening, with an electrostatic sprayer using an EPA-approved disinfectant for electrostatic sprayers.
- Bathrooms will be cleaned frequently using an EPA-approved disinfectant
- There will be a log for every time custodian cleans and disinfects the bathrooms and the log will be given to the custodial supervisor daily by each shift to maintain records.
- All shifts will frequently wipe down frequent touch points:
    o Doorknobs/Handles
    o Main lobbies
    o Stairwells
    o Elevators
    o Railings
    o Light Switches
- Electrostatic sprayer will be used at the end of the day to disinfect all Computer labs, lecture halls, science labs, classrooms, bathrooms, and common areas. This system is going to be use mainly on the 2nd and 3rd shifts, but all will be trained.
- Training will be provided by Richard Cogswell and Jeffrey Payne on use of electrostatic sprayers.
- Custodial staff will not be wiping down any monitors, keyboards, or any electronics.
- Custodians will not be responsible for cleaning offices, just removing the trash daily and wiping off door handles. Disinfectant wipes will be available in all office suites for disinfecting personal spaces.
    ****These cleaning levels can change based on the situation****

Below is the disinfectant that we will be using:

Hypochlorous Acid
Concentration – 200 ppm (pH 5-6)
Dwell Time – 10 minutes

CAS# - 7790-92-3
EINICS# - 232-232-5
Symbols of Hazardousness – None

- 100 percent safe for humans, non-toxic and all-natural
- When salt water is electrolyzed, it produces an anolyte solution that consists of >99.3% water, chloride salt and Hypochlorous Acid (HOCl).

- HOCl is a naturally occurring chemical that is produced by our neutrophils, or white blood cells, to fight bacteria and inflammation after an infection or trauma.
- HOCl provides a unique power to eradicate dangerous organisms while not causing harm to our cells.
- HOCl is one of the only agents that is both nontoxic to the delicate cells that can heal our wounds while being lethal to almost all known dangerous bacteria and viruses that threaten our health.
- Fresh air in buildings will be increased in an effort to minimize droplets that could spread the virus.

Travel

The following advisement from the University will continue through the end of the Fall 2020 semester: All members of the SCSU campus community, including new and returning students, faculty, staff, and management, are advised to avoid unnecessary international and domestic travel. Any member of the campus community who travels internationally or to affected states as identified by the State of Connecticut Travel Advisory must self-isolate for 14 days prior to coming to campus, per Centers for Disease Control recommendations (https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).

University-sanctioned domestic and international travel will not be permitted for faculty, staff, and management. Executive Vice President of Finance and Administration, Mark Rozewski, may approve travel deemed critical for maintaining the daily operations of the University on a case-by-case basis. University-sanctioned domestic travel for students will be permitted only under special circumstances, and will require approval by Dr. Tracy Tyree, Vice President for Student Affairs. Approved travel will require students to wear face coverings and observe appropriate social distancing measures as defined by the Centers for Disease Control (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).

The University has cancelled all Fall 2020 faculty-led study abroad programming through the Office of International Education. Students are prohibited from participating in study abroad through University partner institutions and third-party affiliates.

International students on a student (F/J) visa will be permitted to begin or continue their academic programs in person if they currently reside in the U.S. or are able to secure visas to enter the U.S., and will be subject to appropriate self-isolation (as applicable), testing, and contact tracing measures implemented by the University.

Staffing

Faculty and staff have been Instructed to quarantine at home and refrain from reporting to work in the event they present COVID-like symptoms. Accrued sick leave credit may be utilized to avoid any disruption in pay.

Exemptions from reporting to work for faculty and staff who face higher risk of contracting COVID due to a documented medical condition are being granted on a case-by-case basis. Students who face similar risks are being directed to select a class schedule of online courses only.

Access to Campus

Visitors:
A SCSU Novel-Coronavirus (Covid-19) Questionnaire was developed for Visitors/Contractors/Vendors. Everyone on Southern Connecticut State University (SCSU) campus must wear face masks per Governor Lamont's Executive Order 7BB, requiring face mask covering while working at Southern Connecticut State University. https://portal.ct.gov/-/media/Office-of-the-Governor/Executive- Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf The health and wellbeing of our employees, visitors, and community remain SCSU's primary priority and as such SCSU is now requiring all

visitors to provide responses to the questionnaire prior to being permitted entry into our facilities. Anyone working on SCSU campus must notify SCSU PD upon arrival and on departure from SCSU Campus to gain access. The SCSU PD phone number is 203-392-5375. The online questionnaire can be located at: https://owlssouthernct.sharepoint.com/sites/PROJSSRVSCSUCOVIDResponseProject/Shared%20Docum ents/Forms/AllItems.aspx?id=%2Fsites%2FPROJSSRVSCSUCOVIDResponseProject%2FShared%20Docume nts%2FMicrosoft%20FormsContractorvisitor%20COVID%2Ehtm&parent=%2Fsites%2FPROJSSRVSCSUCO VIDResponseProject%2FShared%20Documents

Office of Undergraduate Admissions:
Information sessions and campus tours will be conducted for groups of 10 or fewer, with an adequate number of professional and student staff conducting these events. Visitors to Admissions are asked to bring a mask and maintain a 6-foot distance from others; those arriving without a mask will be provided a disposable mask. Tours and visits will be modified/scheduled to avoid any campus areas where the 6-foot social distance cannot be maintained. We will also continue to provide online information sessions, virtual tours, live web chats, as well as video appointments. Visitors will be asked to schedule an appointment and check in upon arrival in order to participate in Admissions activities or meet with staff.

Admissions will maintain both physical and virtual office hours and advisement sessions and will follow state requirements for PPE and social distancing as well as building occupancy.

Safety precautions will be in place, including a one-stop check-in at a Plexiglas-protected area, hand sanitizer and disinfecting wipes. Appropriate PPE will be worn by the staff.

Open House Events – tentatively planned for 9/24 & 10/26
These gatherings will meet the Governor's requirements for groups and will be limited to fewer than 50 participants with required masks and social distancing. Both virtual and on-ground formats will be available.

Graduate Admissions:
Recruitment Events – As most graduate recruitment events will attract far more than 100 individuals, such events will remain virtual in nature and be delivered through the university's partnership with PlatformQ. This will ensure the safety of prospective students, faculty, and staff.
Visits to campus (fewer than 10): Assuming on campus-staffing is adequate to perform such visits, i.e. tours, the SGPS staff member will wear adequate PPE, as designated by the institution, and maintain a 6-foot distance from all participants. Tours and visits will be modified to avoid any campus areas where the 6-foot social distance cannot be maintained.
Visits to campus (more than 10) – Visits of more than 10 individuals will remain online at this time.
Office hours, and advisement sessions are available at a mutually agreed-upon day and time via Teams and WebEx.
Front End office visits: Proper safety precautions will be in place, as per Facilities, with regard to Plexiglas and hand sanitizer. Appropriate PPE will be worn by the staff. All staff will utilize workstations not less than 6 feet apart.
Graduate Orientation – As with recruitment events, due to the expected attendance at such an event, the fall Graduate Orientation will be delivered in a virtual modality via PlatformQ.
The process for determining/reviewing requests to continue remote work, given health concerns, will need to be published by Campus Leadership.

Residence Life:
Immediate family members will be the only non-residents allowed to visit students in the residence halls. Due to COVID-19, the number of guests permitted is limited to one guest per student. In support of social distancing measures, the maximum number of residents and/or guests in a resident's room will be limited to three persons per bedroom to include the resident(s) assigned to the space. (West Campus Single Suites are limited to two persons per bedroom due space limitations.) However, the University encourages residents to avoid gathering in groups and to opt for outdoor socialization whenever possible (while still maintaining social distancing). [Note: Commuter students will attend classes being held in residence hall programming spaces that have external entry such that they will have no access to living areas of the halls.]

Contracted staff are expected to abide by the same requirements/expectations as employees.

PART 2 – PLAN FOR MONITORING THE HEALTH OF STUDENTS, FACULTY AND STAFF

Testing of students in residential institutions for the COVID-19 virus

Southern Connecticut State University (SCSU) will require all residential students to document a negative RT-PCR COVID-19 test result within 14 days prior to their arrival on campus for the fall 2020 semester (testing is permitted to begin prior than 8/24/2020, where applicable, through the resource support of Griffin Health). This documentation must be submitted to Health Services through the student's patient portal. Health Services will verify the documentation along with other immunization requirements and notify the COVID-19 Coordinator. The COVID-19 Coordinator will log the clearance and notify Residence Life that they have been cleared for arrival. Once cleared Residence Life will notify the student that they can schedule an arrival time. Arrival times will be staggered to allow for appropriate physical distancing.

Students who test positive prior to arrival will be required to notify Health Services and not be cleared to arrive on campus until 10 days without symptoms from the date of the test. Students will be required to submit daily self-monitoring check-ins through patient portal documenting any symptoms. If the student has no symptoms for a 10-day period, the COVID-19 Coordinator will notify Health Services and Residence Life that the student has been cleared and is ready to schedule a move-in time.

SCSU will require all students arriving in Connecticut from out of state to document a negative RT-PCR COVID-19 test result as close to the time of arrival on campus as possible. The test must be administered preferably 72 hours but no earlier than 14 days in advance of moving into their residence hall room. All out-of-state students, from **"non-hotspot" declared states** (as of 7/28/20), can obtain the initial pre-arrival test and will not need to quarantine as was originally planned in the June 23rd guidance.

For students from **"hotspot" declared states** (as of 7/28/20), should test in advance of arrival and then be quarantined for 14 days. These students must complete the travel advisory form that is filed with Department of Public Health.

For students who are unable to gain access to COVID-19 testing prior to arrival due to financial, insurance, or other circumstance, SCSU will provide the opportunity for testing on-campus during days designated for dropping off belongings.

All residential students will be required to submit a daily self-screening report to the COVID-19 Coordinator for the first seven days after their arrival on campus.

Ongoing testing of students for the COVID-19 virus

Aside from the documentation indicating a negative test upon arrival for all residential students and all students from out of state, Southern Connecticut State University (SCSU) will require testing of all symptomatic faculty, staff and students and will follow a testing strategy for all asymptomatic residential students. Symptomatic faculty, staff and students will receive testing priority.

Symptomatic

Southern Connecticut State University (SCSU) will continue to test symptomatic students, faculty and staff. Students will be tested through the University Health Center or private providers, while faculty and staff will be referred to either their own provider or Urgent Care for testing. Students, faculty, and staff will be required to quarantine until the results of the testing are available. Once test results are received they must be reported to the COVID-19 Coordinator. If the test result is negative, the Coordinator will clear the faculty, staff or student to be removed from quarantine. If positive, the faculty, staff, or student will be required to self-isolate and contact tracing will commence. Faculty, staff, and students in self-isolation will be required to remain in isolation until they have had 10-days without symptoms from the date of the test. Faculty, staff and students will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms. If the faculty, staff or student has no symptoms for a 10-day period, the COVID-19 Coordinator will notify Health Services/Human Resources that they have been cleared to return from isolation.

Asymptomatic

Asymptomatic SCSU students and staff residing in university housing will be tested periodically by the University Health Center. SCSU will test 5-10% of each residential building on a weekly basis. The Health Center, in coordination with the COVID-19 Coordinator, will utilize the electronic health record to randomly select the sample of residents and notify them that they have been selected for testing. Residents will be provided directions on what they need to do to receive the test. COVID-19 Coordinator and the residents will be notified of their results and if they are positive they will be required to self-isolate at private residency or in University isolation housing and contact tracing will commence. Residential students in self-isolation will be required to remain in isolation until they have had 10 days without symptoms from the date of the test. Residents will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms. If the resident has no symptoms for a 10-day period, the COVID-19 Coordinator will notify Health Services/Residential Life that they have been cleared to return from isolation.

In the first week of classes, SCSU will test all residential and non-residential students from out of state in addition to the randomized sample.

Appointment of a COVID-19 Coordinator

The University will identify a COVID-19 Coordinator to coordinate and monitor the plans for testing to support the health of students, faculty and staff; to implement the University's plan for containment; and, to serve as a campus expert and resource around public and community health.

Reporting to the Associate Vice President for Student Affairs and/or the Director of Health Services, the COVID-19 Coordinator will

- Serve as the liaison with the COVID-19 Coordinators at other colleges and universities across the state.
- Oversee reporting for external stakeholders when requested.
- Collaborate with the University's Director of Health Services to coordinate, implement and document testing requirements for the University, to include initial testing and ongoing testing strategy. Serve as the operational liaison with the health care provider contracted to provide testing on campus.
- Provide leadership, coordination and documentation for the University's contact tracing program, to include the recruitment and training of contact tracers and protocols/procedures for documenting process and results.
- Collect and report on all data relating to COVID-19 testing, quarantine/isolation, and contact tracing.
- Collaborate with the University's Director of Health Services to oversee faculty, staff, and student self-monitoring reporting and tracking those in quarantine and isolation.
- Serve as a liaison between Health Services and Residence Life in the coordination of residential quarantine and isolation space.
- Collaborate with Health Services and Human Resources to coordinate the clearance of faculty, staff, and students regarding testing requirements, and quarantine/isolation requirements.

Protocol for collecting information about COVID-19 cases

All faculty, staff and students will be required to report to the COVID-19 Coordinator if they are experiencing possible COVID-19 symptoms.

Faculty and staff will be referred to their own providers or to the local urgent care center for evaluation and testing. Students will be referred to their own providers or the Health Center. Faculty, staff and students will be told to self-quarantine until results are received and they are cleared to return from the COVID-19 Coordinator. Faculty, staff and off-campus students will quarantine at home and resident students will be moved to the quarantine space in the residence halls, if necessary. Once a negative test result is received they will be cleared to return. If the result is positive they will be required to self- isolate until they have had 10 days without symptoms from the date of the test. Faculty, staff and students will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms through the Medicat Portal. If the faculty, staff or student has no symptoms for a 10-day period, the COVID-19 Coordinator will notify Health Services/Residential Life or Human Resources that they have been cleared to return from isolation.

If a positive test is received, faculty, staff, or students considered to be close contacts will be identified and notified that they have been in close contact with a positive case. Faculty, staff and students deemed to be close contacts will be directed to self-quarantine at home (commuters, faculty, staff) or on campus in quarantine space (residential) for a 14-day period from their last exposure to the individual who tested positive and be required to be tested. Faculty, staff and students will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms through the Medicat Screening Portal. Faculty, staff and students will be released from quarantine by the COVID-19 Coordinator in collaboration with Health Services after a 14-day period from the last exposure, assuming a negative test and symptom free. Faculty/Staff considered to be close contacts will be referred to Urgent Care for testing and must report results to the COVID-19 Coordinator. Faculty and staff will not return to work unless cleared by the Coordinator.

PART 3 - A PLAN FOR CONTAINING CASES THAT DEVELOP

Isolation space

Southern Connecticut State University (SCSU) has designated space in the University Residential area to be able to isolate students when deemed appropriate. SCSU has designated 36 units to house students who need to be quarantined or isolated for a period of time. These units have a capacity for 144 students. If additional space is needed, Residential Life will work with the COVID-19 Coordinator to determine how to meet the need. Each unit can house up to four students with two students per bathroom. Students will not share a bedroom space or bathroom if their health condition warrants private accommodations. Quarantine and isolation space will be located in North Campus Townhouses and Mid-Rise building. Students who test positive and those waiting for results will be housed separately. Each unit will have food available in the units immediately upon moving into one of the units. A schedule of further food delivery and contactless drop off will be determined in consultation with the student once moved to the quarantine housing. Food will be provided by our food service provider and delivery coordinated between our food service provider and Office of Residence Life.

Isolation protocol

When faculty, staff or students are identified as having a positive COVID-19 test result they will be required to self-isolate until 10 days have passed with no symptoms from the date of the test. This 10-day period may be extended for those who develop symptoms according to CDC guidelines. Faculty, staff, and off-campus students will be required to self-isolate at their private residences, and residential

students will either self-isolate in their private residences or in the University's designated isolation residential spaces. Once the COVID-19 Coordinator receives a positive result, they will initiate contact tracing to identify faculty, staff and students who have been in close contact with the positive individual. Faculty, staff and students deemed to be close contact will be required to be tested and quarantine for a 14-day period from their last exposure with the person who tested positive. Faculty, staff, and off-campus students will be required to quarantine at their private residences. Residential students will either self-quarantine in their on-campus housing assignment or they will quarantine in the University's designated quarantine area if their assigned space is not conducive (e.g., share a bathroom with other residents).

Faculty, staff and students will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms through Medicat Screening Portal. Faculty, staff and students will be released from quarantine by the COVID-19 Coordinator in collaboration with Health Services after a 14-day period from the last exposure, assuming a negative test and symptom free. Faculty/Staff considered to be close contacts will be referred to Urgent Care for testing and must report results to the COVID-19 Coordinator. Faculty and staff will not return to work unless cleared by the Coordinator.

Medical care for those isolated

Southern Connecticut State University will have three levels of quarantine and isolation; quarantine, isolation-asymptomatic, and isolation-symptomatic. Students who are in quarantine or self-isolation asymptomatic will be required to complete a daily symptom check-in daily, through a Medicat daily symptom tracker email or text that will populate their EHR for tracking and monitoring. Contact tracers will monitor the daily symptoms. If a student in quarantine or isolation-asymptomatic indicate the onset of symptoms the contact tracer will notify Health Services of any students exhibiting symptoms to follow-up with a telehealth appointment to determine if further treatment is necessary. Students who are in *residential isolation-symptomatic* will be required to have a daily telehealth appointment to track symptoms with the University Health Center.

Faculty, staff and students who are in self-isolation off campus will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms through Medicat Symptom Tracking system and should follow the guidance of their provider relating to the onset of or additional symptoms.

Quarantine protocol

Southern Connecticut State University (SCSU) will require all faculty, staff and students considered to be in close contact with a person who has tested positive for COVID-19 to quarantine. This will include roommates and suitemates of residential students. For residential students deemed required to quarantine, this quarantine can include students being broken into family groups/pods based on the sharing of bathrooms. For instance, if you have 12 students on a hall sharing a single multi-stall bathroom, they could be considered a pod; suitemates are also counted as a family. These family groups/pods can socialize together, while wearing masks and social distancing, dwell outside, and obtain food service in groups. They should stay away from other pods but otherwise can leave their rooms/residence halls and could be engaged, similarly to how Connecticut based summer camps. Faculty, staff and off-campus students deemed close contact will be required to quarantine at home. Quarantine will be for a 14-day period from their last exposure to the individual who tested positive and be required to be tested. Faculty, staff and students will be required to submit daily self-monitoring check-ins to the COVID-19 Coordinator documenting any symptoms. Faculty, staff and students will be released from quarantine by the COVID-19 Coordinator in collaboration with Health Services after a 14-day period from the last exposure, assuming a negative test and symptom free. Faculty/Staff considered to be close contacts will be referred to Urgent Care for testing and must report results to the COVID-19 Coordinator. Faculty and staff will not return to work unless cleared by the Coordinator.

Close contacts will be defined using the CDC recommend definition which defines close contacts as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated" (CDC Website).

Southern Connecticut State University (SCSU) has designated space in the University Residential area to be able to quarantine students when deemed appropriate. SCSU has designated 36 units to house students who need to be quarantined or isolated for a period of time. These units have a capacity for 144 students. If additional space is needed, Residential Life will work with the COVID-19 Coordinator to

determine how to meet the need. Each unit can house up to four students with two students per bathroom. Students will not share a bedroom space or bathroom if their health condition warrants private accommodations. Quarantine space will be located in North Campus Townhouses and Mid-Rise building. Students who test positive and those waiting for results will be housed separately. Each unit will have food available in the units immediately upon moving into one of the units. A schedule of further food delivery and contactless drop off will be determined in consultation with the student once moved to the quarantine housing. Food will be provided by our food service provider and delivery coordinated between our food service provider and Office of Residence Life.

Contact tracing

For laboratory-confirmed or probable COVID-19 patients, SCSU will conduct contact tracing for close contacts, defined by the CDC as any individual within 6 feet of an infected person for at least 15 minutes, of, starting from 2 days before illness onset (or, for asymptomatic cases, 2 days prior to testing). COVID-19 Coordinator, in collaboration with the College of Health and Human Services, will train and oversee a team of student, faculty and staff contact tracers, equivalent to four (4) FTEs, based on NACCHO recommendations per 100,000 people. Required training will include online modules and resources offered by Johns Hopkins and the CDC. Contact tracers will use ConTact (state system) in addition to the contact tracing program made available within Medicat, the university electronic health records system, to enroll individuals needing to be monitored, monitor daily for symptoms, and connect to additional medical care when indicated. In addition, contact tracers will notify the COVID-19 Coordinator of individuals deemed close contact to coordinate quarantine and testing. Contact Tracers will trace close SCSU contacts of confirmed SCSU positive cases (students, faculty and staff). Contacts who are not SCSU community members will be referred to the New Haven Public Health Department. All students, faculty and staff being monitored will be required to be tested and will be required to quarantine for a 14-day period. Students may be tested by Health Services and faculty/staff will be referred to urgent care or local testing center. Individuals being monitored will be required to check in daily, through a Medicat daily symptom tracker email or text that then populates into the EHR for tracking and monitoring. Contact tracers will monitor the daily symptoms of those quarantined and refer to Health Services when symptoms present that may require further medical attention. Contact tracers will also monitor confirmed COVID students who are isolating and/or in quarantine, using the same Medicat daily alerts. Contact tracers will notify the COVID-19 coordinator when contacts have met the requirement to be cleared to be removed from quarantine/isolation.

Liaison with regional hospitals and health care facilities

Southern Connecticut State University is located in New Haven, CT, within 2 miles of the Yale New Haven Health System and Cornell Scott Hill Health Center. Additionally, the university has strong relationships with Hartford Healthcare and most other healthcare organizations in the state of Connecticut where we collaborate to train students for clinical careers. In the event that our campus experience begins to trend toward a surge (criteria to be determined), we will communicate directly with three key providers: 1) Director of Health, New Haven Department of Public Health; 2) Office of the Chief Operating Officer, Christopher O'Connor, Yale New Haven Health; and 3) Office of the Chief Executive Officer, Michael Taylor, Cornell Scott Hill Health Center. Yale New Haven Hospital will coordinate local efforts to ensure adequate in-patient COVID-19 related care. Yale New Haven Health and Cornell Scott Hill Health will coordinate local efforts to ensure adequate ambulatory care and COVID-19 testing capacity. The New Haven Health Department will support campus contact tracing efforts and track incidence rates for individual cases.

PART 4 – PLAN FOR SHUTDOWN

Shutdown initiated by the institution if a serious outbreak occurs on campus

As of the filing date of this plan (7/28/2020), the following seems a reasonable and prudent interpretation of current guidelines.

If the campuses' designated quarantine and isolation spaces near capacity, the number of infections continue to rise, and there are fewer than 7 days remaining until the quarantining/isolating capacity reaches zero, the University, with the affirmation and approval of the CSCU System Office, will start a physical shutdown of the campus. Similarly, with the guidance of the CSCU System Office, if it is determined that the threat for a significant demonstrable spread of the virus (among students, staff and/or faculty) across campus exists, the University will begin a physical shutdown. The determination for non-state directed closures will be resolved through a special emergency meeting of the Presidents' Leadership Team. In addition, if the state or region requires housing or other facilities to manage a resurgence of the virus, the campus will close. The final determination for closure in the latter case is not optional.

Shutdown of the State

The campus does declare that if so directed by the Regents or the Governor for any reason, the campus will immediately close.

Plan for continuation of instruction if a shutdown occurs

The plan for ongoing instruction in response to a serious emergence of COVID-19 on campus or in the local community would include a series of steps:

1. Upon notification from Department of Public Health, CDC, State, System Office, or SCSU Student Health Services that there is a wider health threat on campus due to the COVID-19 virus, the President's Office will call an immediate emergency meeting of the President's Leadership Team. That team will collectively consider the circumstances and make the decision as to whether to "move off campus."
2. With that decision made, the University will begin a process that alerts all faculty, staff and students that within the next 24 hours we will transition to an all-online process of education. This notification will be transmitted by emails, texts and website postings via our Office of Integrated Communications and Marketing.
3. With that notice, faculty members who are not already teaching fully online, will revert to fully online teaching modes from off campus.
4. On-ground or hybrid classes that were scheduled to meet within that 24-hour block of time will be able to do so if it is too late to notify all student participants; if warning is given early in that block of time faculty will be asked to direct students to remain home and that their course will continue in fully online mode.
5. As needed, our Office of Information Technology will initiate a process, already tested in Spring 2020, to allow students with a technology infrastructure gap to borrow laptops for the remainder of the semester.
6. Buley Library will activate their plan for remote work and ongoing virtual programs and processes.
7. Because of the unpredictability of the spread of the virus if it emerges on campus, if the University enters a fully online mode of teaching, a return to on-ground or hybrid teaching will not be considered and the rest of the semester will remain online. If the quarantining and isolating spaces are near capacity, the residence halls will be shut down and students will be notified that they need to leave campus. The University will work with students for whom getting home is difficult (e.g., international students) and those for whom campus housing serves as their primary residence. Students who are in isolation or quarantine will remain on campus until safe to go home.

*   *   *   *

Appendix

Delivery Mode Percentiles

School	Online	On-Ground/Hybrid
School of Business	67.6%	32.4%
College of Arts & Science	58.6%	41.4%
College of Education	72.7%	27.3%
College of Health and Human Services	66%	34.0%
Total Number of Sections	1491	840
Relative Percent	64%	36%

Master Fall 2020 Schedule

Please see embedded MS Excel File for Schedule

(Click on paperclip in the left navigation menu for the .XLS file)

COVID Classroom Capacities with HyFlex Designations

Room	Type	Capacity	HyFlex Technology
ASC 313A - Ballroom A	TEMP CLASSROOM	75	
ASC P24 - Theater	TEMP CLASSROOM	56	
BU 007B - Emporium Classroom	Classroom	13	
BU 202 - Classroom	Classroom	13	
BU 204 - Classroom	Classroom	26	HyFlex Technology
BU 205 - PC Classroom	Classroom - PC Lab	11	
BU 206 - MAC Classroom	Classroom - PC Lab	16	
BU 207 - Classroom	Classroom	27	
BU 438 - Grad Study	TEMP CLASSROOM	29	
DA 101 - Classroom	Classroom	38	
DA 102 - Classroom	Classroom	26	
DA 104 - Seminar Room	Classroom	6	
DA 120 - Classroom	Classroom	11	HyFlex Technology
DA 122 - Classroom	Classroom	11	
DA 124 - Classroom	Classroom	7	
DA 211 - Classroom	Classroom	8	
DA 218 - Classroom	Classroom	12	HyFlex Technology
DA 219 - Classroom	Classroom	9	
DA 222 - Classroom	Classroom	11	
DA 224 - Classroom	Classroom	7	
DA 226 - Classroom	Classroom	9	
EA 114 - Band Room	TEMP CLASSROOM	18	
EA 118 - Music Studio	TEMP CLASSROOM	17	
EA 216 - Art Studio	Art Studio	11	HyFlex Technology
EN A105 - Classroom	Classroom	6	
EN A107 - Classroom	Classroom	10	
EN A109 - Classroom	Classroom	8	
EN A113 - Classroom	Classroom	10	
EN A115 - Classroom	Classroom	10	
EN A117 - Classroom	Classroom	9	HyFlex Technology
EN A120 - Lecture Hall	Classroom	43	HyFlex Technology

EN B027A - Art History Lab Sections	Classroom	12	
EN B111 - Classroom	Classroom	15	
EN B118 - Classroom	Classroom	9	
EN B121A&B - Combined Seminar Room	TEMP CLASSROOM	33	
EN B125 - Classroom	Classroom	7	
EN B206 - Classroom	Classroom	7	
EN B208 - Classroom	Classroom	9	
EN B210 - Classroom	Classroom	13	
EN B211 - Classroom	Classroom	12	
EN B212 - COM Lap Top Lab	Classroom - PC Lab	7	
EN B214 - Classroom	Classroom	12	
EN B216 - Classroom	Classroom	9	
EN B218 - Classroom	Classroom	12	HyFlex Technology
EN B220 - Classroom	Classroom	7	
EN B221 - Computer Lab	Classroom - PC Lab	17	
EN B303 - English Lap top Lab	Classroom	9	
EN B304 - Classroom	Classroom	8	
EN B305 - English Comp Lab	Classroom	9	
EN B306 - English Comp Lab	Classroom	7	
EN B307 - English Lap top Lab	Classroom - PC Lab	9	
EN B308 - Classroom	Classroom	8	
EN C007 - Classroom	Classroom	8	
EN C008 - Classroom	Classroom	21	HyFlex Technology
EN C009 - Classroom	Classroom	7	
EN C010 - Classroom	Classroom	21	
EN C020 - Classroom	Classroom	10	
EN C022 - Classroom	Classroom	6	
EN C108 - Seminar	Classroom	5	
EN C112 - Lecture Hall	Classroom	49	HyFlex Technology
EN C113 - Standard	Classroom	15	
EN C115 - Classroom	Classroom	15	HyFlex Technology
EN C132 - Classroom	Classroom	8	
EN C134 - Smart Classroom	Classroom	9	
EN C136 - Classroom	Classroom	12	
EN C138 - Classroom	Classroom	12	
EN C140 - Classroom	Classroom	15	HyFlex Technology
FH FPS	TEMP CLASSROOM	25	
JE 114 - Classroom	Classroom	16	HyFlex Technology
JE 127 - Lecture Hall	Classroom	24	HyFlex Technology
JE 227 - Classroom	Classroom	11	
JE 335 - Classroom	Classroom	13	
MFH 203 - Classroom	Classroom	8	
MFH 204 - Classroom	Classroom	9	
MFH 255 - Classroom	Classroom	12	
MO 6 - Classroom	Classroom	10	
MO 8 - PC Classroom	Classroom - PC Lab	14	HyFlex Technology
MO 9 - Classroom	Classroom	13	
MO 10 - Classroom	Classroom	14	
MO 11 - Classroom	Classroom	12	
MO 13 - PC Classroom	Classroom - PC Lab	21	HyFlex Technology
MO 14 - Classroom	Classroom	11	
MO 16 - Classroom	Classroom	11	
MO 102 - Classroom	Classroom	11	HyFlex Technology
MO 103 - Lecture Hall	Classroom	14	
MO 108 - Lecture Hall	Classroom	23	
MO 111 - Classroom	Classroom	11	

MO 113 - PC Classroom	Classroom - PC Lab	9	
MO 120 - Classroom	Classroom	11	
NE B - Neff Basement	TEMP CLASSROOM - FYE	25	
SB 020A - Seminar Room	Classroom	14	HyFlex Technology
SB 020B - Seminar Room	Classroom	13	HyFlex Technology
SCI 210 - Lecture Hall	Classroom	14	
SCI 222 - Lecture Hall	Classroom	15	HyFlex Technology
TE8 101 - Classroom	Classroom	17	
TE8 102 - Classroom	Classroom	12	
TE8 103 - Classroom	Classroom	12	
TE8 104 - Classroom	Classroom	8	
TE8 105 - Classroom	Classroom	11	
TE8 106 - Seminar Room	Classroom	7	

Connecticut Hall Lower Floor Plan

SOUTHERN CONNECTICUT
STATE UNIVERSITY
FACILITIES PLANNING DEPARTMENT
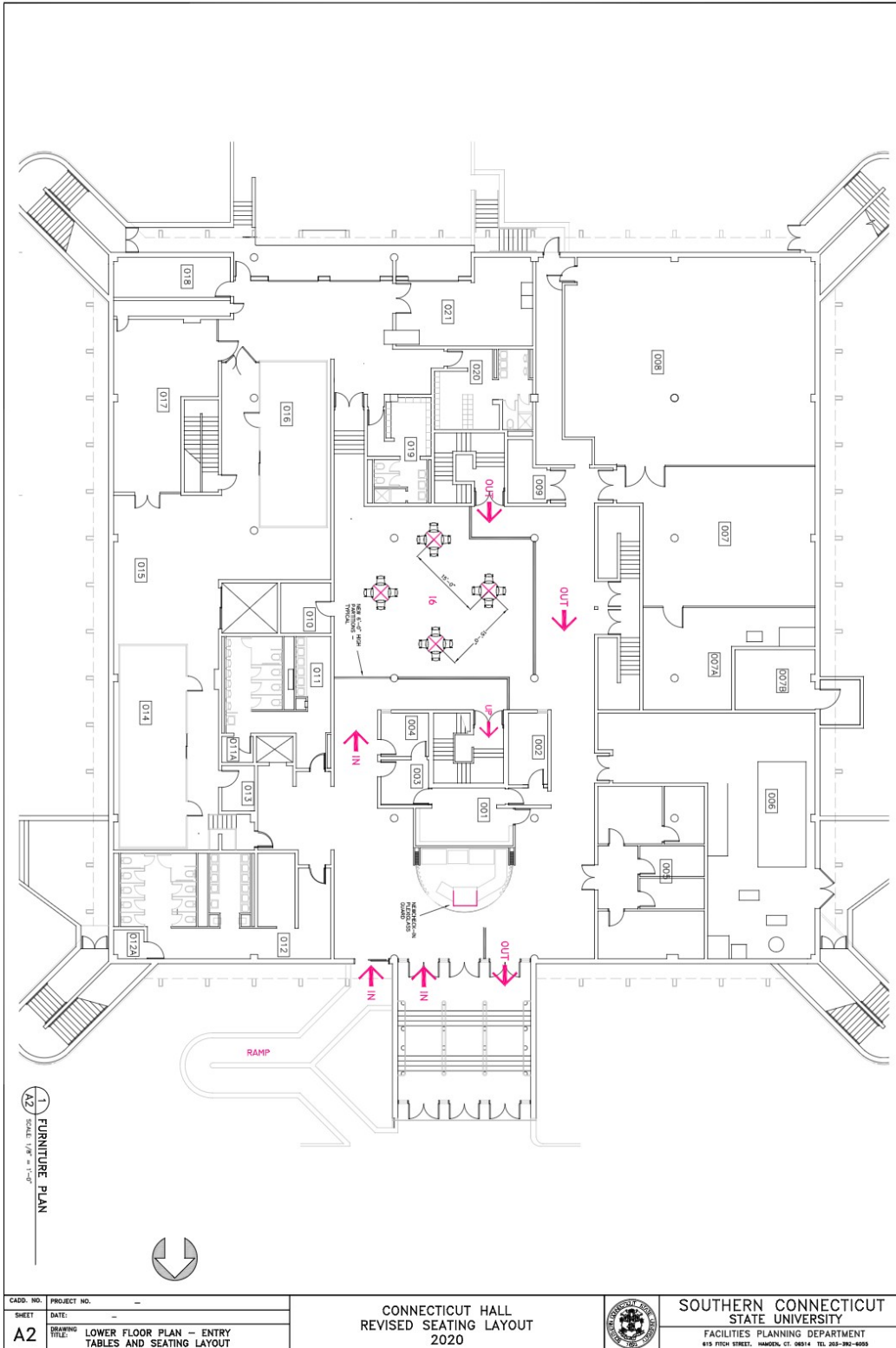
CONNECTICUT HALL
REVISED SEATING LAYOUT
2020

A2 | LOWER FLOOR PLAN – ENTRY TABLES AND SEATING LAYOUT

Connecticut Hall Main Floor Plan
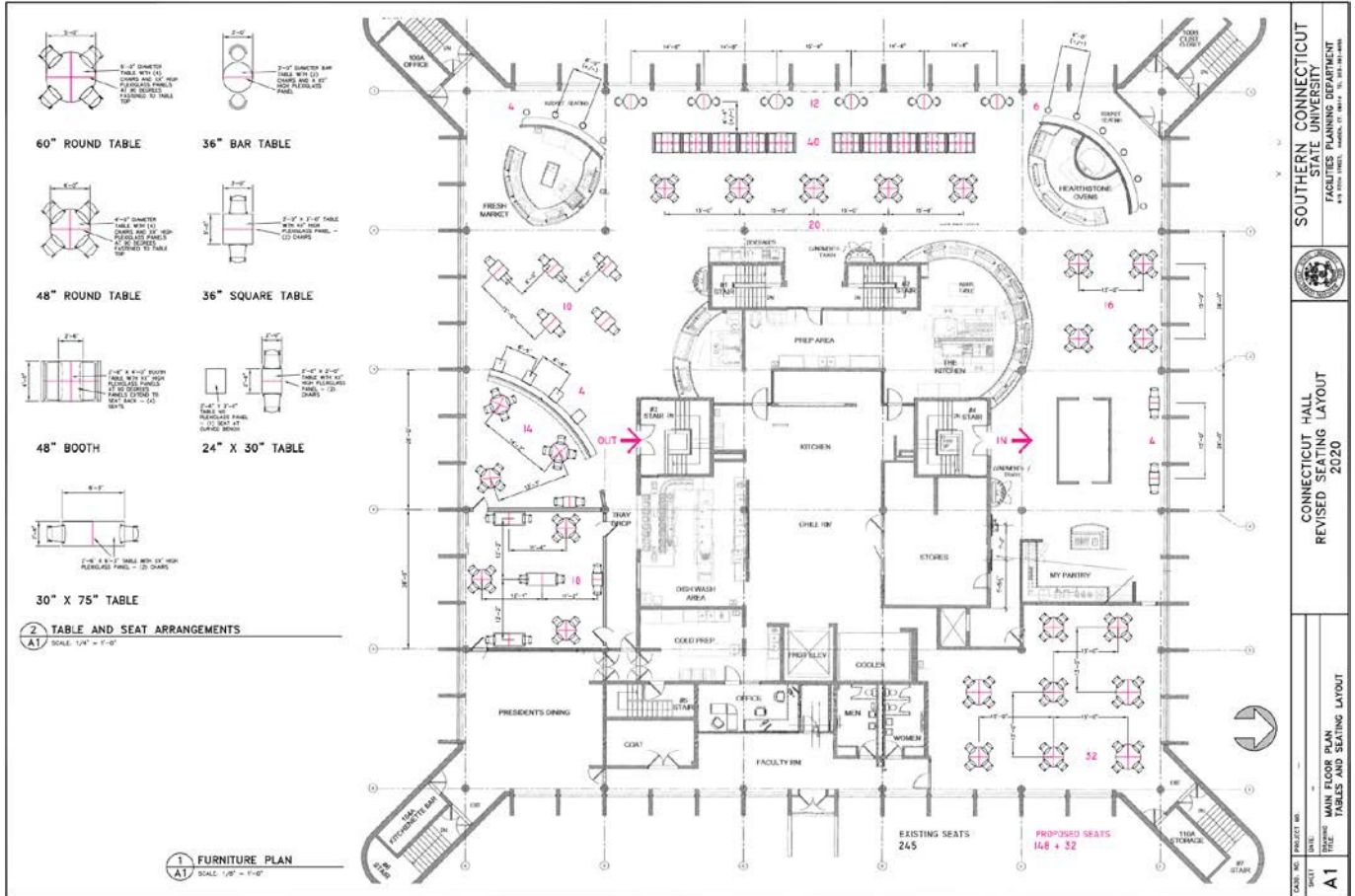
Return to Labs/Studios

The CT DPH approved procedures for faculty access to labs and studios on campus during the summer of 2020 can be found at the following public URL: https://inside.southernct.edu/coronavirus/summer-2020-return

Inclusive Excellence During the Covid-19 Advancing Access, Equity and Inclusion

Recommendations to Drive Inclusive Excellence During the COVID-19 DEI CRISIS

In welcoming our students, faculty and staff back to campus, listed below are key recommendations and strategies to creating an inclusive excellence framework during the continued Covid-19 DEI crisis. As well, the recent racial tensions, despair and collective activism that we continue to witness across the nation, provokes SCSU to create an intentional and strategic approach for healing, community action and significant change led by each community member and senior leaders who are informed allies willing to fight antiblack and anti-racist narratives that have become ever so present on our current college campuses.

These recommendations pulled from various resources including, *The Covid-19 DEI Crisis Action Strategy Guide, 2020, Recommendations to Drive Inclusive Excellence* authored by Dr. Damon Williams, we hope, will assist in building capacity, and creating an inclusive learning and supportive environment both on the ground and in remote operations.

Recommendation One: Make Culturally Relevant Decisions to avoid unconscious bias

Foremost, it is essential that we lift up our commitment to the values of access, equity and inclusivity within the SCSU community. Applying cultural relevance is a skill that must be added to all decision-making committees. While understanding that we are each dealing with our own issues, we must keep asking Access/Equity/Inclusion questions, at every point, to ensure we are reaching and including our most vulnerable and marginalized populations. This means taking a pause to look at a situation from multiple angles.

For example, how might each decision affect economically vulnerable students? Students living with mental health challenges? Those who have no place to go or be? Those who are minoritized and don't feel that they belong? Those who are worried about basic needs, from housing to food insecurity to finding free wi-fi so they can finish their courses online? Ask yourself "what is the worst thing that can happen if we move forward with this course of action?"

By using a cultural relevance lens, one is more likely to see all the angles that lead in ways that don't have us falling prey to our unconscious bias. In this instance, a bias that says "everyone can get home and wants to get home in the face of the COVID-19" is clearly not the case. This past spring semester, some students neither wanted to go home, because it was unsafe, nor were financially capable of it. For some college campuses, this decision-making process became micro-invalidating for these students, leaving them embarrassed, frightened and stressed because they were unable to comply.

Putting time and energy into supporting students through this continued crisis will result in better outcomes for students and for Southern. The types of outreach described here will help students feel connected and committed to SCSU. In turn, they will be more likely to endure this crisis with their education and health intact, complete their degrees, and repay their loans and become engaged and active alumni.

Unit/Division	Strategies
- Academic Affairs - Student Affairs - Development - Information Technology - Enrollment Management - Finance and Administration	1) Proactively Engage with VPDEI in developing strategy and driving execution. 2) Seek advice from the inclusion Partners from each unit to avoid creating too much weight in meeting and convening. 3) Find DEI expertise in the schools and colleges, disability services, Multicultural and Sage Centers, VPDEI and academic units like, gender studies, public health, sociology, social work, communications and other areas that can bring crisis communication, access, equity and inclusion, and other areas of relevance together for managing the issues on the DEI strategy group. 4) Now is not the time for hierarchy and process. Now is a time for leadership, creativity and execution. 5) Rely on the diversity leaders who are the campus experts for dealing with trauma. They do it every day. They see it every day, and we need their voices to help us amplify our ability to support all students. We must get these leaders involved in COVID-19 DEI teams and strategy circles and ensure that their voices are being heard in their roles leading on the ground and in community with diverse and often minoritized students.

Recommendation Two: GROUND-TRUTH YOUR SOLUTIONS

Every solution we create must be based on ground truth. It must relate back to actual reality, to lived experiences of those you are working with, not assumptions. Remember, it is essential to ground-truth solutions to ensure they do not actively (or inadvertently) invalidate or harm members of any identity group.

Unit/Division	Strategies
• Academic Affairs • Enrollment Management • Finance and Administration • Information Technology • Institutional Advancement • Student Affairs	1) Leverage the Inclusion Partners, Intersectional Justice group, and other allies before making cascading decisions. Get a point of view. You don't have to follow it but take it into consideration. 2) Use technology to grow-source information or point of view to a potential strategy, leveraging the Inclusion Partners group and others to potentially find unintended consequences. 3) Leverage leaders from wherever they may live to gather fresh confirming and disconfirming information to drive better strategy. 4) Prime Meetings to Become More Mindful. One technique that can potentially mitigate bias and groupthink in decision-making is to begin each meeting with an opening statement that recognizes Access, Equity and Inclusion as a goal, for example: "Okay, we have to figure out our next steps, but I want to start by saying it is paramount that we figure this out in a way that does not cause harm to our vulnerable students?" So, just to let you know, as we begin to work this problem, I'm going to keep coming back to checking in against the question 'how does this affect our diverse and vulnerable students?'" 5) Rely on data (i.e., 2017 Campus Climate Survey, COVID-19 Student Survey, qualitative narratives collected from educational workshops, trainings to establish benchmarks, evaluate, and assess. 6) Utilize White Accountability Group and consultants to check ourselves and each other for how white privilege shows up in our actions and decisions. Work intentionally and collective to eradicate racism on campus. 7) Consider ways that students can help us and each other ground-truth new initiatives to create a more equitable and inclusive community

Recommendation Three: Support Diverse Communities Through Access, Equity, Inclusion

An institution of learning is also a place of healthy living, connecting, eating and working. We must set up processes to address not just academic but basic and cultural needs. Specific diverse communities may need additional support. Mental and emotional health, job loss and limited financial resources, weak social networks, abusive home situations, disabilities, digital deserts, sick leave—these issues and more must be addressed as we work to maintain a strong sense of community in classes, departments, units and for the entire school.

As the pandemic and the nation's racial-injustice crisis rage on, the effects are taking their toll on Black and other marginalized students. Mental-health concerns are exacerbated for Black and Latinx students, whose communities are disproportionately harmed by both the coronavirus and police violence. Asian students are still dealing with racial slurs and jokes related to the pandemic. When these students return to their socially distanced colleges this fall, they will need a range of different mental-health-care options. Students will need to be able to access these services easily and quickly. And colleges may need to destigmatize mental-health care for the group of students who may need it the most."
https://www.chronicle.com/article/Students-of-Color-Are-Not-OK/249125

Unit/Division	Strategies
- Academic Affairs - Enrollment Management - Finance and Administration - Information Technology - Institutional Advancement - Student Affairs	***Student Engagement*** 1) As classes continue to move online, recognize that some students will continue to lack good internet access and may not have access to technology. This may prevent students from having the access to software products that are typically available in computer labs. Though some if these products are available for download, not all students have technology that would permit the download and installation of the software (due to device type, operating system version, storage space, computing power, etc.). In response to these issues, Southern is piloting a cloud-based platform that will require just a web browser to access many of the primary software solutions. Adjunct faculty and staff may have similar barriers to technology. - Continue to offer loaner technology and Wi-Fi hotspots, and equip students with a caring guide. - Provide remote access to software to ensure that students have access to the tools necessary for their success. - Provide training opportunities for students that may require additional technology proficiency to be prepared for an online and/or hybrid learning environments. 2) Promote the University's health services for all students, and especially for students who are uninsured or otherwise have challenges accessing care. Promote avenues for access to specialty care as needed. 3) COVID-19 will intensify education around inequities for black and other minoritized students -https://diverseeducation.com/article/177796/ 4) Open the new SCSU Food Bank and Opportunity Center to provide wrap-around services to students including addressing food insecurity, deploying emergency funds, and connecting students to local services and resources. 5) Continue to work with students who are housing insecure to help them find more reliable housing options, especially after the university closes at Thanksgiving or should we have to close before that time. *7) Financial Consequences*— Students' incomes will be impacted in a variety of ways. Here are a couple of additional considerations. - How will students who have a Federal Work-Study (FWS) position and are unable to work due to school closure or distance learning *continue to be paid* for the FWS hours they are scheduled to work. - Students who are receiving assistance through public programs such as the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or a child care subsidy should discuss with their caseworker how to handle unexpected changes in school or work schedules due to COVID-19 to avoid disruptions in their assistance. Students can also check their local human services websites to see if there are proactive updates.

8) Tap the expertise in Counseling Services to increase access to support for students who are struggling and are disproportionately impacted by the COVID pandemic and structural racism.

9) Continue use of Why These Feelings forums and other student gatherings to provide support, process experiences, offer opportunities for students to hold us accountable for doing better.

10) Expand engagement with white students to help them explore their white identity, recognize their contributions to a white dominant culture, and take action to dismantle racism at Southern and in the world around them.

Faculty Engagement

1) As faculty continue to teach using different modalities, Online, Hybrid, or HyFlex courses, recognize that they are also stressed and scared, and worrying about their own families, finances, and health. Equip them with resources developed by their peers; there are many talented professors who have been teaching online for decades and they have created a special crowdsourced support called *Teaching Online with Care*.

2) Continue to create an online space for faculty to confer with each other about strategies and share their stresses; remember that faculty working conditions are a critical driver of student success.

3) Continue to provide accessible teaching for disability culture and community. Another COVID-19 DEI angle that could be slipping through the cracks is the reality of the disability community. Students with physical and mental disabilities can face academic hurdles for a variety of reasons.

https://www.mapping-access.com/blog-1/2020/3/10/accessible-teaching-in-the-time-of-covid-19

4) Teaching with an Inclusion, Equity, and Access Lens While Teaching Remotely https://www.pcc.edu/coronavirus/covid-19-diversity-equity-and-inclusion-dei-resource-list/

https://cte.rice.edu/blogarchive/2020/3/13/inclusion-equity-and-access-while-teaching-remotelye

Staff Engagement

1) Support for Black Staff

https://www.insidehighered.com/advice/2020/06/10/recommendations-how-white-allies-can-truly-support-black-people-and-thei

2) While students are a top concern for obvious reasons and while faculty are influential in important ways, it is the experiences of staff who are too often forgotten in our priorities conversation generally and as we are simply trying to figure out how to work in this new "normal" environment. These dynamics will drive anxiety, reduce productivity and create a sense of othering at a time when we are all struggling with instability and uncertainty. One of the most important things for leaders to do is to affirm their teams, clearly outline teleworking arrangements and be nimble in this new normative context.

Recommendation Four: Communicate Thoughtfully and Inclusively

There is no such thing as over-communication in a crisis, when stress reduces memory and cognitive functions and multiple touches are needed, yet all such communication must be sensitive and effective, and they must reach everyone. We offer guidance here for communicating intentionally and inclusively, as well as simply, transparently and often, as we work the challenge and provide crisis leadership.

Unit/Division	Strategies
• Academic Affairs • Enrollment Management • Finance and Administration • Information Technology • Institutional Advancement • Student Affairs	1) Show Empathy, Clarify the Big Picture, and Provide the Method 2) Be Mindful of Dog-Whistle and Micro-aggressive Language 3). Over-Communicate to the Communities You Serve, Especially the Vulnerable 4) Diversify the mechanisms by which we communicate to increase the likelihood that we reach all intended audiences. 5) Ensure a variety of voices and experiences are represented to reflect the diversity of our audiences.

Pandemic Reimbursement Travel Policy

SCSU Academic Affairs Policy for COVID-9 Impacted Travel Funds
Effective March 4, 2020

The COVID-19 virus may impact planned travel in the coming weeks. In cases where faculty have already submitted Travel Authorizations which encumber university funds, please handle TAs and advise accordingly:

Scenario 1: The Reason for Travel on the TA (e.g., conference or other professional event) has been cancelled because of the COVID-19 virus

        Next Steps for the Traveler:
- Pursue reimbursement of any registration fees with sponsor
- Pursue reimbursement of travel expenses with carrier (e.g., airline)
- If sponsor or carrier does not reimburse, university will reimburse upon receipt of the following in Academic Affairs:
  - original travel and event receipts
  - documentation of event cancelation
  - documentation of refusal of sponsor and/or carrier to reimburse
- No replacement travel funds can be made available

Scenario 2: The Reason for Travel has not been canceled, but it is in an international location with a level 2 or higher travel warning from the US Centers for Disease Control (CDC) because of the COVID-19 virus

        Next Steps for the Traveler:
- Pursue reimbursement of any registration fees with sponsor
- Pursue reimbursement of travel expenses with carrier (e.g., airline).
- If sponsor or carrier does not reimburse, university will reimburse upon receipt of the following in Academic Affairs:
  - documentation of location's (CDC) status
  - original travel and event receipts
  - documentation of sponsor and/or carrier refusal to reimburse
- No replacement travel funds can be made available

Scenario 3: The traveler is not comfortable traveling <u>specifically because of the COVID-19 virus</u>, but the Reason for Travel on the TA (i.e., conference or other professional event) has not been canceled and/or the location does not (yet) have a level 2 or higher travel warning from the US Centers for Disease Control (CDC).

        Next Steps for the Traveler:
- Pursue reimbursement of any registration fees with sponsor
- Pursue reimbursement of travel expenses with carrier (e.g., airline).
- If sponsor or carrier does not reimburse, university will reimburse upon receipt of the following in Academic Affairs:
  - documentation of location's (CDC) status
  - original travel and event receipts
  - documentation of sponsor and/or carrier refusal to reimburse
- No replacement travel funds can be made available